

**OFF-SCALE MERIT INCREASE and PROMOTION
CALCULATION WORKSHEET**

NAME: _____	DEPARTMENT: _____
CURRENT Title and Step _____	PROPOSED Title and Step _____
CURRENT Off-Scale Salary \$ _____	PROPOSED Off-Scale Salary \$ _____ <i>Leave blank if using standard formula below</i>
APU _____ Scale _____	PROPOSED Effective Date _____

On Scale PROPOSED Step and Salary	\$ _____
SUBTRACT	
On Scale CURRENT Step and Salary	\$ _____
EQUALS =	\$ _____
NORMAL 75% Off-Scale Salary Calculation	↓
	Multiply by .75 = \$ _____
	Round to the Nearest \$100 \$ _____
	ADD +
Faculty Member's CURRENT Off-Scale Salary	\$ _____
Academic Personnel's Adjusted Off-Scale Salary	
<i>Check to be sure new off-scale salary does not fall ON SCALE</i> (A) EQUALS=	\$ _____
Department's Proposed Off-Scale	\$ _____

DIFFERENCE Between 75% Calculation & Department's Proposed Off-Scale	\$ _____
<i>Leave blank unless department proposes specific (non-formula) amount</i>	

Department's PROPOSED Off-Scale EQUALS Normal 75% Calculation.	\$ _____
Same as (A) above	

NOTE: Please use this worksheet for calculating a merit increase or promotion salary from off-scale to off-scale ONLY-
INCLUDE THIS FORM WITH DOSSIER.