



## Request Compensation Change

**Form Instructions:** Please use this form when there is to be an update to an employee's compensation only (e.g. merit increase, market adjustment, equity increase, additional compensation requested for teaching, addition/removal of allowance plans, or one-time payments). All other personnel actions should be submitted on the Personnel Action Form. \

**Compensation Type Definitions:**

**One-Time Payment (OTP)** – used for paying an employee for one time service (e.g. one day lecture, sporting event, etc.).

**Add/Remove Allowance Plan** – used for adding additional temporary allowances to be paid during an academic or fiscal year (e.g. administrative allowances for administrative duties, mobile phone allowances, or allowances related to an endowed professorship).

**Period Activity Pay** – used for faculty only who are performing work over a defined period of time that is in addition to their teaching duties.

**Compensation Change** – used when proposing a permanent increase to an employee's base salary (e.g. merit increase, market adjustment, equity increase, etc.)

Name \_\_\_\_\_

Current Base Pay: \_\_\_\_\_ Proposed Base Pay: \_\_\_\_\_

Additional Proposed Compensation (not considered base pay)\$ \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Compensation Type:

Currently Employed at another LSUCampus: Yes No

LSUE Departmental Budget Code(s):

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director of Continuing Education Date  
(if applicable)

\_\_\_\_\_  
Division Head Date

\_\_\_\_\_  
Vice Chancellor for Academic Affairs Date

\_\_\_\_\_  
Vice Chancellor for Business Affairs Date