



Justification for Change

Updated \ June 27, 2025

Salary Adjustment and/or Title Change \ Justification

Workday requires justification and attachments for most compensation and title transaction. This form can be used to complete the required documentation needed for salary adjustment compliance.

Employee Information

Name*:

Empl ID:

Empl Rec:

Proposed Effective Date:

Type of Change:

Adjustment Type:

Current Title:

Proposed Title:

Current Salary:

Proposed Salary:

Current Pay Basis:

Proposed Pay Basis:

Current Rate:

Proposed Rate:

Justification

Description of Proposed
Change(s)*:

Justification for Proposed
Change(s)*:

*Required



Side-by-Side Comparison \\ Principal Responsibilities

Copy former responsibilities and percentages into "Former Responsibilities" column; and add new responsibilities and percentages under "Proposed Responsibilities".

Responsibility #	Former Responsibilities	%	Proposed Responsibilities	%
1				
2				
3				
4				
5				
6				

Evidence for Need

The items listed in the categories below include the necessary evidence that should be mentioned in the justification for this rate/title change.

Change in Unique Responsibilities \\ No change in title

- List of current responsibilities with a comparison list of proposed responsibilities; and
- Explanation of how the change in responsibilities came to be; and
- Evidence of a substantial change in responsibilities (qualitative rather than just quantitative).

This is typically considered a year or more after taking a new position, unless there are extenuating circumstances.

Change in Responsibilities & Title

- List of current responsibilities with a comparison list of proposed responsibilities; and
- Explanation of how the change in responsibilities came to be; and
- See, "[Evaluating Job Title within the Job Framework](#)" job aid.
- The movement from an Organizational Contributor to a Management track title may not be allowable under this type of change; it may require recruitment.
- This type of adjustment may not be available for movement into a Limited title from a non-Limited title, unless the non-Limited title is a Faculty title.
- This type of adjustment may not be available when the title change is a result of a vacancy; it may require recruitment.

Parity

- Evidence of necessity to hire new employees at higher levels; and/or
- Evidence of pay compression between an employee and their immediate subordinates or peers with fewer years of service.

Equity

- Evidence of inequity in categories protected by state and federal law.
- For Faculty: Analysis of data from the [faculty salary data](#) including the effect of adjustments on the salary structure within the department (and division).
- For Staff: Analysis of data from the OHR Compensation Center of Excellence Identification of the "Similarly situated group of employees" (if applicable).

Market Factor \\ Retention

- Evidence of a retention problem such as a recent pattern of employees in the same discipline/unit leaving to take positions outside UW-Madison; or
- Employment offer outside UW-Madison or the Universities of Wisconsin.

Market Factor \\ Competitive

- Identification of potential retention problems based on peer market data and/or placement in established salary range (less than 85% Compa Ratio or lower than 25% PIR).

Performance \\ Base

- Length or frequency of the outstanding performance; and/or
- Overall significance of the employee's work products; and/or
- Regularity with which the outstanding performance or unique contribution is demonstrated.

Performance \\ Bonus Lump

- Division leadership may determine when to provide

Temporary Change in Responsibilities

- List of current responsibilities with a comparison list of proposed responsibilities; and
- Explanation of how the change in responsibilities came to be; and
- Expected duration; and
- Evidence of truly new responsibilities – not just more of the same; and
- If interim responsibilities, must have evidence that the new responsibilities are only a portion of another position.

New Title Assignment

- There are only two reasons for the 'New Title Assignment' job change business process:
 1. Title change to a Non-Tenure Track (NTT) Professor title; or
 2. 'Track transfer' between Clinical Health Sciences (CHS) and Clinician Track (CT).
- Add comment: "Assignment from **Current Title** to **New Title** was approved by the Dean and will become effective **Date**. Documentation is stored at the school, college, or division."
- If a raise to minimum is needed, please also add, "Salary increase required to raise the base salary to the new minimum."

Additional Resources

- [Salary Adjustments, UW-5023](#)
- [Salary Administration Guidelines](#)
- [Compensation Toolkit](#)
- [Pay Adjustment Justification Matrix](#) (Includes Sample Wording)