

INSTRUCTIONS: Complete this request for all MPP-related transactions involving classification and compensation, including recruitment. The rationale should include how the work will be accomplished if the request is denied, as well as how the transaction supports the strategic goals of the University. The initiating manager should complete the form then send via DocuSign to all other parties, in the order listed in the Approvals section. Please note, the approvals contained in this request are approving the review of the transaction, not the final result. For example, the salary you request may not be the final salary approved. Fields with a * are required.

REQUEST AND RATIONALE

*Action Requested:	
*Rationale for Request:	
*Requested Bonus/Salary Amount:	
Effective Date(s) if applicable:	

EMPLOYEE AND POSITION DATA (Complete all applicable fields)

Employee Name:		Employee ID:	
*Division:		*Department:	
Position Number:		*Funding Source:	

APPROVAL (All approvals are required and must occur in order)

Please enter the Appropriate Administrator and Vice President/Cabinet Member names below then upload the form into DocuSign and route for the three signatures below in order. You will need to include all three people in the routing.

1.	Appropriate Administrator		
	_____	_____	_____
	Name	Signature	Date
2.	Vice President/Cabinet Member:		
	_____	_____	_____
	Name	Signature	Date
3.	Senior Associate Vice President, University Personnel:		
	Joanne Wright	_____	_____
	Name	Signature	Date

Once this request to review the transaction is approved, follow the steps below to complete the process. Please note, "fully signed form" refers to the fully signed MPP Transaction Request.

- **Bonus (Monthly or One-Time):** Forward the fully signed form to classcomp@sjsu.edu.
- **Create & Fill New Position/Fill Vacant Position:** Initiate a Request to Recruit in PeopleSoft and attach the fully signed form along with all other necessary information.
- **Interim/Acting Appointment:** Forward the fully signed form, along with a position description and an employee profile, to classcomp@sjsu.edu.
- **Interim/Acting Appointment Extension:** Forward the fully signed form and an employee profile to classcomp@sjsu.edu.
- **Reclassify Filled Position:** Forward the fully signed form, along with the old and new position descriptions, to classcomp@sjsu.edu.
- **Salary Increase:** Forward the fully signed form to classcomp@sjsu.edu.
- **Update Position Description:** Forward the fully signed form, along with the old and new position descriptions, to classcomp@sjsu.edu.