

**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.**

<b>EFFECTIVE DATE</b>	<b>CANDIDATE/EMPLOYEE NAME</b>	<b>EID#</b>	<b>POS #</b>
2/16/21	Jennifer Moschetti	00790185900	00035

<b>PAY ACTION REQUESTED</b>	
Starting Pay	<input checked="" type="checkbox"/> Recognition Bonus
Promotion	<input type="checkbox"/> Temporary Pay
Voluntary Transfer (competitive)	<input type="checkbox"/> Role Change
Voluntary Transfer (non-competitive)	<input type="checkbox"/> In-Band Adjustment
Voluntary Demotion	<input type="checkbox"/> Competitive Salary Offer
Disciplinary or Performance-related Pay Action	

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

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.]

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

<b>EMPLOYEE</b>	
<input checked="" type="checkbox"/>	Performance
<input checked="" type="checkbox"/>	Relevant work experience and education
<b>COMMENTS:</b>	
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.

**Approval**

SUPERVISOR

DATE

  
DEPUTY INSPECTOR  
GENERAL

1/25/21

DATE

HR DIRECTOR

DATE

  
STATE INSPECTOR  
GENERAL

1/26/21

DATE