

## State of Wyoming REQUEST FOR PAY APPROVAL

All personnel actions affecting employee pay require agency submission of a Request for Pay Approval form (updated 4/2010). This includes, but is not limited to: new hires, rehires, promotions, reappointments, and reclassifications. The Request for Pay Approval form must be submitted to Department of Administration & Information (A&I), Human Resources Division (HRD), Payroll/Data Services for review. Submission of the form does not necessarily mean the personnel action will be approved. Prior approval by A&I Budget Division is required for all personnel actions that are over the position's budgeted amount. Prior approval by the A&I HRD Administrator is required on all personnel actions which are an exception to the State of Wyoming Compensation Policy (refer to the State of Wyoming Compensation Policy, Chapter 1, Section 5).

Employee Name	SSN#	Recruit ID	Agency #	PORG	Cur Pos #	New Pos #
Personnel Action	Reason		Effective Date			
Current Class Code/Grade	Current Pay	% Adjustment	WYDOT/G&F only: indicate position type			
Proposed Class Code/Grade	Proposed Pay		Commission		Legislative	
<b>Justification for Pay Adjustment</b>						
<p>Budget Approval: Does the proposed salary rate exceed the rate funded in your budget?                  Yes _____ No _____</p> <p>Budget Amount (mo): _____ Budget Org _____ Funding Source: General ____% Federal ____% Other ____%                  Proposed Amount (mo): _____                  Plus Benefits (at 22%): _____                  Months Remaining in Biennium: _____                  Total Increase in Budget for the remainder of the Biennium: _____</p> <p>Proposed source of funding: _____</p>						
<b>Approved:</b>			<b>Denied:</b>			
<b>A&amp;I Budget Analyst:</b>			<b>Date:</b>			
<p><b><i>By signing this Request for Pay Approval form, the agency head approves the pay adjustment, certifies that the funds are available in the agency's budget to support the adjustment and understands that this adjustment may result in a reduction of future standard budgets.</i></b></p>						
Supervisor Signature		Date	Agency Human Resources Office Signature (Mandatory)		Date	
Agency Budget Office (Mandatory)		Date	Agency Head or Designee Signature		Date	
A&I Human Resources Signature - Required for all equity pay adjustments		Date	Employee Signature - Required only on pay reductions		Date	