

# Employee Pay Increase Request Form

**Requestor Information:**

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

**Request Details:**

Current Pay: \_\_\_\_\_

Requested Pay Increase: \_\_\_\_\_

Effective Date Desired: \_\_\_\_\_

**Reason for Request:**

- Increased Responsibilities
- Market Adjustment
- Recognition for Contributions
- Other (Specify): \_\_\_\_\_

**Justification:**

Provide a brief explanation for the requested increase:

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**Acknowledgment by Employee:**

I confirm that the above information is accurate and request consideration for the proposed pay adjustment.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Management Review:**

Supervisor's Comments: \_\_\_\_\_

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HR Review and Approval:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_