



SEPTEMBER 2017

TO: Compensation Specialist
Human Resources Department

FROM: _____

SCHOOL: _____

SUBJECT: **HORIZONTAL SALARY SCHEDULE MOVE FOR 2017-18**

_____ I have attached "official" transcripts and the "credit/clock hour approval form" verifying the horizontal salary schedule move noted below.

_____ I have attached "official" transcripts and the "credit/clock hour approval form" however, I do not plan to move on the salary schedule this year.

I will qualify to move:

From Column _____ to Column _____
2016-17 2017-18

Signature of Employee

Date