

DPA CLASS DATA SHEETS

SECTION I PAY LETTER
 SECTION II PAY LETTER

ROUTE TO:

Section I Pay Letter – Barbara Birt
 Section II Pay Letter – Susan Salata
 Board Calendar Date:
 Effective Date: (ONLY if different from Bd. Cal Date)

FILED UNDER: (To be completed by PL Coordinator.)

ACTION:		FULL CLASS TITLE	SALARY	SISA	FOOT-NOTES	WWG	MCR	CBID
SCHEM CODE	CLASS CODE	PRESENT						
SCHEM CODE	CLASS CODE	PROPOSED						
ACTION:		FULL CLASS TITLE	SALARY	SISA	FOOT-NOTES	WWG	MCR	CBID
SCHEM CODE	CLASS CODE	PRESENT						
SCHEM CODE	CLASS CODE	PROPOSED						

CHECK AND ATTACH SUBSTANTIATION:

<input type="checkbox"/> HIRING ABOVE MINIMUM (HAM)	<input type="checkbox"/> ALTERNATE RANGE CRITERIA (ARC)	<input type="checkbox"/> PAY DIFFERENTIALS
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FINANCIAL INFORMATION:

Projected cost*:
How is the cost funded?

*Note: If projected cost is over \$100,000 annually, Finance approval is required.

STATUS RESOLUTION FOR MOVEMENT:

Does the above action require a status resolution for movement of incumbents? <input type="checkbox"/> Yes; <input type="checkbox"/> No (If Yes, complete Documentation/Salary Movement Instructions Form.)
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PAY LETTER STATEMENT OR INSTRUCTIONS FOR PAY LETTER COORDINATOR:

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Signatures With Dates (Use Initials)	Analyst	PSB Review	Manager	Chief	DPA LR

