

**Pay Retention Worksheet
(Demo Reassignment)**

Employee Name _____

1. Current "Base" salary 1. _____
2. Minimum "Base" salary for Demo level employee is being placed 2. _____
3. Does the salary in item 2 exceed the salary in item 1?
 - a. ____ YES. Set the employee's salary at the first increment.
Pay Retention no longer applies.
 - b. ____ NO. Complete item 4
4. Does the salary in item 1 equal any of the "Base" salary increments of the new Demo pay level?
 - a. ____ YES. Increment _____. Set the employee's salary at this increment. Pay retention no longer applies.
 - b. ____ NO. Complete item 5.
5. Is the salary in item 1 less than the top "Base" salary increment of the new Demo pay level?
 - a. ____ YES. Between increments _____ and _____. Set the employee's salary at the higher of the two increments. Pay retention no longer applies.
 - b. ____ NO.
 - (1) What is 150% of the salary for the top increment? _____.
 - (2) Does the salary in item 1 exceed the amount in 5b(1)?
____ NO. Set the employee's increment at Step 00 and pay at the rate shown in item 1 above.
____ YES. Set the employee's increment at Step 00 and pay at the rate shown in 5b(1).

Pay for this action is fixed at Demo pay level _____, increment _____, Salary _____.

Signature

Date