 **Salary Variance Request at Initial Hire**

The University of Cincinnati provides direct compensation that attracts, retains, rewards, and motivates the productivity of highly qualified, diverse faculty and staff. We are committed to managing pay at hire within established salary range guidelines.

***Attach completed form to the documents tab within the PeopleAdmin requisition***

GENERAL INFORMATION:

College/Unit……………………………….: Click here to enter text.

Department…………………………….…..: Click here to enter text.

Position Title………………………………: Click here to enter text.

PeopleAdmin Requisition Number………..: Click here to enter text.

Position Funding Source(s) and Percent…..: Click here to enter text.

Variance amount > 15% of Vacancy Review Committee approved..:Click here to enter text.

JUSTIFICATION:

What factors are being weighed to rationalize this variance on hiring salary?

Click here to enter text.

CERTIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Name** | **Approved Y/N** | **Date** |
| Requestor | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Department | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| College/Unit | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| VP/Provost | Click here to enter text. | Click here to enter text. | Click here to enter text. |

If additional details/explanation required, please include in email accompanying this completed salary variance form.

Revised 5/23/2012