



Staff Market Rate Review Request

This review was initiated by: Human Resources \_\_\_ Supervisor \_\_\_ Management Team \_\_\_

Date Submitted to HR: \_\_\_\_\_ By (Name): \_\_\_\_\_

PCN number: \_\_\_\_\_

Department: \_\_\_\_\_

Location if other than Moscow: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor telephone and email: \_\_\_\_\_

Current Market Rate and Basis (SOC or CUPA code and adjustment):  
\_\_\_\_\_

Current Employee Name: \_\_\_\_\_

V Number: \_\_\_\_\_

Current Position Title (working title): \_\_\_\_\_

Current job description must be attached or available in PeopleAdmin.

Please summarize the reason for the review:

\_\_\_ Current market rate assigned is different from other similarly situated positions.

\_\_\_ Job description has changed. (If so please summarize the change below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESULT OF REVIEW:

\_\_\_ No change in market rate

\_\_\_ Change market to code: \_\_\_\_\_; adjustment: \_\_\_\_\_; and final result: \_\_\_\_\_

Review coordinator: \_\_\_\_\_ Date: \_\_\_\_\_  
HR representative