

Section III: HR Review

Eligibility Checklist

- | | | |
|-----------------------|-----------------------|--|
| YES | NO | |
| <input type="radio"/> | <input type="radio"/> | Employee is a regular staff employee. |
| <input type="radio"/> | <input type="radio"/> | Employee is past the probationary period. |
| <input type="radio"/> | <input type="radio"/> | Employee ranked "Proficient/Meets Requirements" or higher on the most recent performance appraisal. |
| <input type="radio"/> | <input type="radio"/> | Employee is not currently on a Performance Improvement Plan. |
| <input type="radio"/> | <input type="radio"/> | Employee is not currently on any type of disciplinary action. |
| <input type="radio"/> | <input type="radio"/> | Employee meets the new position's minimum requirements. (Current resume and college transcripts, if appropriate, will be evaluated.) |
| <input type="radio"/> | <input type="radio"/> | Employee has no outstanding or delinquent UH System debts. |
| <input type="radio"/> | <input type="radio"/> | Proposed salary is within compensation guidelines. |

_____ Pre-defined _____ In-Range _____ Individualized _____ Horizontal (Lateral)

HR Approval: Yes No

If approved,

Current Title: _____	Approved Title: _____
Current Grade: _____	Approved Grade: _____
Current Salary: _____	Approved Salary: _____
Approved Salary Adjustment: _____	Approved % Salary Increase: _____

If denied,

Reason for denial:

Other Comments:

HR Representative Name

HR Representative Signature

Date