

Kansas State University

Mid Year Base Salary Increase

Employee Name:		Emplid:	
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Department ID:		Department Name:	
Position No:		Job Title:	

Effective Date:		Current Annual Earnings:		Annual Increase Amount:	
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New Biweekly Comp Rate:		
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Explanation for Increase:

Signature Authorization:

Department Head	Date
Dean	Date
Provost and/or appropriate Vice-President	Date

Submit completed form with authorized signatures to Human Resources along with a revised contract for all midyear increases for all regular faculty and unclassified professional appointments.

DIVISION OF HUMAN RESOURCES
Completing the Mid Year Base Salary Increase Form (PER-46)
for Unclassified Employees

The Mid Year Base Salary Increase Form (PER-46) is used when giving a salary increase to any regular faculty and/or unclassified professional at any time throughout the year other than the normal contract renewal period. In addition, a new contract must accompany the PER-46 when it is submitted to the Division of Human Resources.

All fields on the form must be completed.

Employee Name – First name, middle initial and last name of the employee

Emplid - Employee ID number

Department ID - Department Number of employee

Department Name - Department Name of employee

Position Number - Position number of employee

Job Title - Job title description. The title on the form must match the title on the contract.

Effective Date - Date salary increase is to begin. *(Must be at the beginning of a pay period.)*

Current Annual Earnings - Employees annual rate of pay prior to the salary increase.

Annual Increase Amount - The annual dollar amount that the employees pay will be increased. *(Example: New Annual Rate/\$56,000 minus Previous Annual Rate/\$48,000 = Annual Increase Amount of \$8,000)*

New Biweekly Comp Rate - The employees' new bi-weekly rate including the salary increase.

Explanation for Increase - Brief statement(s) summarizing why the salary increase is being given to the employee. *(Example: Employee has been assigned a special project with significantly increased level of responsibility. Employee will serve as leader for this project.)*

Signature Authorization - Separate lines are provided for **Department Head, Dean and Provost and/or appropriate Vice-President**. Contingent upon internal department or college procedures, the appropriate signatures must be obtained and the form dated to signify approval of the salary increase. For joint appointments, signatures must be obtained from all applicable departments. Each form **MUST** include the Provost's signature indicating authorization of the salary increase.

Submit the completed form with authorized signatures to the Division of Human Resources. A new contract must accompany the form for mid year increases for all regular faculty and unclassified professional appointments.

This form is not to be used for increases given during the annual budget cycle.
