





# UNIVERSITY of WISCONSIN-GREEN BAY

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| <b>I have reviewed the application material attached:</b>  |               |
| <b>Supervisor Signature:</b>   | <b>Date:</b>  |
| <b>Division Head/Dean Signature:</b>   | <b>Date:</b>  |
| <b>Area Leader Signature:</b>  | <b>Date:</b>  |
| <b>Position and Compensation Review Committee Review:</b>  |               |
| <b>Date Received:</b><br><b>Number of Years in Current Title:</b><br><b>Application Materials:</b> <b>Complete</b> <b>Incomplete</b><br><b>Application Status:</b> <b>Approved</b> <b>Denied</b> | <b>Notes:</b> |
| <b>Committee Member Signature:</b>   | <b>Date:</b>  |

| <b>Timeline</b>                             |  |
|---|--|
| <b>Date:</b>                                | <b>Action Item:</b>  |
| Thursday, September 1, 2011                 | Compensation Planning Process Guidelines and forms available on Human Resources website.         |
| Friday, September 30, 2011                  | Employee and supervisor submit required documentation to Division Head.                          |
| Friday, October 7, 2011                     | Requests due to Area Leader/University Officer.  |
| Friday, October 28, 2011                    | Requests due to Human Resource Office.   |
| Friday, December 9, 2011                    | Position and Compensation Review Committee submits approved requests to Chancellor for review.   |
| After Budget is approved or by May 18, 2012 | Area Leader will notify affected employees, supervisors and division heads of approved requests. |