

Equity Request

Equity Increases are not intended to replace, or supplement, merit or reclassification increases, nor are they given solely on the basis of longevity, performance, or workload. Refer to the Quick Facts, reverse, for appropriate criteria to potentially justify an equity increase.

Employee Information

Full Name: _____ USNH ID#: _____
Last First M.I.

Home Department: _____
Home Department Name TS Org (6 digits) Home Department Supervisor Name

Current Information: _____
Classification Title Current Base Hourly Rate/Salary FTE Hourly? Salaried?

Equity Request Information

Equity Type: Internal External* *For external equity, attach external market data with justification of origin and validity of market data in addition to your justification below. Proposed Equity Amount: _____

Reviewed by...

<p>Home Department Supervisor</p> <p>_____ <small>Supervisor Signature & Date</small></p> <p>Unit Head (respective Dean, Director, AVP)</p> <p>_____ <small>Unit Head Name Unit Head Signature & Date</small></p> <p>Senior Leadership (respective VP or President)</p> <p>_____ <small>Senior Leadership Name Senior Leadership Signature & Date</small></p>	<p>Finance Division</p> <p>_____ <small>Finance Name Finance Signature & Date</small></p> <p>SPA (if applicable)</p> <p>_____ <small>SPA Name SPA Signature & Date</small></p>
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Approval

Compensation

Compensation Name Compensation Signature & Date

Position & Suffix: _____ Transaction #: _____ EPAF #: _____
 Effective Date: _____ Personnel Date: _____ Ecls: _____

