

[Contract Rate Adjustment Request](#)

- Justification form for compensating the FULL contract salary amounts to academic **New Hire/Rehire** Faculty and Graduate Assistants and Associates who arrive more than two pay periods after the beginning of the Fall or Spring semester—approval by the Provost’s Office required.
 - The hire/rehire date is the same as the I-9 start (work for pay) and electronic or hard-copy signature date.
- This form is also used to retroactively compensate employees who perform work during a period when their visa status is expired. The payment is requested when a new I-9 is completed to update to an employment eligible visa status—approval by the Provost’s Office required.

[Retroactive Salary Adjustment Justification form](#)

- The Retroactive Salary Adjustment Justification form is required for salary increases submitted more than two pay periods after the effective date of the change.

[Late I-9 Submission Form](#)

- Justification form for compensating New Hire/Rehire employees who are not academic Faculty and Graduate Assistants/Associates and who completed and signed the electronic or hard-copy I-9 after their start date (work for pay)—approval by the Provost’s Office required.
 - The electronic or hard-copy I-9 signature date is after the employee’s hire/rehire date
 - The hire/rehire date is the same as the I-9 start (work for pay) date.