How to request a salary increase ONLY
(Faculty/FEAP/Staff Positions)

1. **Login Instructions:**
   Go to www.fairmontstate.edu, under Quick Links, select myFairmontState>Click on LOGIN button>Enter your UCA and password>click on HR PeopleAdmin icon.

2. Once logged in, be sure the **Supervisor/HM** user type is active.
   How to change your user type:
   a. In the left-hand navigational area under ADMIN, click on "*Change User Type*"
   b. On the Change user type page, select "Supervisor/Hiring Manager"
   c. Click on Change Group

3. Under the Position Description header, click on the **Begin New Request** link.

4. Under the **Modify/Reclassify Existing Faculty/FEAP/Staff Position Description** action, click on the blue *Start Action* link.

5. On the search screen, enter the employee's last name and click on the **Search** button.

6. Click on the blue "**Start Action**" link.

7. The first tab is called "Proposed Classification" and contains information that all employees with this title share. This is a "view only" tab, so no information needs to be entered here.

8. Click on "**Continue to Next Page**" to navigate through the tabs.

9. The next tab is called "Position Details." Please review information in all of the required fields, which are notated with a red, "*****". The system will not allow you to advance to the next tab if there are any required fields that are left blank.

10. For the Action Requested field, you'll select: *Title Only or Salary Advancement Only (do not post)*

11. In the *Budget Summary Justification* field, please explain how you will fund this salary increase.

12. Enter the new salary in either the *Unpublished Base Salary* or *Published Base Salary* field.

13. Continue to navigate through each tab by clicking on the "**Continue to Next Page**" button, entering any new/revised information into each field as required.

14. **For FEAP and Staff positions**, when you get to the view summary screen, submit the PD to the employee for their review. Once they review and send it back to you, log in and then submit the PD to the appropriate next level approver. (For more information, see important note below).

15. **For Faculty positions**, send the PD on to the appropriate next level approver (ie. Sr. Level HM, Cabinet/Provost, or President). (For more information, see important note below).

16. When the PD has been reviewed and approved by all required users, you will receive an email.

IMPORTANT NOTE - Choosing appropriate next level approver:

If you report **DIRECTLY** to a Cabinet Administrator or the Provost, submit position request to **Cabinet/Provost**.   If you report directly to President, submit position request to **President**.

If you don't report directly to a Cabinet Administrator, Provost, or the President, this means that you report to a "Senior Level Hiring Manager." **Please** make sure that the Senior Level Hiring Manager is assigned on the position description **before** you submit the position request to the next level approver. If the Supervisor/HM or Senior Level Supervisor of the position needs to be changed, you may make the change by selecting the correct supervisor or senior level supervisor. **Please do not assign yourself as the Supervisor/HM AND the Senior Level HM.**

**NOTE: If at any time you need to stop, be sure to complete all required fields and click on the "Save and Stay on This Page" button at the bottom of the screen before you log out.