

Candidate Name: _____ **Position Number:** _____

Division / Facility: _____ **Closing Date:** _____

Hiring Manager: _____ **Exception:** _____

Date: _____

Using the form "Documentation Required for HR Action Request List" as a guide, review the following to ensure a salary packet has all required and accurate information.

1. HR Action Request Form (check the following):

- PERNR #: _____
- Type of action is checked (Hiring Actions are Personnel Administration actions)
- Current & Proposed Classification (Be sure you are using classification title, not working title)
- Current & Proposed Integrated HR/Payroll System position number
- Current & Proposed Grade/Quartile Level
- Current & Proposed Salary
- % Increase with action included in comment
- Cumulative Increase -Cannot be greater than 20%
- Salary of previous incumbent – be sure this is accurate
- Position Budgeted Salary (check your budget report)
- Proposed Salary: Higher than the budgeted amount? Yes No
If yes, has budget signed off? Yes No
- Exception request – what type: _____
- Comments in box (if applicable)

2. Salary Administration Guidelines Check:

- Is the request over 20%? Yes No If yes, it's a salary exception & must go to OSHR for current state employees or employees reinstating within 12 months. (In cases where the action is treated as a new hire there are no percentages)
- Is the request over \$100,000? Yes No If yes, it's a salary exception & must go to OSHR for current state employees or employees reinstating within 12 months.
- Is this a lateral transfer: Yes No If yes, no increase can be given w/o a Salary Exception Approved by OSHR.
- Is this a reassignment: Yes No
Does the salary exceed the new max: Yes No If yes, it must be lowered to the new max.
- Is this a trainee position: Yes No If no, cannot be paid below the minimum.
- Does the increase place the salary into the 4th Quartile? Yes No If yes, it's a salary exception & must go to OSHR.
- Is the candidate in the 3rd Quartile? Yes No If no, you may skip the next question.
Does the candidate have 10 or more years of experience above the minimum? Yes No
If yes, the employee can be paid in the 3rd quartile without OSHR approval. If no, this is a salary exception and the packet will need OSHR approval or reduction to the midpoint.

3. Justification memo:

- Provides logical reason why management would like to hire applicant and justifies the salary.
- Includes information related to any inequities created or states that no inequities are created.
- Includes information on how long the position has been vacant, how many times it has been posted, how many applicants have withdrawn or declined and what their reason for decline was.

- Includes information on the specific reasons this candidate was selected over others.
- Includes specific information about how this candidate's education, skills, and experience relate directly to the work of this position.
- Includes specific information about why the recommended salary is appropriate, including all information used to make the salary decision.

4. **Application:**

- Application is for the correct position
- Candidate meets the qualifications for the position
- Standard and Supplemental Questions must be attached to the back of the application. Read the answers to these questions to make sure the applicant meets the KSA's on the job positing

Additional

Comments: _____

Reviewer Signature: _____

Date: _____