

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: () _____

ADJUSTMENT TO PAY GRADE: UNCLASSIFIED SERVICE

<u>Date of Pay</u> <u>Grade Adjustment</u>	<u>Class, Code</u>	<u>Adjusted Annual Salary</u>		<u>Reason for Action</u>
		<u>From</u>	<u>To</u>	

Instructions:

- 1) List all adjustments resulting in an increase or decrease in pay.
- 2) Reason For Action: Provide a brief statement describing why the action was taken.