Salary Differential Request

*This form should be used for an advanced degree related to your work assignment as an Assistant to HEO or College Laboratory Technician can provide a salary differential of $1,000 (for Master's Degree) and $2,500 (for Doctoral Degree) every year. Please submit your **official transcript** and **official degree** along with this form for approval.

Employee's Name: _____

Payroll/Contract Title: _____

Department: _____

Highest Degree Received: _____

Major Area of Study: _____

Contact Number: _____

E-mail Address: _____

Please provide a detailed statement of the relationship of your advanced graduate degree to your current job description (Should you require additional space, please attach to this document):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please also attach any related or supporting documentation to this form.

Print Name _____

Employee's Signature _____ **Date** _____

FOR HUMAN RESOURCES USE ONLY			
Eligible:	☐ Yes	☐ No	Reason:

HR Representative (Print) Signature Date