**Purpose:** Use this form to request a compensation review for eligible employees (Non-MPP\*). A compensation-only change will be processed through an in-range progression.

**Instructions:**

1. Complete sections 1-5.
2. Forward completed form via email to Class/Comp classcomp@sjsu.edu.
3. If the rationale for the review includes changes to responsibilities, include an updated Position Description (PD) as well as a copy of the previously approved PD.

|  |
| --- |
| 1. **REQUESTOR INFORMATION**
 |
|  | Employee |  | Appropriate Administrator (Immediate non-bargaining supervisor) |
|  |
| Date submitted to Appropriate Administrator, if applicable† | enter a date |  |
|  |
|  |
| **2.** | **EMPLOYEE INFORMATION** |
| Last Name: | First Name: |
| enter text | enter text |
| Department Name: |  |
| enter text |  |
| Position Number: | Phone: | SJSU ID: |
| enter text | enter text | enter text |
|  |
| **3.** | **APPROPRIATE ADMINISTRATOR INFORMATION** |
| Last Name: | First Name: |
| enter text | enter text |
| Department Name: |
| enter text |
|  |
| **4.** | **RATIONALE FOR REVIEW** |
|  |
|  | enter text |  |
|  |
|  |
| **5.** | **SIGNATURES AND APPROVALS** |
|  | **REQUESTOR** |  |  |  |  |  |
|  | enter text |  |  |  | enter a date |  |
|  | Name |  | Signature |  | Date |  |
|  |
|  | **APPROPRIATE ADMINISTRATOR (if not the requestor)** |  |
|  | enter text |  |  |  | enter a date |  |
|  | Name |  | Signature |  | Date |  |
|  |
|  | Select One: |  | I concur with this Compensation Review Request. |
|  |  | I DO NOT concur with this Compensation Review Request. |
| \* | *To request a compensation review for an MPP employee, make a request to your Division Vice President who will initiate the process with University Personnel.* |
| † | ***APC employees*** *may submit a compensation review request to UP without an Appropriate Administrator’s signature.* ***All other eligible employee-initiated compensation review requests*** *should be submitted first to the Appropriate Administrator. If after 30 days the Appropriate Administrator has not forwarded the request to UP, the employee may send it directly.* |