

University Human Resources
Pay Action Request Form
For Classified Employees and University Staff

I. School/Department Information

Organization: _____	Organization Code: _____	
Address: _____		
Contact Person: _____	Email: _____	
Phone: _____	Fax: _____	
Print Department/ Program Head's Name	Signature	Date

NOTE: Approval Signatures must be documented in Sections VIII, IX and/or X.

II. Employee Data

Employee Name: _____	SSN: _____	Employee ID #: _____
Role Title: _____	Work Title: _____	
Position No. _____	Assignment No.: _____	Salaried _____ Hourly _____ % FTE _____
Pay Frequency: Monthly (Semi-monthly paid Monthly) _____ Semi-monthly _____ Bi-Weekly _____		
Account Info (PTAEO)/Percent: _____		
Supervisor: _____		

III. Reason for the Request (Definitions listed on reverse.)

NOTE: One request per form. Please select either one In-Band Pay Adjustment or one Other Pay Action Request.

In-Band Pay Adjustment: (Complete Section IV; obtain appropriate approvals in Sections VIII, IX and X)

Types of Adjustments: (Select one)

- Change of Duties (Attach Employee Work Profile/position description, Organizational Chart & an explanation of specific job duty changes)
- Application of New Knowledge, Skills, Abilities, and/or Competencies from Education and/or Training
- Retention
- Internal Salary Alignment

Select Method of Payment:

Base Salary Adjustment **or** One-time Payment (Non-base adjustment)

Other Pay Action Requests: (Complete Sections indicated; obtain appropriate approvals in Section IX)

- Temporary Pay ["Acting Pay" in Oracle] (Sections IV and V; submit Employee Work Profile Part I & II (position description) & organizational chart)
- Competitive Salary Offer (Sections IV and VI)
- Exceptional Recruitment and Retention Incentives (Sections IV and VII)

University Human Resources (UHR Use Only)

Codes: Role: _____	SOC: _____	ECS: _____	Pay Band/ Min.: _____
Effective Date: _____	Pay Action Expiration Date: _____	Funding Stop Date: _____	
• In-Band Adjustment _____			
• Competitive Salary Offer * _____			
• Temporary Pay ("Acting Pay") _____			
• Exceptional Recruitment and Retention * _____			
Salary Info: Current: _____	New: _____	Amount of Increase: _____	% of Increase: _____
Note to UHR Administrative Services: _____			

UHR Authorized by: _____ Date: _____ Keyed by Admin Svcs: _____ Date: _____

*Special Actions Authorized by: _____, Chief Human Resource Officer rev 10/22/02

Definitions:

Budget Implications – This is one of thirteen pay factors used for pay determination purposes. Budget Implications consider the short and long-term financial consequences of pay decisions and how salary dollars are managed by an agency.

Competitive Salary Offer – An opportunity to adjust an employee's salary due to an offer of employment with a higher salary from another organization to include other state agencies. Management can match the outside offer up to the maximum of the pay band after obtaining approval from University Human Resources. ***Only University Human Resources has the authority to approve a competitive salary offer. Under no circumstances can a competitive salary offer occur for internal offers.***

Exceptional Recruitment and Retention Incentives – Available for positions critical to the mission of the University of Virginia with significant recruitment and retention problems. Options available include sign-on and retention bonuses, project-based incentives, leave and a referral program. ***These incentives must be approved by the University of Virginia's senior administration. Therefore, Exceptional Recruitment and Retention incentives cannot be used without prior approval from University Human Resources.***

In-Band Adjustment – This multi-faceted pay practice allows agency management the flexibility to provide employees potential salary growth and recognized career progression. A salary adjustment may be made within the employee's current pay band using the following types of in-band adjustments:

- (1) **A Change in Duties and Responsibilities** -- An adjustment or modification in the primary and essential functions performed by an employee.
- (2) **Application of New Knowledge, Skills, Abilities (KSA's) and/or Competencies from Education, Certification or Training** – KSA's and/or competencies are the elements commonly listed for job requirements, hiring qualifications or employee credentials that correlate to successful job performance.
- (3) **Retention** -- an adjustment to prevent employees from seeking employment outside the agency in occupations that have high visibility in the labor market when salaries have not been as competitive with the marketplace. Typically, in-band adjustments for retention are granted to employees in a particular functional area to avoid turnover.
- (4) **Internal Salary Alignment** -- A criterion that takes under consideration the proximity of one employee's salary to the salaries of others who have comparable levels of training and experience; similar duties and responsibilities; similar performance; and similar knowledge, skills, abilities, and competencies.

In-Band Adjustments are handled on a non-competitive basis. Employees may receive a 0–10% increase in base salary or as a one-time payment within a fiscal year. In-band adjustments are meant to be base pay increases. If funding is not available for future fiscal years, an adjustment may be made as a one-time lump sum payment.

Organization Business Need -- This is one of thirteen pay factors used for pay determination purposes. Organization business need describes the specific activities and organizational, financial, and human resource requirements that are derived from the agency's mission.

Pay Band – The salary range minimum and maximum assigned to a role.

Role – Describes an array of similar positions that represent different levels of work or career progression. A single role encompasses several former job classes. For example, the former executive secretary, executive secretary senior, program support technician, program support technician senior, administrative staff assistant, etc has been combined into one role title, *Administrative and Office Specialist III*.

Temporary Pay (“Acting Pay” in Oracle) – Salary adjustment (supplement; not added to base pay) to an employee's pay temporarily for assuming new duties and responsibilities on an interim basis. If duties and responsibilities assumed by the employee is in the same pay band, management can pay 0-10% above the employee's current pay. If an employee assumes the duties and responsibilities from a role in a higher pay band, management can pay 0-15% above current salary.

IV. Pay Factor Considerations

All salary actions require the consideration of the following pay factors. Please complete the pay factor considerations in Sections A and B that are applicable to the request. *** Must be completed for all requests.**

Performance *	Training, Certification, License, etc.
Organizational Unit Need *	Internal Salary Alignment
Budget Implications *	Market Availability
Current Salary *	Salary Reference Data
Duties & Responsibilities	Long-Term Impact
Work Experience & Education	Total Compensation
Knowledge, Skills, Abilities & Competencies	

A. Required Pay Factor Documentation:

*** Performance** (Employee's performance is at the contributory (meets expectations/satisfactory) level in all job elements/core responsibilities.)

YES NO

If no, employee is not eligible for a management-initiated increase until performance rating is at the contributory level in all areas.

*** Organizational Unit Business Need** (Why is this pay action needed? Describe how the primary responsibility of the position contributes to the overall success of the organization. NOTE: Document specific changes in job duties and responsibilities in Sect. IV-B.)

*** Budget Implications** (Describe the short & long term fiscal/financial consequences.)

Approved budget? YES NO

*** Salary** (Provide salary details below.)

CURRENT BASE SALARY	PERCENTAGE AND AMOUNT OF INCREASE REQUESTED
REQUESTED BASE SALARY	
REQUESTED SUPPLEMENTAL PAY	PAY ACTION EFFECTIVE DATE & EXPIRATION DATE (If applicable): Effective date: _____ Expiration date: _____

Has this employee received a previous pay adjustment for this fiscal year? No Yes

If yes, please complete the following where applicable:

Action	Amount	Effective Date	Added to Base	One-time Payment
___ In-Band Adjustment	_____	_____	_____	_____
___ Temporary ("Acting") Pay	_____	_____	_____	_____
___ Competitive Sal Offer	_____	_____	_____	_____
___ Except Recruit/Ret	_____	_____	_____	_____

B. Additional Pay Factor Documentation

(Check all that apply and provide written justification below. Attach additional pages if necessary.):

- Duties and Responsibilities** (Summarize job duty changes; Attach Employee Work Profile/position description, and Organizational Chart)
- Relevant training, certification, license, etc received recently** (List specialized courses of instruction, certification, licensure. Explain how this applies to work duties and responsibilities.)
- Internal Salary Alignment** (Are there other employees in this specific area/division that function in a similar capacity that would be impacted by this request? Please identify the individual(s) impacted along with his/her salary(ies). Explain why this action is necessary.)
- Market Availability** (Are there any current recruiting difficulties? Please explain how the requested action will affect others in the unit.)
- Salary Reference Data** (Identify market reference data used and the source of the data. Please specify if data is national, regional, or local market data.)
- Long-term Impact** (Identify the long-term impact for taking action or the consequences for not taking action. Describe the strategic and financial effect of anticipated future salary costs, staffing changes, salary alignment among employees, career growth and salary reference data changes.)
- Total Compensation**

V. Temporary Pay Information

Describe the employee's new duties and responsibilities, specifying the reason for the Temporary ("Acting") pay request. Added duties and responsibilities should be significant. Attach an Employee Work Profile/position description and organizational chart, and also complete Section IV.

VI. Competitive Offer Information

Provide documentation of the actual salary offer (attach copy of the offer letter) and an explanation of the following: (1) Criticality of retaining the employee; (2) Impact on agency operations should the employee leave; and (3) Difficulty in replacing the employee's knowledge, skills, abilities, and competencies. Also complete the relevant pay factor considerations under Section IV.

Note: The Chief Human Resource Officer must approve competitive offers above 10% of current employee's base salary.

VII. Exceptional Recruitment and Retention Incentives

Describe rationale for exceptional recruitment and retention incentive. Section IV must also be completed.

Dollar Amount of Incentive: _____

Amount of Additional Leave: _____

Note: Exceptional recruitment/retention incentives must have final approval by the Chief Human Resource Officer.

VIII. Compensation Management Advisory Committee (CMAC) Recommendation

Date Received: _____

- Recommend Approval
- Recommend Approval with Modification(s)
- Recommend Deferral for Further and/or Future Review/Action
- Do Not Recommend Approval

Recommended % of Increase _____

Resulting Base salary _____ Effective Date _____

IX. Approval by Dean/Department Head Reporting to Vice President

- Recommend Approval
- Recommend Approval with Modification(s)
- Recommend Deferral for Further and/or Future Review/Action
- Disapproved

Signature: _____

Recommended % of Increase _____
(if changed as proposed)

Resulting Base salary _____ Effective date _____
(if changed as proposed)

Note: University Human Resources will review recommended pay requests received from deans/department heads after review and action by respective Vice Presidents. The Chief Human Resource Officer will discuss the institutional recommendations with each Vice President before payroll processing.

X. Vice President Approval

- Approved
- Approved with Modification(s)
- Deferred for Further and/or Future Review/Action
- Disapproved

Signature: _____

Recommended % of Increase _____
(if changed as proposed)

Resulting Base salary _____ Effective date _____
(if changed as proposed)