



INSTRUCTIONS:

This form should be used to activate or deactivate incentive pay.

Step 1: Please type the requested information in the fields below.

Step 2: Obtain the proper signature from Approving Authority.

Step 3: Return the completed request to the requesting Manager.

Step 4: Send approved request and **copies of scanned certificates/license** with

Title: HPW – (Name of Service Line)

To: HPWactivationform@houstontx.gov

To Be Completed by Service Lines

Check Action to be Taken:

Activation ☐

Deactivation ☐

EMPLOYEE INFORMATION

Date: First Name: Last Name: Employee ID:	Employee Title: Pay Grade: Classification:	Service Line: Location: Fund: Cost Center:
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REQUEST FOR PAY ACTIVATION

Attach Certificates/License:	Incentive Pay Type/Certification: Bi-Weekly Amount: (*Note: If more than one type, list both and total bi-weekly amount.)
Verified By Manager: <input type="checkbox"/> General Requirements <input type="checkbox"/> Specific Requirements	Manager's Review Date: _____ Manager's Signature: _____

REQUEST FOR PAY DEACTIVATION

Please Check the Appropriate Reason Below to Discontinue Pay Incentive:	
<input type="checkbox"/> Certification Expired:	<input type="checkbox"/> Level 1 or Level 2
<input type="checkbox"/> Change in Job Duties:	<input type="checkbox"/> Transfer to Another Service Line or Department:
<input type="checkbox"/> HEAR Rating Below 3.00: Yes	<input type="checkbox"/> No longer Meets the Requirements
Other (explain):	

Approving Service Line Deputy Director

Date

Phone Number