

Office of the State Inspector General
PAW
PAY ACTION WORKSHEET

A PAW encourages managers to assess applicable Pay Factors when considering classified or wage employee pay actions. PAWs also provide means of documenting resulting pay decisions. A PAW must be completed for all pay actions.

EFFECTIVE DATE 2/16/21	CANDIDATE/EMPLOYEE NAME Jennifer Moschetti	EID# 00790185900	POS # 00035
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PAY ACTION REQUESTED			
<input type="checkbox"/>	Starting Pay	<input checked="" type="checkbox"/>	Recognition Bonus
<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Temporary Pay
<input type="checkbox"/>	Voluntary Transfer (competitive)	<input type="checkbox"/>	Role Change
<input type="checkbox"/>	Voluntary Transfer (non-competitive)	<input type="checkbox"/>	In-Band Adjustment
<input type="checkbox"/>	Voluntary Demotion	<input type="checkbox"/>	Competitive Salary Offer
<input type="checkbox"/>	Disciplinary or Performance-related Pay Action		

Current Salary:	\$65,000	Increase/Decrease %:	
New Salary:	\$65,000	Bonus Amount	\$2,000

INSTRUCTIONS: Check only those pay factors that were considered in reaching this pay decision and provide appropriate justification of your decision about that factor; attach additional sheets if necessary. The definition of each pay factor is included in this form. [Consideration of the factors should occur before any discussion with an employee or applicant takes place. Note: a current employee must meet or exceed performance standards to be eligible for a management-initiated increase.

JOB	
<input checked="" type="checkbox"/>	Agency business need
<input checked="" type="checkbox"/>	Duties and Responsibilities
COMMENTS:	
Jennifer is an investigator for the State Fraud, Waste and Abuse Hotline.	

EMPLOYEE	
<input checked="" type="checkbox"/>	Performance
<input checked="" type="checkbox"/>	Relevant work experience and education
COMMENTS:	
Jennifer was the lead investigator responsible for the completion and ongoing work in regards to numerous Virginia Parole Board Hotline cases. These cases have required much research, editing and discussion, in addition to lengthy calls with the Office of the Attorney General. As a result, we would like to award a \$2,000 bonus.	

MARKET

(Note: The Greatest impact of total compensation will be on Starting Pay and Competitive Offers)

- ☐ Market availability
☐ Salary reference data
☐ Total compensation

COMMENTS:

FINANCIAL



- ☒ Budget implications
☒ Long-term impact

COMMENTS:

There are sufficient funds in our budget to allow for this recognition pay which will make an impact on employee morale for years to come.

Recommendation	I recommend Jennifer receive a \$2,000 bonus.
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Approval

_____ SUPERVISOR	_____ DATE	 _____ DEPUTY INSPECTOR GENERAL	<u>1/25/21</u> DATE
_____ HR DIRECTOR	_____ DATE	 _____ STATE INSPECTOR GENERAL	<u>1/26/21</u> DATE