



Human Resources

# April Supervisors Meeting

April 21, 2022



Human Resources

# End in Mind

## What we hope you walk away with....

- How we will
  - Communicate with you
  - Help train/inform your units/teams
- More insight into
  - Compensation WWW (**W**ho does **W**hat and **W**hen)
  - Promotions: Should you recruit or (incumbent) review
  - Upcoming FY23 Pay Structure



# Communication

## You said; we heard..

- We are constantly working on large compensation projects e.g. market equity, minimum wage increase, pay structure increase. You asked for advanced communication.
- When there are significant changes we will:
  1. Present at CABO, RUBO, etc
  2. Present updates at the HR Generalist meetings
  3. Add to the agenda at the Supervisors meetings
  4. Send unit level communication to be sent to college/division/department



# Communication

## You said; we heard..

- We are asking unit level hr/business managers/administrative support to understand compensation guidelines and relay compensation guidance to unit leaders. You asked for training for your hr/business managers/ administrative support.
- We will help train/inform your units/teams by:
  1. Attending Generalist meetings periodically to inform and train on actions units need to take depending on the project
  2. Developing and rolling out new forms that provide more guidance when making requests of compensation
  3. Copying HR Partners who will help define and determine best next steps when compensation requests are made
  4. Developing online training videos for common compensation actions



# Check – In: Mentimeter question

**What else do we need to know – What else do you need?**



# Compensation Program Governance (WWW)

## Division of Human Resources and Compensation Team

- Administer and maintain the University's pay structure
- Provide support, analysis, and data on market practices and trends
- Participate in various compensation surveys
- Audit how compensation is administered to ensure legal compliance, equity, and alignment with effective compensation practices

## Colleges/Division and Managers

- Obtain and maintain knowledge of the program and how it impacts employees in area of responsibility
- Support the program and adhere to the compensation guidelines to ensure compensation decisions are competitive, equitable, and meet regulatory standards
- Consult with Division HR to ensure alignment of compensation with guidelines



# Promotion – Recruitment vs. Incumbent Review

**You can promote an employee through the incumbent review process if the following conditions are met. You are promoting the employee:**

- To the next pay grade
- To the next career level
- Once in a rolling calendar year
- To a position within their current assigned unit
- To a position within their current job function
- After completing six months within their current position
- Who was hired on a competitive basis



# FY23 Pay Structure

<https://hr.arizona.edu/content/university-staff-pay-structure-fy23>

## University Staff Pay Structure (FY23)

The following pay structure will be reviewed on an annual basis. Recommendations to adjust the pay structure are made in accordance with external market movement.

DOWNLOAD AS A PDF

DOWNLOAD AS AN EXCEL FILE

Pay Grade	Wage type	Minimum	Midpoint	Maximum
2	Annual Salary	\$28,080	\$36,785	\$45,490
	Hourly Wage	\$13.50	\$17.69	\$21.87





# QUESTIONS?



Human Resources