

Pay Transparency Request Form

Human Resources will provide the pay-scale information for your position and location only. Pay is determined based on several factors, including but not limited to: Education, Relevant Experience, Training, Certifications, Seniority, &/or Performance.

TO BE COMPLETED BY THE EMPLOYEE

Employee's Name:	Department:
Position:	Location:
Today's Date:	Hire Date:

I, _____ certify that all the above information is true and accurate.

Employee's Signature

Date

HR USE ONLY

Position:

10 th	25 th	50 th	75 th	90 th

Pay Scale Provided On:	Signature:	Today's Date:
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