



The Contract Rate Adjustment Request is required for compensating the FULL contract salary amounts to academic New Hire/Rehire Faculty and Graduate Assistants and Associates who arrive more than two pay periods after the beginning of the Fall or Spring semester. Please follow the steps below:

1. Complete the Contract Rate Adjustment Request
2. Route to the appropriate personnel for approval
3. Attach the signed and approved Request to the online MSS New Hire/Rehire form

*Note: To submit prior pay-period transactions with retroactive pay increases, submit a MSS Job Data Change online form, and attach the [Retroactive Salary Adjustment Justification form](#) to request.*

If you have any questions, please contact Workforce Systems at **(520)621-3664**.

## EMPLOYEE INFORMATION:

Enter the Employee's Information in the fields below for the retroactive salary adjustment request.

EMPLID	Employee Last Name	Employee First Name
Dept. #	Department Name	

Enter justification for late submittal in the box below:

## REQUESTOR'S INFORMATION:

Enter contact information for the person completing this request.

Requestor's Name	Requestor's Phone Number
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## APPROVAL SIGNATURES

*I understand that employers who violate the law may face civil fines or debarment from government contracts, and that any fines assessed will be the responsibility of the employee's department and/or division/college.*

Director / Department Head Signature	Date:
Dean Signature	Date:
Provost / Senior VP / President Signature	Date:

## RETROACTIVE ADJUSTMENT FORM APPROVAL ROUTING

### MAIN CAMPUS



Attach to MSS New Hire/Rehire Request

### AHSC (ARIZONA HEALTH SCIENCES CENTER)



Attach to MSS New Hire/Rehire Request