



## Personnel Change Request

Employee ID:	Department:
Last Name:	First Name:
Job Code:	Title:

Pay Grade:	<input type="text"/>
Annual Minimum:	<input type="text"/>
Annual Maximum:	<input type="text"/>

Effective Date:	<input type="text"/>
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	Current	Proposed	Percent Increase
<b>Base Annual Salary</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Annual Premium Pay	<input type="text"/>	<input type="text"/>	
Adjusted Annual Salary	<input type="text"/>	<input type="text"/>	

\*Adjusted Annual Salary may differ if employee is eligible for Supplements, listed in Remarks below

Remarks:

### Approvals:

	Print Name	Signature	Date
Department Director:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Chief:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mayor:	Daniella Levine Cava	<input type="text"/>	<input type="text"/>

	Name
Return To:	<input type="text"/>
DPR:	<input type="text"/>

Approval must be electronically attached to the corresponding Job Opening or the DPR Salary Change Request on **INFORMS**.