



## STATE OF IDAHO COMPENSATION REQUEST FORM

**Purpose:** To request a temporary or permanent employee salary increase or bonus payment.

**Routing:** This form is to be completed by agency HR representative in conjunction with supervisor and agency fiscal representative; approved by agency appointing authority, then routed to DHR and DFM for approvals.

### EMPLOYEE INFORMATION

Employee Name:

Today's Date:

Employee PCN:

Agency:

Classification Code:

Agency Contact Number:

Classification Title:

Person Completing this Form:

If the request is for multiple employees, attach a spreadsheet with the information outlined in this form.

### TYPE OF REQUEST

Please refer to DHR Policy Section 1: Compensation and Idaho Statute 67-5309, Idaho Statute 59-1603 and IDAPA 15.04.01.070-075

Permanent Equity Adjustment Increase

Recruitment Bonus

Permanent Merit Increase<sup>1</sup>

Retention Bonus

Temporary Merit Increase

Employee Suggestion Bonus

Performance Bonus

Other: \_\_\_\_\_

### SALARY REQUEST SUMMARY

#### Current Salary Information

Current Salary:

Current Pay Grade:

Current Compa-Ratio (%):

Proposed Effective Date<sup>2</sup>:

#### Proposed Salary Information

Proposed Salary or Bonus Amount:

Proposed Increase (%):

Proposed Compa-Ratio (%):

Proposed End Date (if applicable):

### JUSTIFICATION

1. Describe the justification for the request.

2. How did you determine the amount of the salary adjustment? (Include details regarding comparators that were used, others in the classification, reporting structure, internal/external equity, budget constraints, etc.)

<sup>1</sup> This form is not for annual change in employee compensation (CEC) requests.

<sup>2</sup> Examples of supporting documentation

- Organization Chart (Current and Proposed)

**ATTACH SUPPORTING DOCUMENTATION (AS APPLICABLE)**

- Organization Chart
- Proposed Memorandum of Understanding (MOU) for Recruitment/Retention Bonus
- Other: \_\_\_\_\_ (supporting documentation<sup>2</sup> used to answer Justification #2 – examples below)

**FISCAL IMPACT**

What is the annual fiscal impact of this request (list all fund numbers and amounts)?

Does this fit within your existing budget?  Yes  No

If no, what is your plan to fund this increase or bonus?

If this is for a performance bonus, does it fall under the 20% cap?  Yes  No

**AGENCY APPROVAL**

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

**DHR/DFM USE ONLY**

Approved Denied

DHR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

DFM Representative: \_\_\_\_\_ Date: \_\_\_\_\_

- Agency Compensation Policy
- Performance Evaluation History

For Recruitment/Retention Bonuses

- Proposed Memorandum of Understanding for Recruitment/Retention Bonuses
- Turnover/Recruitment Data  
*Turnover: IBIS > Statewide Reports > Personnel > Employee Turnover by Class*

For Permanent Equity Adjustments

- Comparison to Others in Classification (or Pay Grade)  
*IBIS > Agency Code > All Employee Longevity > Filter by Classification or Pay Grade*
- Salary Increase/Performance History
- Compression Analysis
- Job Comparator/Market Data (external)

For Performance Bonus Requests

- Report of Performance Bonuses Issued During Fiscal Year  
*IBIS > Statewide Reports > Budget Distribution and Position Control > Employee Bonus Detail*