

## RECOMMENDATION FOR STATE FINANCIAL MANAGEMENT CERTIFICATE PROGRAM CRITERIA-BASED INCREASE

In accordance with GDC SOP 104.71.10, it is recommended that the following employee receive the State Financial Management Certificate Program criteria-based salary increase indicated below:

Employee's Name:

Employee ID#:

Office Location :

Position #:

Job Title and Code:

This is to verify that the above employee has completed the following parts of the State Financial Management Certificate Program, and is eligible for the following criteria-based salary increase:

(Check Applicable Program)

☐ Introductory Governmental Accounting, Part I and Part II – 3%

☐ Intermediate Governmental Accounting, Part I and Part II – 2%

Effective Date:

(Print) Name of Appointing Authority:

Appointing Authority's Job Title:

Signature of Appointing Authority:

Date:

**NOTE:** This recommendation must be submitted with the appropriate Certificate(s) of Completion from the Georgia Center for Continuing Education at the University of Georgia.

Retention Schedule: Upon completion, this form shall be retained permanently in the official and local HR files.