



**INSTRUCTIONS**

In order for the MPP Equity request to be accepted and reviewed, all of the items listed below are required at the time of submission to Human Resources. Please forward the completed and signed form, with any supporting documentation, to: [class\\_comp@csustan.edu](mailto:class_comp@csustan.edu). Incomplete requests will be returned to the initiating party. The Classification & Compensation Unit will confirm receipt of request via email to the employee and the appropriate administrator.

**STEP 1: REQUEST**

Manager Name:	Manager Email:
---------------	----------------

**Employee Information**

Employee Name:	Employee ID:
Classification:	Working Title:
Division:	Department:

Has the employee received a change in position (change in title or pay) within the last 12 months?  
If yes,

**STEP 2: REQUEST DETAILS**

<input type="checkbox"/> Equity suggested amount: \$	<input type="checkbox"/> Reclassification suggested classification:
--	---

**REQUIRED DOCUMENTS**

**Attachments included:**  Written justification for request (*please be as thorough as possible*)  
*Classification review only, these documents are required:*  
 Current Position Description     Updated Position Description     Organizational Chart

**STEP 3: BUDGET & POSITION CONTROL INFORMATION**

*(To be completed by manger & confirmed by department budget analyst)*

CMS Position Number	Suggested Increase Amount %	Max Annual Salary Funding	Funding Available	Internal Department Analyst Date:
				Signature

**Comments:**

**STEP 4: ACKNOWLEDGMENT**

**All requests submitted to Human Resources (including Employee Initiated) must include the below signatures.**

Required Signatures as applicable	Print Name	Signature	Date forwarded to next level administrator
Requested by			
Dean/Director/AVP			
Vice President			

\*Submit completed and signed request, with any supporting documentation, to: [class\\_comp@csustan.edu](mailto:class_comp@csustan.edu).