

CIRES Out-of-Cycle Compensation Request Form

IMPORTANT PROCESSING TIMELINE

Out-of-cycle requests will not be processed between November 1 and February 1 due to annual increase processing.

Out-of-Cycle Request Process

Please answer the questions based on the employee's current role. CIRES HR will consider peer information, position responsibilities, position documentation, and functional title alignment. If the request is approved and aligns with the CIRES compensation protocols, we will route an addendum formalizing the increase.

Request Information

Supervisor/Requestor Name

Employee Name

Department/Unit

Desired Effective Date - no earlier than 1st of following month

Funding Confirmation

Funding Confirmed

Separate email confirmation from the employee's CIRES Finance Manager must be forwarded to CIRES HR.

Justification for Request - Request must fall in one or both categories (please select).

Permanent New/Higher-Level Duties

Equity/Compression Concern

Business Justification

Please describe the rationale for the request and business need supporting the adjustment.

Supervisor Assessment & Supporting Information

Factor	Mild	Moderate	Significant
Degree of increase in responsibilities	☐	☐	☐
Employee performance compared to expectations	☐	☐	☐
Criticality of role/skills to the organization	☐	☐	☐
Depth and breadth of skills and knowledge	☐	☐	☐

For the above section, please consider the employee’s new responsibilities compared to their current duties and select a response to each question that helps to address the scope of these new changes from the unit perspective.

New Duties (if applicable)

Please list 3-4 bullets addressing new responsibilities.

Comparable Peers (if applicable)

Please list employee names. CIRES HR will evaluate salary, responsibilities, experience, education, and seniority.

Functional Title Change Anticipated? ☐ Yes ☐ No

Reminder that the functional title aligns with 50% or more of the employee's area of focus.
This title generally should not change very often during an employee's career, unless duties significantly change.

Additional Supervisor Comments

Resources & Supporting Documentation

Functional Title InformationPosition Description TemplateEmail: cireshr@colorado.edu