

NON-BASE PAY ADJUSTMENT REQUEST

Please refer to the State of Wyoming Compensation Policy, Chapter 4, for information about Non-Base pay adjustments.

The process for initiating a Non-Base pay adjustment request is as follows:

- The agency making the request will complete the Non-Base pay adjustment request form.
- The agency will submit the completed form to the A&I HRD Payroll Auditor.
- The A&I HRD Payroll Auditor will review the form for accuracy and completeness. If the form is incomplete it will be sent back to the agency for revision. If the form is complete it will be given to the A&I HRD Administrator for review.
- The A&I HRD Administrator will:
 - Request HRD staff to provide more information or analysis, if necessary.
 - Make the final decision.
- A&I HRD will inform the agency of the decision and provide a signed copy of the request form.
- If approved, the agency will submit a completed Pay Approval form, along with an attached copy of the approved Non-Base pay adjustment request form to the A&I HRD Payroll Auditor. The agency will also submit an ESMT document in HRM Payroll.