



Pay Equity Review Request Form

Date: _____

Requestor: _____

Title: _____

Employee Name: _____

Title: _____

Please read the guidelines for equity reviews in P&P 35001 prior to completing this form.

Justification: A pay review may be requested when an employee's salary is significantly below that of others in similarly situated roles. In the box below, provide an explanation of why you believe there is an inequity.

Once the form is complete with all signatures, the Unit Administrator or SVP submits an equity review request via Workday using "Create Request," (Link to Request Framework Job Aid) attaches this form, and employee's updated resume. The employee must also have an updated career/talent profile in Workday. (Manage Your Career/Talent Profile Workday Job Aid)

Once submitted, the Classification & Compensation Team will forward to the VP/CHRO for approval to commence the equity review.

Equity Review Approval Signatures:

Unit Administrator Date

Senior Vice President Date

Vice President/Chief Human Resources Officer Date

Financial Approval Signatures: (To be completed if equity increase is approved by HRSTM)

SVP for Administrative and Fiscal Services Date