University of Hawaiʻi - Information Technology

Date: _____

MEMORANDUM

TO:
        Administrative/*Personnel Officer Name*
        School/College/Program

FROM: VP/Chancellor
        School/College/Program

SUBJECT: **NOTIFICATION OF FINAL SALARY PLACEMENT**

Applicant/Employee name	Position Title	Position No.

This salary placement recommendation has been carefully reviewed. Based on the information presented and the context of information technology at the University, the salary placement of the subject applicant/employee shall be as follows:

1) Salary Matrix (Monthly)	**2)** Exception (Monthly)	**3)** Salary Placement Determination **(the sum of 1 and 2 at left)**
$	$	$

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In accordance with project guidelines, the total monthly compensation shall be as follows:

Effective Date: _____

(For entry in PeopleSoft)

Base Pay (Monthly) *	Step	**Total Compensation (Monthly)**
$		$

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For hiring purposes, this notice authorizes an offer to the applicant at the approved base salary. For a current employee, this notice authorizes the preparation of a Payroll Notification Form (PNF) inclusive of the approved base salary. A copy of this notice shall be attached to the PNF for inclusion in the official personnel file.

Appeals: The employee and/or supervisor may file an appeal relative to alleged procedural errors to the appropriate VP/Chancellor within ten (10) calendar days from the date of this notice. The appeal shall be limited to only the process and must include appropriate identifying information and justification -- position title, position number, organization, incumbent's name, and description and evidence of the procedural error.

c: Supervisor