



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