



Staff Market Rate Review Request

This review was initiated by: Human Resources Supervisor Management Team

Date submitted to HR: By (name):

PCN number: Department:

Location if other than Moscow:

Supervisor name:

Supervisor telephone and email:

Current market rate and basis (SOC or CUPA Code and adjustment, if any):

Code: Mkt Average: \$ X Adjustment % = Mkt Rate:\$

Employee name: or Vacant

Current Position title (working title):

Current FLSA status (exempt or non-exempt/classified):

Reason for Review:

Current market rate assigned is different from similarly situated positions

Job description has changed (summarize below)

Three horizontal lines for job description summary.

Note: Current job description must be available in PeopleAdmin.

Results of review (to be completed by Human Resources):

No change to market rate Change market rate to below Change in FLSA status

SOC / CUPA Code:

Market Average Adjustments Market Rate Min. CR Min. Salary \$
X % = \$ \$

Secondary Code:

FLSA status: Non-Exempt/Classified Exempt ( )

Review Coordinator: Date: