

**OLD DOMINION UNIVERSITY
REQUEST FOR TEMPORARY PAY**

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

Clear Form

1. EMPLOYEE DATA

A. EMPLOYEE NAME	B. EMPLOYEE UIN
C. DEPARTMENT NAME	D. DEPARTMENT BUDGET CODE/VP AREA
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 (if applicable)	C. 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 (if applicable)		I. PROPOSED ANNUALIZED SALARY AND PERCENTAGE INCREASE OVER CURRENT SALARY _____ % NEW 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	
D. BY COMPLETING THIS SECTION, YOU ARE AUTHORIZING THE BUDGET OFFICE TO MAKE THE TRANSFER TO COVER SALARY AND BENEFIT COSTS.			
TRANSFER FUNDS FROM:	BUDGET CODE	SUBJECT CODE	AMOUNT
	BUDGET CODE	SUBJECT CODE	AMOUNT


4. JUSTIFICATION FOR TEMPORARY PAY

Provide justification for all pay factors since all should have been considered in reaching this pay decision. 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.]

Describe the duties employee will be assuming and/or the special project being assigned and the business need which will be fulfilled by these duties/special projects being performed. Attach additional sheet if necessary.

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5. AUTHORIZATION/APPROVAL

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

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 Period #	# of Pays 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 \$50,000 to Salary Value \$55,000 = \$ 5,000 which is amount or 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 = 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 + \$143.43 = \$2,018.43 (insert this amount into Section 3.C.)

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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.