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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 |
|  |  |  |  |  |  | |  |