

Direct Form Submission and Questions to Human Resources – Recruitment ucmjobs@ucmerced.edu

Note: This form must be submitted to UCM Human Resources with appropriate documentation and approved by the AVC for HR, Vice Chancellor for your area, and Chancellor before any offer to a candidate is made.

EMPLOYEE NAME:		RECRUITMENT NUMBER:
CURRENT DEPARTMENT:	PROPOSED DEPARTMENT:	
CURRENT JOB TITLE:	PROPOSED JOB TITLE:	
CURRENT PERSONNEL PROGRAM AND GRADE:	PROPOSED PERSONNEL PROGRAM AND GRADE:	
CURRENT SALARY:	PERCENT CHANGE: %	PROPOSED SALARY:

JUSTIFICATION FOR EXCEPTION: Exception requested to PPSM 30 (identify section)

Approval Recommended
by Department Head:

 Department Head Signature

 Date Recommended

UCM Human Resources Comments:

Exception Approved by:

 Assistant Vice Chancellor for Human Resources

 Date Approved

 Requesting Department Vice Chancellor

 Date Approved

 Chancellor/Delegated Authority

 Date Approved

Routing: Requesting Department >> HR-Recruitment >> Compensation & AVC for HR >> Vice Chancellor for Dept >> Chancellor >> HR-Recruitment