



The Contract Rate Adjustment Request is required for compensating the FULL contract salary amounts to academic New Hire/Rehire Faculty and Graduate Assistants/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 form to the appropriate personnel for approval
3. Attach the signed and approved Contract Rate Adjustment Request to the MSS New Hire/Rehire transaction in UAccess Manager Self Service.

Note: To submit prior pay period transactions for retroactive pay increases of current employees, submit a MSS Job Data Change in UAccess and attach the [Retroactive Salary Adjustment Justification](#) form.

If you have questions, contact Workforce Systems at workforcesystems@email.arizona.edu or (520) 621-3664.

Employee Information		
Employee ID:	Last Name:	First Name:
Department #:	Department Name:	
Justification for Contract Rate Adjustment		
Justification:		
Requestor's Information		
Name:		Phone Number:
Approval Signatures		
Department Approver:		Date:
College/Division Approver:		Date:
Provost/Senior VP Approver:		Date:

Contract Rate Adjustment Request Approval Routing



Attach to MSS New Hire Request