

STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
EMPLOYEE STAFFING DIVISION

REQUEST FOR APPROVAL OF APPOINTMENT ABOVE THE MINIMUM PAY RATE

Date: _____

To: Department of Human Resources Development
Employee Staffing Division
235 South Beretania Street, 11th Floor
Honolulu, Hawaii 96813

1. Request approval of the appointment at above the minimum pay rate for:
Name: _____ Position No. _____
Class: _____ SR _____ Step _____ \$ _____
Recommended Effective Date: _____ Geographic Location: _____

2. Type of Appointment: Probation
 Other _____
(Explain)

3. The reason(s) for this request (*include rationale for the selected rate and the benefits the State will receive by paying the higher rate*):

4. Other pertinent information:

5. Department of _____

(For Employing Agency)