



C O M P R E F O R M

A C T I O N B U L L E T I N

**Bulletin No. 10**

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director  
Department of Human Resource Management

DATE: September 14, 2000

SUBJECT: Sample Pay Action Worksheet

Attached is a sample Pay Action Worksheet (PAW) that agencies may use or modify to help meet their needs for consistent application of Pay Practices.

A PAW encourages agencies to assess applicable Pay Factors when considering classified or wage employee pay actions. PAWs also provide means of documenting resulting pay decisions. In addition, agencies can attach PAWs to human resource transaction forms or hiring selection packages.

Please let me know if you have any questions about this Bulletin.

Thank you.

Attachment: Sample Pay Action Worksheet

Copy: Cabinet Secretaries  
Agency Heads