



MEMORANDUM

TO : Tomicita Woodie, Human Resources Director
DHR | Department of Personnel Management

FROM : _____

DATE :

SUBJECT: **Request for Automation of the General Wage Adjustment ("GWA")**

This memorandum is to request for the Department of Personnel Management ("DPM") to automate the implementation of the new Salary Schedules for all eligible employees occupying positions funded by the following Business Unit Number(s):

To Be Completed by Program/Department	To Be Completed by OMB/Contracts & Grants Section	
Current Business Unit No	New Business Unit No	Budget End Date

We certify that the approved budget(s) for the Business Unit Number(s) listed above have been reviewed and have determined that the funds available in the Financial Management Information System ("FMIS") is sufficient to cover the additional personnel cost(s) associated with the GWA. We further certify that copies of the approved budget(s) for each business unit are attached to this request and hereby authorize the DPM to automate the GWA based on the information provided.

Division Director

Date

OFFICE OF MANAGEMENT & BUDGET - BUDGET VERIFICATION

Contracting Officer

Date

OFFICE OF THE CONTROLLER - AUTHORIZATION FOR EXPENDITURE OF FUNDS

Controller

Date

DEPARTMENT OF PERSONNEL MANAGEMENT

HR Director

Date