OLD DOMINION UNIVERSITY PAY ACTION FORM (PAF)

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☐ Duties and responsibilities (What duties are critical for the new employee to perform?)	Comments:		
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\$ FRPPHQW UHOD HDFK IDFWRU LV	Comments:		
Relevant work experience & education & previous performance			
Relevant knowledge, skills, abilities, and competencies			
Relevant training, certification, license, etc.			
☐ Internal salary alignment (How will proposed salary compare to salaries of other employees in the department? Will there be an equity issue?)			
☐ Current salary			
current salary compare to proposed salary?)			
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- AGENCY BUSINESS NEED: The specific activities and organizational, financial, and human resource requirements that are GLUHFWO\GHULYHGIURP WKH DJHQF\¶V PLVVLRQ)RU H[DPSOH FKDQ.bbHd/beLQ DQ 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.

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