



Human Resources

May Supervisors Meeting

May 19, 2022



Human Resources

April Meeting – You asked, and we answered...

THANK YOU!! We had 127 responses to our question: What else do we need to know – What else do you need?

A new Compensation website is coming!! We will create a rolling FAQ section and continue including your questions and answers in this section.

Until then, we'll take a few minutes in our supervisor's meetings (today and upcoming) to provide answers to some of the most asked questions...



FY23 Salary Increase Program

“Red-Circled” – When an employee’s pay rate exceed the maximum of the pay range.

- Red-circled employees receive the merit increase as a lump-sum payment. Their base pay does not increase until the pay structure “catches up” with them.
- If the old base pay is below the pay grade maximum, but the merit increase would place the new base pay above the pay grade maximum, then the first portion of the raise is used to bring the employee’s base pay to the new pay grade maximum, and the remaining portion of the raise is provided in the lump-sum payment.
- MSS Exception Lump-Sum Payments

<https://hr.arizona.edu/sites/default/files/MSS%20Exception%20-%20Lump-Sum%20Payments.pdf>



Compensation Timeframes

- **PCN Requests** – 5 business days
- **Job Change Requests** (merit, equity, or market) – 5 business days
- **Above the Midpoint Requests** – 1 business day
- **Incumbent Review** – 30 calendar days

The timeframe begins once the transaction is received by compensation

These timeframes may be positively impacted when requests are pre-reviewed by the HR Partner

Additional Considerations:

Departments, Colleges, or Division may have their own internal timeframes for review.



FY22 Transaction Summary

- **PCN Requests**

3,472 Total

96% approved

Average time 3.3 business days

- **Job Change Requests**

2,342 Total

97% approved

Average time 3.2 business days

- **Incumbent Reviews (Promotions)**

688 Total

86% approved

Average time 17 calendar days



Upcoming Topics

- Understanding the career architecture and position mapping
- How to write a position description form
- Determining pay – Managing within Pay Ranges



QUESTIONS?



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