

Proposed Promotion Funding Request Form



<< WU Share (W:) > Budget Office > > Salaries

Name: _____

Proposed Promotion Funding Request Form FY25

Western University of Health Sciences
Salary Promotion Worksheet
 For Fiscal Year Ending June 30, 2025

Instructions:
 This worksheet is used to request a salary promotion for an employee. It must be completed by the employee's supervisor and submitted to the Director of Operations for review. The worksheet must be completed for all employees who are currently employed by the University and are eligible for a salary promotion. The worksheet must be completed for all employees who are currently employed by the University and are eligible for a salary promotion.

2024-25 Proposed Salary Wage	Position Control	Current Account	New Account	Current Salary	New Salary	Current Fringe	New Fringe	Base Salary/Wage	Department Fundine	Department Funding Source (1/1/19 PC/N/A/Other)	Promotion Amount Requested from	Amount of Total	Total %
-													-
-													-
-													-
												\$ -	-
												\$ -	-
												\$ -	-

Salaries and Wages
 Fringe Benefits
 Salaries, Wages, and Fringe Benefits

Completed by: Last, First Org Number: 1111
 Title: Director of Operations Date: 10/01/23

A	B	C	D	E	F	G	H
Position Control Number	Current Account Number	New Account Number	Employee Name	Current Title	New Title	Current FTE	New FTE

A	B	C	D	E	F	G	H
Position Control Number	Current Account Number	New Account Number	Employee Name	Current Title	New Title	Current FTE	New FTE
000732	6600	6300				1.000	1.000

A screenshot of a form with a grey header containing the letter 'P'. Below the header is a large grey rectangular area. At the bottom of this area is a yellow highlighted section labeled 'Rationale/Justification'. A yellow arrow points to the left side of this highlighted section.

A screenshot of a form with a grey header containing the letter 'P'. Below the header is a large grey rectangular area. At the bottom of this area is a yellow highlighted section labeled 'Rationale/Justification'. The text inside the highlighted section reads: 'Employee is being promoted from Associate Buyer to Lead Buyer due to an increase in responsibilities.' A yellow arrow points to the left side of this highlighted section.

A screenshot of a form with two input fields. The first field is labeled 'Completed by:' and the second is labeled 'Org Number:'. Both fields are highlighted in yellow. Yellow arrows point to the left and right sides of the 'Completed by' field, and yellow arrows point to the left and right sides of the 'Org Number' field.

A screenshot of a form with two input fields. The first field is labeled 'Date:' and the second is labeled 'Time:'. Both fields are highlighted in yellow. Yellow arrows point to the left and right sides of the 'Date' field, and yellow arrows point to the left and right sides of the 'Time' field.

