



## **REQUEST TO ACCELERATE SALARY DIRECTIONS**

**NUMBERS 1-9:** Enter all requested information.

*\*Please note: Any request for an adjustment of steps must be **pre-approved prior** to making a firm job offer at an accelerated rate. Position cannot be filled prior to receipt of approval.*

**NUMBER 10:** Check the appropriate box(es). Ensure all required attachments are complete and attached to NPD-04 form as identified. (NPD-04A or NPD-04B and cover memos.)

**NUMBER 11:** Attach detailed justification to support your request.

**NUMBER 12:** The agency will acquire the signature approval from the Agency Fiscal Officer, the Agency Administrator (or designee), then forwards the Request to the Agency Personnel Officer. After the Agency Personnel Officer reviews and signs the Request it will be forwarded to the Division of Human Resource Management (DHRM), Compensation Division.

**NUMBER 13:** If the DHRM approves the Request will be forwarded to the Governor's Finance Office. If the Request is not approved, it will be returned to the Agency Personnel Officer.

**NUMBER 14:** Once reviewed and approved by both the Agency Budget Analyst and the Governor's Finance Office the Request will be returned to the Agency Personnel Officer, or if applicable forward to the Governor's office for final review.

**NUMBER 15:** Upon appeal, the required forms will be sent to DHRM, Compensation Division, forwarded to the Governor's Office, returned to DHRM and then forwarded to the Agency Personnel Officer.