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| PAW  |  | HOME DEPARTMENT ORG:  |       |
| CONTACT NAME: |       |
| E-MAIL: |       |
| **PAY ACTION WORKSHEET**(Complete and submit a Banner PAF along with this PAW.) | P.O. BOX: |       |
|  | TELEPHONE/FAX: |       |

The Pay Action Worksheet (PAW) encourages consideration of a set of Pay Factors, as applicable, when considering any classified pay action. The PAW also provides a means to document the resulting pay decision. A PAW is required for any salary action for classified employees. **Requests for In-Band Adjustments and Role Changes will be processed on a monthly basis** (effective on the 10th of the month). **No compensation action can be retroactive.**

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| --- | --- | --- |
| EFFECTIVE DATE | CANDIDATE/EMPLOYEE NAME (LAST, FIRST, INITIAL) | V-ID # |
|       |       |       |
| OLD BASE SALARY | NEW BASE SALARY | INCREASE | POSITION # |
| $       | $       |       **%** |        |

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| ACTION CODE/REASON CODE  |
| [ ]  **HNW** HIRE NEW  | [ ]  CID IN-BAND ADJ. – CHANGE IN DUTIES (Attach EWP)  | [ ]  CRU ROLE CHANGE – UPWARD (Attach EWP) |
| [ ]  HRE HIRE REEMPLOYMENT | [ ]  CIK IN-BAND ADJ. – INCREASED KSA’S | [ ]  CRL ROLE CHANGE – LATERAL (Attach EWP) |
| [ ]  HTA HIRE/TRANSFER FROM ANOTHER STATE AGENCY  | [ ]  CIR IN-BAND ADJ. - RETENTION | [ ]  CRD ROLE CHANGE – DOWNWARD (Attach EWP) |
| [ ]  CCI COMPETITIVE OFFER INCREASE (Attach offer letter) | [ ]  CII IN-BAND ADJ - INTERNAL ALIGNMENT  | [ ]  CDV VOLUNTARY DEMOTION - COMPETITIVE |
| [ ]  CTV VOLUNTARY TRANSFER - COMPETITIVE | [ ]  **IBD** IN-BAND LUMP SUM CHANGE DUTIES, AMT       | [ ]  CDN VOLUNTARY DEMOTION - NON-COMPETITIVE |
| [ ]  CTN VOLUNTARY TRANSFER - NON-COMPETITIVE | [ ]  **IBK** IN-BAND LUMP SUM INCR KSAS, AMT       | [ ]  CDL VOLUNTARY DEMOTION - IN LIEU OF LAYOFF |
| [ ]  CTH TEMP PAY – HIGHER ROLE, HIGHER PAY BAND | [ ]  **IBR** IN-BAND LUMP SUM RETENTION, AMT       | [ ]  PRO PROMOTION |
| [ ]  CTS TEMP PAY – SAME ROLE, SAME PAY BAND | [ ]  **IBI** IN-BAND LUMP SUM INT. ALIGNMENT, AMT       | [ ]  OTHER, SPECIFY       |
|  |  |  |
| PAY FACTORSCheck only those pay factors that were considered in reaching this pay decision and provide appropriate justification of your decision; attach additional sheets if necessary.  |
| [ ]  AGENCY BUSINESS NEED[ ]  Duties & responsibilities[ ]  Performance[ ]  Relevant work experience and education[ ]  Knowledge, skills, abilities, competencies[ ]  Relevant training, certification, license, etc.[ ]  Internal salary alignment[ ]  Current salary[ ]  Market availability[ ]  Salary reference data[ ]  Total compensation[ ]  Budget implications[ ]  Long-term impact | Justification:      |

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|  |  |  | FOR HUMAN RESOURCE DIVISION USE ONLY |
| PRINT NAME | INITIATOR SIGNATURE | DATE |  | FLSA CODE: | EEO CODE |
|       |  |  |  |  |  |
| PRINT NAME | APPROVAL SIGNATURE | DATE |  | MGR/SUPV/EMP CODE: | EI CODE: |
|       |  |  |  |  |  |
| PRINT NAME (if needed) | OTHER DEPT SIGNATURE (if needed) | DATE |  | HRG | HRS | PMIS |
|       |  |  |  |  |  |  |