Pay Base Change
Personnel Action Request

ID Number: T _____

Last Name: _____

First Name: _____

Middle Name: _____

Title: _____

Position #: _____

Department: _____

Current Base Pay: [   ] Fiscal   [   ] Academic   [   ] MODFY

           Salary: $ _____

New Pay Base: [   ] Fiscal   [   ] Academic   [   ] MODFY

           Salary: $ _____

Effective Date: _____

Special Conditions:

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Name of person submitting request: _____

PeopleAdmin Routing
Requestor → Department Head → Dean → VP/Provost → Title III* → Grants* → Budget → Human Resources → EO/AA   *Optional

1. Complete form and save to your drive/network folder	3. Attach completed form to PARF action
2. Begin new PARF in PeopleAdmin	4. Track action to ensure routing does not stall