DIVISION OF HUMAN RESOURCES
Fresno Unified School District

DIFFERENTIAL PAY REQUEST FORM

Please Check one:

☐ Classified (Differential pay begins **after 5 days**)

☐ Management (Differential pay begins **after 10 days**)

Management requests will be processed when requisition is approved and will be retroactive to the first day.

I am hereby requesting differential pay for the following individual who is working in an “acting” capacity.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Dept.:</td>
<td>Current Position:</td>
</tr>
</tbody>
</table>

Please complete the following for the person who is being replaced:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Dept.:</td>
<td>Position Title:</td>
</tr>
</tbody>
</table>

Reason Replacement Needed:

List actual work-days for Differential Pay

(Differential pay begins **after 5/10 days** in the assignment and will be retroactive to the first day)

1st Day Worked: ____________ To: ____________ = ________ Total Days

From: ____________ To: ____________ = ________ Total Days

Requesting Supervisor’s Signature ___________________________ Date ___________ Phone ___________

For Human Resources Use ONLY

Present Grade: _______ Step: _____ Daily Rate: $ ________ x 5% = $_______

Differential Grade: _______ Step: _____ Daily Rate: $ ________ x 5% = $_______

DATE ____________
OK TO PAY _________ DAYS
REMOVE _________ yes / no Approval Signature__________________ Date_____________