



# OLD DOMINION UNIVERSITY

## REQUEST FOR TEMPORARY PAY FOR CLASSIFIED EMPLOYEES

**EMPLOYEE MUST MEET OR EXCEED PERFORMANCE STANDARDS (RATED "CONTRIBUTOR" ON ALL PERFORMANCE ELEMENTS) TO BE ELIGIBLE FOR TEMPORARY PAY.**

**1. EMPLOYEE DATA**

A. EMPLOYEE NAME	B. EMPLOYEE'S UIN
C. DEPARTMENT NAME	D. DEPARTMENT BUDGET CODE
E. BEGIN DATE OF TEMPORARY ASSIGNMENT/SPECIAL PROJECT	F. END DATE OF TEMPORARY ASSIGNMENT/SPECIAL PROJECT

**2. EMPLOYEE'S POSITION/SALARY DATA**

A. POSITION NUMBER	B. PAY BAND	C. ROLE TITLE	D. CURRENT SALARY
E. IF ASSUMING DUTIES OF ANOTHER POSITION, LIST THE POSITION NUMBER	F. IF ASSUMING DUTIES OF ANOTHER POSITION, PERCENTAGE OF DUTIES BEING ASSUMED (PROVIDE AN EXPLANATION OF DUTIES IN SECTION 4 BELOW) _____ %		G. ROLE TITLE OF POSITION FOR WHICH DUTIES ARE BEING ASSUMED (if applicable)
H. PAY BAND OF POSITION FOR WHICH DUTIES ARE BEING ASSUMED	I. PROPOSED ANNUALIZED SALARY AND PERCENTAGE INCREASE <b>OVER CURRENT SALARY</b>  _____ % NEW SALARY _____	J. TOTAL ADDITIONAL FUNDING REQUESTED	

**NOTE: IF ASSUMING DUTIES OF A POSITION IN A HIGHER PAY BAND, INCREASE CAN BE BETWEEN 0 TO 15% ABOVE CURRENT SALARY  
IF ASSUMING DUTIES OF A POSITION IN THE SAME PAY BAND, INCREASE CAN BE BETWEEN 0 TO 10% ABOVE CURRENT SALARY  
IF ASSIGNING A SPECIAL PROJECT, INCREASE CAN BE BETWEEN 0 TO 10% ABOVE CURRENT SALARY**

**3. BUDGET INFORMATION – AUTHORIZATION TO TRANSFER FUNDS - PRORATED AMOUNT FOR PERIOD OF TEMPORARY PAY (CALCULATE PER CHART ON PAGE 2)**

A. OPERATING SALARY COST	B. OPERATING FRINGE BENEFIT COST	C. TOTAL PRORATED AMOUNT
<b>D. BY COMPLETING THIS SECTION, YOU ARE AUTHORIZING THE BUDGET OFFICE TO MAKE THE TRANSFER TO COVER SALARY AND BENEFIT COSTS.</b>		
TRANSFER FUNDS FROM:	BUDGET CODE	SUBOBJECT CODE
	AMOUNT	
	BUDGET CODE	SUBOBJECT CODE
	AMOUNT	

**4. JUSTIFICATION FOR TEMPORARY PAY**

**Check all pay factors since all should have been 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 takes place.]**


<b>JOB</b>	
<input type="checkbox"/> Agency Business Need  <input type="checkbox"/> Duties and Responsibilities (Describe duties employee will be assuming and/or the special project being assigned)	<b>EMPLOYEE</b>

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<p><b>Comments about EACH of the following factors are REQUIRED.</b></p> <p><input type="checkbox"/> Performance (See note on top of page 1)</p> <p><input type="checkbox"/> Relevant work experience and education</p> <p><input type="checkbox"/> Knowledge, skills, abilities, competencies</p> <p><input type="checkbox"/> Relevant training, certification, license, etc.</p> <p><input type="checkbox"/> Internal salary alignment</p> <p><input type="checkbox"/> Current salary</p>	<p>Comments: (What qualifies employee to assume these duties or perform this special project?)</p>
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<b>FINANCIAL</b>	
<p><input type="checkbox"/> Budget implications</p> <p><input type="checkbox"/> Long-term impact</p>	<p>Comments:</p>

### 5. AUTHORIZATION/APPROVAL

<b>SUPERVISOR</b>		<b>DATE</b>
<b>BUDGET UNIT DIRECTOR</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	<b>DATE</b>
<b>HUMAN RESOURCES REPRESENTATIVE</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	<b>DATE</b>
<b>VICE PRESIDENT or DESIGNEE</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	<b>DATE</b>
<b>UNIVERSITY BUDGET OFFICER or DESIGNEE</b>	APPROVE <input type="checkbox"/> DISAPPROVE <input type="checkbox"/>	<b>DATE</b>

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### CLASSIFIED POSITION FUNDING BUDGET CALCULATION EXAMPLE

Prorated operating year costs per the effective date of the beginning pay period for temporary pay should be calculated based upon the current pay schedule below:

Dates	Of	Pay	Period	Pay	# of Pays	
				Period #	Remaining in Fiscal Year	
June	10	-	June	24	1	24
June	25	-	July	9	2	23
July	10	-	July	24	3	22
July	25	-	August	9	4	21
August	10	-	August	24	5	20
August	25	-	September	9	6	19
September	10	-	September	24	7	18
September	25	-	October	9	8	17
October	10	-	October	24	9	16
October	25	-	November	9	10	15
November	10	-	November	24	11	14
November	25	-	December	9	12	13
December	10	-	December	24	13	12
December	25	-	January	9	14	11
January	10	-	January	24	15	10
January	25	-	February	9	16	9
February	10	-	February	24	17	8
February	25	-	March	9	18	7
March	10	-	March	24	19	6
March	25	-	April	9	20	5
April	10	-	April	24	21	4
April	25	-	May	9	22	3
May	10	-	May	24	23	2
May	25	-	June	9	24	1

Example: Effective Pay Period Dates for Temporary Pay: December 10 through April 24

From Salary Value: \$20,000

To Salary Value: \$25,000

\$ 5,000 = amount of increase to be prorated

Calculation of OPERATING Costs for the Temporary Pay Assignment Timeframe:

**Operating Salary Cost** = Base Salary Cost divided by 24 (number of pay periods per year)  
multiplied by the number of pay periods during the dates of temporary pay  
= \$5,000 divided by 24 multiplied by 9  
= **\$1,875 (insert this amount into Section 3.A.)**

**Operating Fringe Benefits Cost (for Employee assuming 100% of duties of a position in same or higher pay band)** = Operating Salary Cost multiplied by current fringe benefit rate (22.53%)  
= \$1,875 x 0.2253  
= **\$422.43 (insert this amount into Section 3.B.)**

**Operating Fringe Benefits Cost (for Employee performing a special assignment or a partial percentage of duties of a position in same or higher pay band)** = Operating Salary Cost multiplied by current fringe benefit rate (7.65%)  
= \$1,875 x 0.0765  
= **\$143.43 (insert this amount into Section 3.B.)**

**TOTAL PRORATED AMOUNT** \$1,875.00 + \$422.43 = **\$2,297.43 (insert this amount into Section 3.C.)**

**FOR EACH TEMPORARY PAY:** \$1,875.00 + \$143.43 = **\$2,018.43 (insert this amount into Section 3.C.)**

# OLD DOMINION UNIVERSITY REQUEST FOR TEMPORARY PAY FOR CLASSIFIED EMPLOYEES

## DEFINITIONS OF PAY FACTORS RELATED TO TEMPORARY PAY ACTIONS

### JOB

- **AGENCY BUSINESS NEED:** The specific activities and organizational, financial, and human resource requirements that are directly derived from the agency's mission. For example, changes in an employee's duties, responsibilities, and abilities should be relevant to agency business need in order to be compensable.
- **DUTIES AND RESPONSIBILITIES:** The primary and essential work functions performed by an employee or group of employees. Variation in these duties and responsibilities help distinguish one employee from another for comparison purposes.

### EMPLOYEE

- **PERFORMANCE:** The incumbent's previous and/or current work accomplishments or outcomes and behavioral interactions that are typically assessed in written, verbal or observational forms. NOTE: All management-initiated salary increases are based on employees meeting an acceptable performance level (rated as "meets"/"contributor" or higher).
- **WORK EXPERIENCE AND EDUCATION:** The incumbent's relevant employment history and academic qualifications. Work experience is the employment history of an individual, which typically includes job titles held and a corresponding description of the duties, responsibilities and tasks performed. Education includes academic credentials obtained and is usually listed as high school diploma, associate degree, bachelor's degree or specific advanced degree.
- **KNOWLEDGE, SKILLS, ABILITIES AND COMPETENCIES:** Elements commonly listed for job requirements, hiring qualifications or employee credentials. Knowledge refers to acquired principles and practices related to a particular job (for example, principles of nuclear physics or accounting). Skills refer to acquired psychomotor behaviors (for example, operations of forklift or personal computer). Abilities include the talents, observable behaviors or acquired dexterity (for example, capacity to lift 200 pounds). Competencies include the knowledge, skills and underlying behaviors that correlate with successful job performance
- **TRAINING, CERTIFICATION AND LICENSE:** Job requirements or employee qualifications that are relevant or highly desirable for a particular job. Training refers to a specialized course of instruction outside the realm of recognized academic degree programs (for example, in-service training). Certification refers to a specialized course of study resulting in a certificate upon successful completion (for example, Cardiopulmonary Resuscitation, Certified Professional Accountant, and Emergency Medical Technician). A license is a credential that is required by law to practice one's occupation (for example, Registered Nurse, Pharmacist, and Physician).
- **INTERNAL SALARY ALIGNMENT:** A fairness criterion that takes into consideration the proximity of one employee's salary to the salaries of others who have comparable levels of training and experience; similar duties and responsibilities; each employee's performance; and similar knowledge, skills, abilities and competencies. Internal salary alignment is determined by examining an employee's salary in relation to comparable co-workers' salaries.
- **CURRENT SALARY:** The incumbent's present base pay compensation, which may be reported as an hourly wage or weekly, semi-monthly, monthly or annual salary. This factor does not include shift differentials, benefits, overtime, incentive premiums, bonuses, commissions or other similar non-base-pay compensation.

### FINANCIAL

- **BUDGET IMPLICATIONS:** The short- and long-term financial consequences of pay decisions and how the agency manages its salary dollars.
- **LONG TERM IMPACT:** The strategic and financial effect of anticipated future salary costs, staffing changes, salary alignment among employees, career growth and salary reference data changes.