



## University of Tennessee, Knoxville CAP Certification Funding Request

Please check the eligibility requirements in Personnel Policy and Procedures 465. In IRIS, submit the electronic pay funding change form. Then, complete this form and submit it to the Vice Chancellor for Budget and Finance. If you need assistance completing this form, you may contact the Office of the Vice Chancellor for Budget and Finance at 974-4204.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Personnel Number

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Distribution Account Number (s)

\_\_\_\_\_  
Current Annual Salary  
per Distribution Account

\_\_\_\_\_  
Increase Amount  
per Distribution Account

\_\_\_\_\_  
Effective Date of Increase

Please Check the applicable boxes:

Regular Appointment     Monthly     Biweekly