

Pay Rate Justification Form

The Pay Justification Form is used to document compensation practices for an employee's pay that would be considered an outlier based on other employees in the same position title. Pay Justification Forms are filled out at the request of Human Resources by the supervisor and approved by the department head and Division Vice President or Senior Vice President.

Employee Information

Employee Name: _____ ID: _____

Please circle one: Full-Time Part-Time Current

Pay Rate: _____ Hourly Annual

Job Title: _____ Department Name: _____

Supervisor Name: _____ Department Phone Number: _____

Justification:

Choose the reason that best fits the pay situation:

- | | |
|-----------------------------|----------------------------------|
| Job Duties/Responsibilities | Education/Certification/Training |
| Performance | Departmental Need |
| Experience | Position is Difficult to Fill |

Please provide pay rate justification:

Approval:

Supervisor

Printed Name Signature Date

Department Head

Printed Name Signature Date

Vice President or Senior Vice President

Printed Name Signature Date