



**Keystone Agency Partners
Salary Adjustment/Promotion Request Form**

Date	
Agency Name	
Requesting Manager	
Employee Name	
Job Title	
Current Salary	

Reason for Request

- New – Budgeted
 New – Non- Budgeted
 Special

Business Justification – Complete this section below outlining business reasons and justification for request. Cite examples as appropriate.

Proposed New Job Title	
Proposed New Job Salary	
Requested Effective Date (Needs to be the beginning of a pay period)	

Approvals

Name	Printed Name	Signature	Date
Department Head Approval			
Agency Approval			
KAP Corporate Approval			