Initiate Pay Adjustment Form

Instructions and Best Practices for EOHR Form Submission

Before You Fill It Out…

Before initiating the Initiate Pay Adjustment Form, ensure you have already discussed the details and purpose of the position with your Unit Approver. If this is a brand-new position, confirm that the appropriate funding has been secure for this pay adjustment.

Only Authorized Requestors may submit this form on behalf of their respective unit. If this is an urgent request and your Authorized Requestor is unavailable to submit, please email eohr@uw.edu for guidance and support.

Prior to submitting the form, ensure you have all the following details/documentation and ready to add to the form:

- Full background on purpose/reason for this pay adjustment (this can be saved as an attachment to the form, or copied and pasted into the "Additional Information" section of the form).
- If you are not the Director of your unit, documentation that this action has been discussed and approved by your Director.

While You Fill It Out…

Be sure to complete all required fields of the form.

NOTE: If you are submitting a Career Enhancement/Growth Program (CEGP) increase request, first discuss the request with Maria MacGregor, Associate Director for HR Ops (marian4@uw.edu, or submit a consult request via the General Consultation form).

All amounts detailed in the form are based on **_monthly_** rates. If you are requesting a one-time (lump sum) payment, use the One-Time Payment Request form.

In the "Justification" section, provide all background and details on the purpose/reason for the position—the more information, the better! Full details and background will ensure a more efficient review/approval process.

For the "Documentation Upload" section, attach the position description form and any associated forms, correspondence or other resources that would be helpful for the approvers and the EOHR to have when reviewing the request.

The "Additional Information" section can be used to enter any additional notes/info on this request. If this request was discussed with a member of the EOHR team prior to submitting, add in those details here.