Salary Adjustments Outside of Budget Cycle

1. **HR - Counseling & Compensation**
   - Discussion for HR action
   - Review and approve

2. **VP for Student Affairs**
   - Review and approve
   - Discussion for HR action
   - Review and approve

3. **Supervising VP**
   - Review and approve
   - Compliance and general review
   - Review and approve

4. **Tom Reber**
   - Review and approve
   - Compliance and general review
   - Review and approve
   - Copy, log, email department that memo is ready for pick up. Scan copy to HR.

5. **Cari Tawney**
   - Review and approve
   - Compliance and general review
   - Review and approve
   - Generate memo
   - Memo logged into mail log
   - Review and approve
   - Copy, log, email department that memo is ready for pick up. Scan copy to HR.

6. **Koldus 117**
   - Review and approve
   - Compliance and general review
   - Review and approve
   - Generate memo
   - Memo logged into mail log

7. **Department Director**
   - Review and approve
   - Compliance and general review
   - Review and approve
   - Generate memo
   - Memo logged into mail log

8. **Department**
   - Review and approve
   - Compliance and general review
   - Review and approve
   - Generate memo
   - Memo logged into mail log
   - Pick up and send copy of memo to payroll services.