- **Print document on letterhead; original signed copy to HR Consultant who will forward to appropriate Departmental Payroll Contact.**
- **Delete this information so it does not appear on document.**

Human Resources Consultant
University Services Human Resources

Dear :

RE: Temporary Salary Augmentation

Beginning , will be assuming temporary responsibilities as a due to .

Effective , please process an augmentation of to this employee's current hourly rate of $. This augmentation shall remain effective through .

Please contact me with any questions at (612) .

Sincerely,

cc:

U-Services HR File

_____ _____
Approved by Associate Vice President Date

_____ _____
Approved by HR Director Date