HUMAN RESOURCES

Salary Placement Review (SPR) Form

Eligibility Criteria
An employee(s) must meet the following criteria to be eligible for a Salary Placement Review:

- Must be regular full or part-time staff
- Must have successfully completed their probationary period
- Must have received overall successful ratings on their most recent performance evaluation

The requesting department must consult with HR to determine appropriate salary adjustments for existing employees or if a subsequent review is needed.

Type of action: Select type of action

Organization Information

Opt-in at Level 3 (College/School/Division): Select Yes or No

Level 3 Org (College/School/Division):

Department Org(s):

Classification Details

Position Title: Position Class Code (PClass):

Grade: Select Grade Union: Select Response

Incumbent Details: *Please include the name of the incumbent for Individual Reviews ONLY. Additional employee data will be captured in the SPET Grid.*

Employee Name: Banner ID:

Justification Statement *(Must include background information and justification supporting the requested review)*.

Leadership Approval and Required Signatures:
Department leadership supports the review and approves the increases for the above request to include required Equity Adjustments.

Chair, Director, or Equivalent

Name	Title	Signature	Date

Dean, VP, or Equivalent

Name	Title	Signature	Date

A completed SPET Grid, listing all incumbents in the same Position Title, must be included with this document for organizations who opt-in at Level 3.

The outcome of the review may differ from the initial request depending on the analysis conducted. If the requested outcome differs, HR will communicate back to the department prior to sending out an official notification.

Email request to comp@unm.edu.
Download this form to activate the electronic signature functionality.