

NIDA: ACA STATUS

Biographical Data:

Gender: female

Birthday: Nov 17

Current Status:

Elementary: No



NEW RAF COMING DECEMBER 1ST

CHANGES

Divided into 3 sections

Section A & B -- combined

Section A: action

Section B: employment & compensation

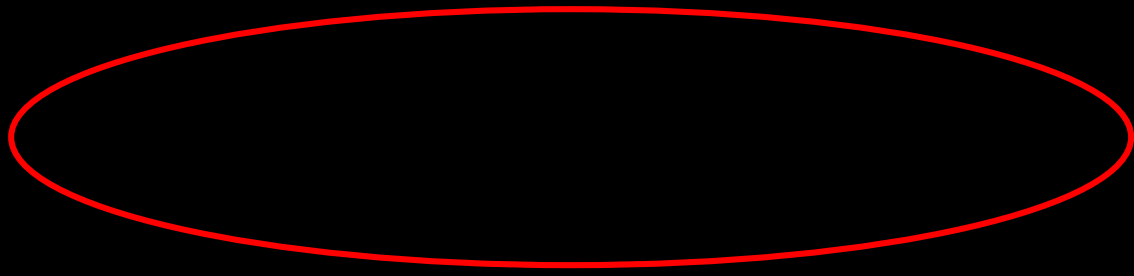
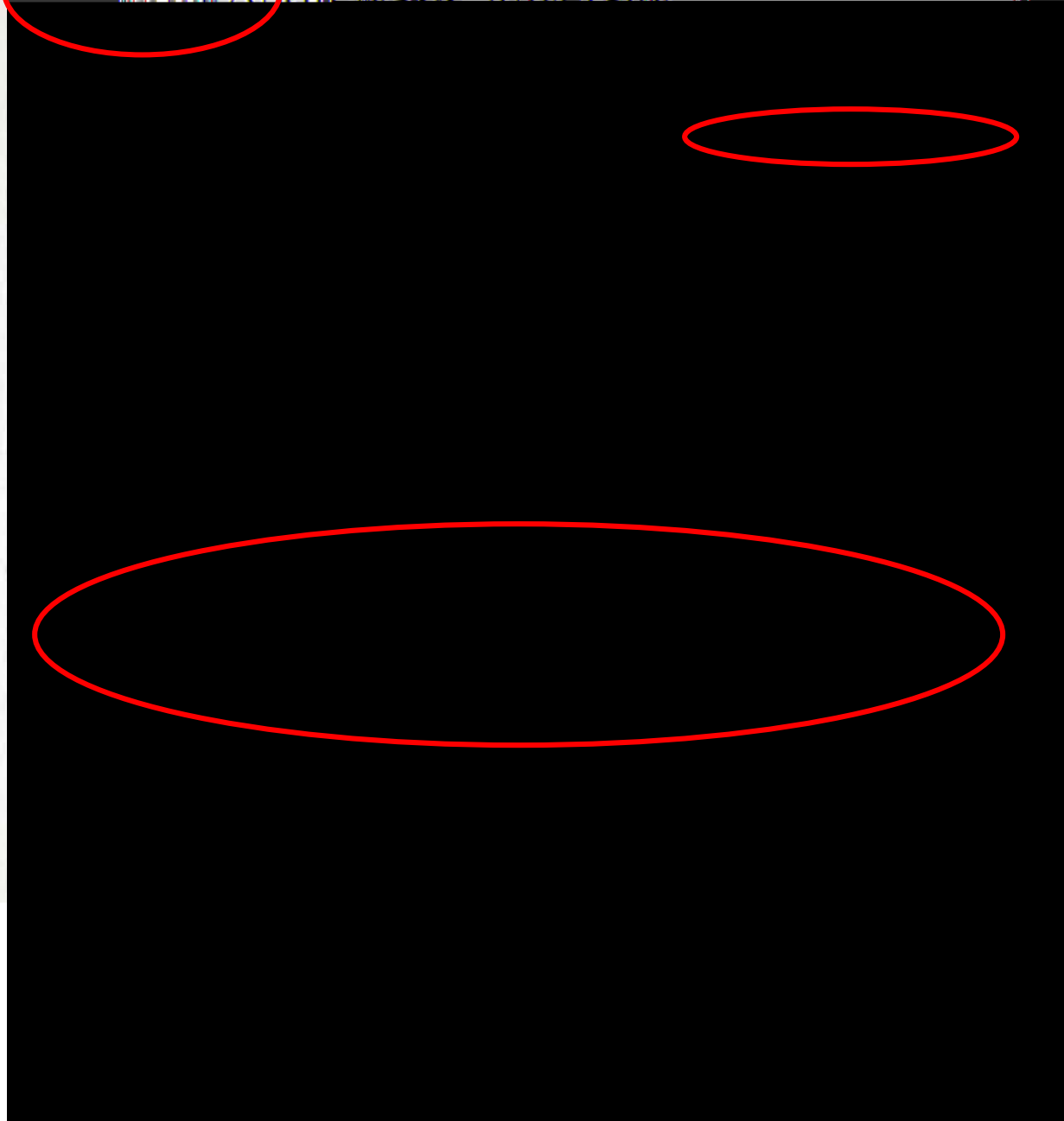
Section C

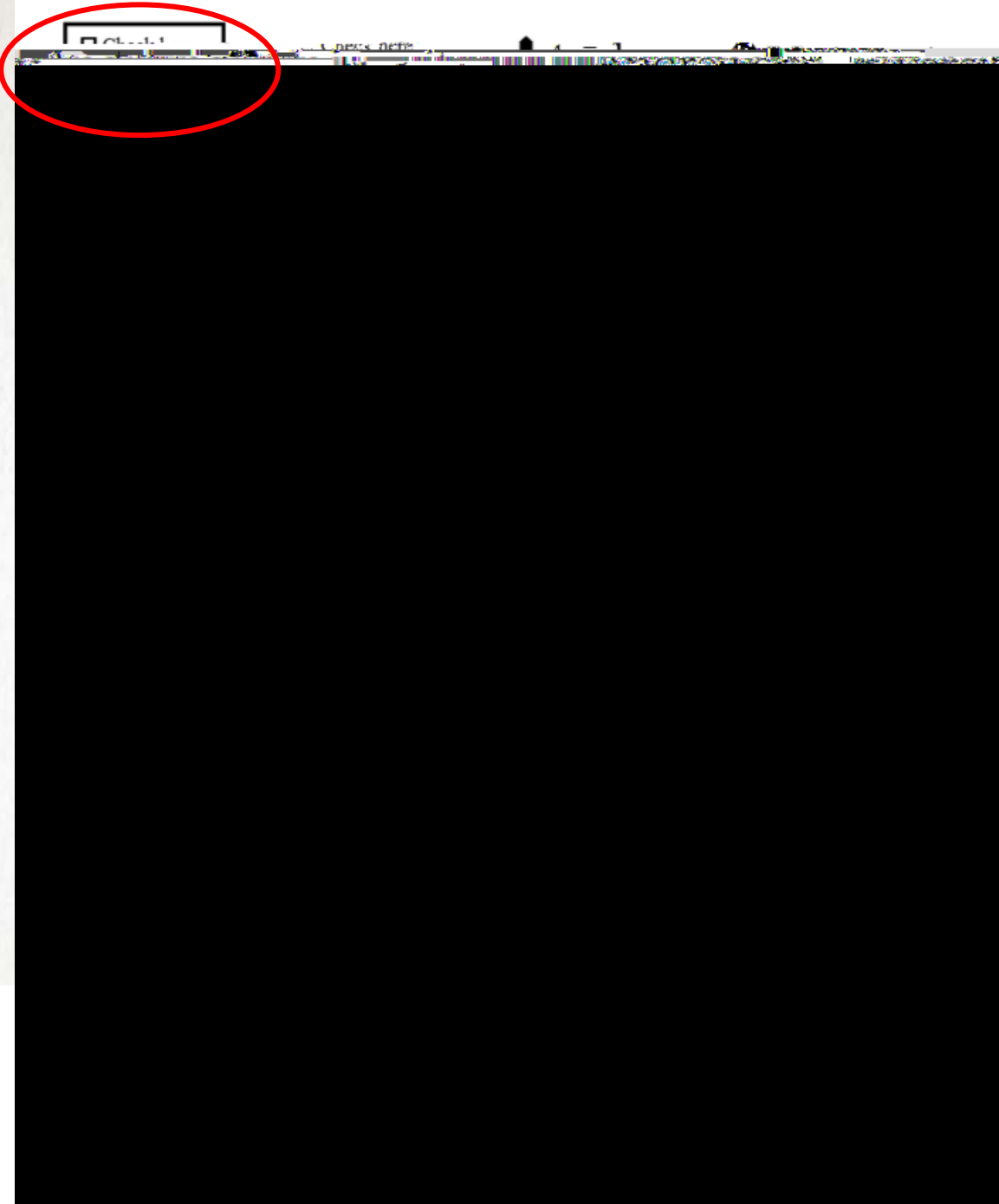
Academic appointment

One may be submitted without the other

Check here

Andrews University







COMPENSATION ADMINISTRATION

HR ADMINISTRATIVE PROCESS TRAINING – NOVEMBER 2017

COMPENSATION ADMINISTRATION

OBJECTIVES

Efficient maintenance of a productive workforce

Equitable pay

Compliance with federal, state, and local regulations

PAY STRUCTURE

DEFINITION

Provides framework to manage employee base pay

Fixed pay ranges for each position type



PAY STRUCTURE

- A. Building a Pay Structure
- B. Pay Structure Model
- C. Using the Pay Structure



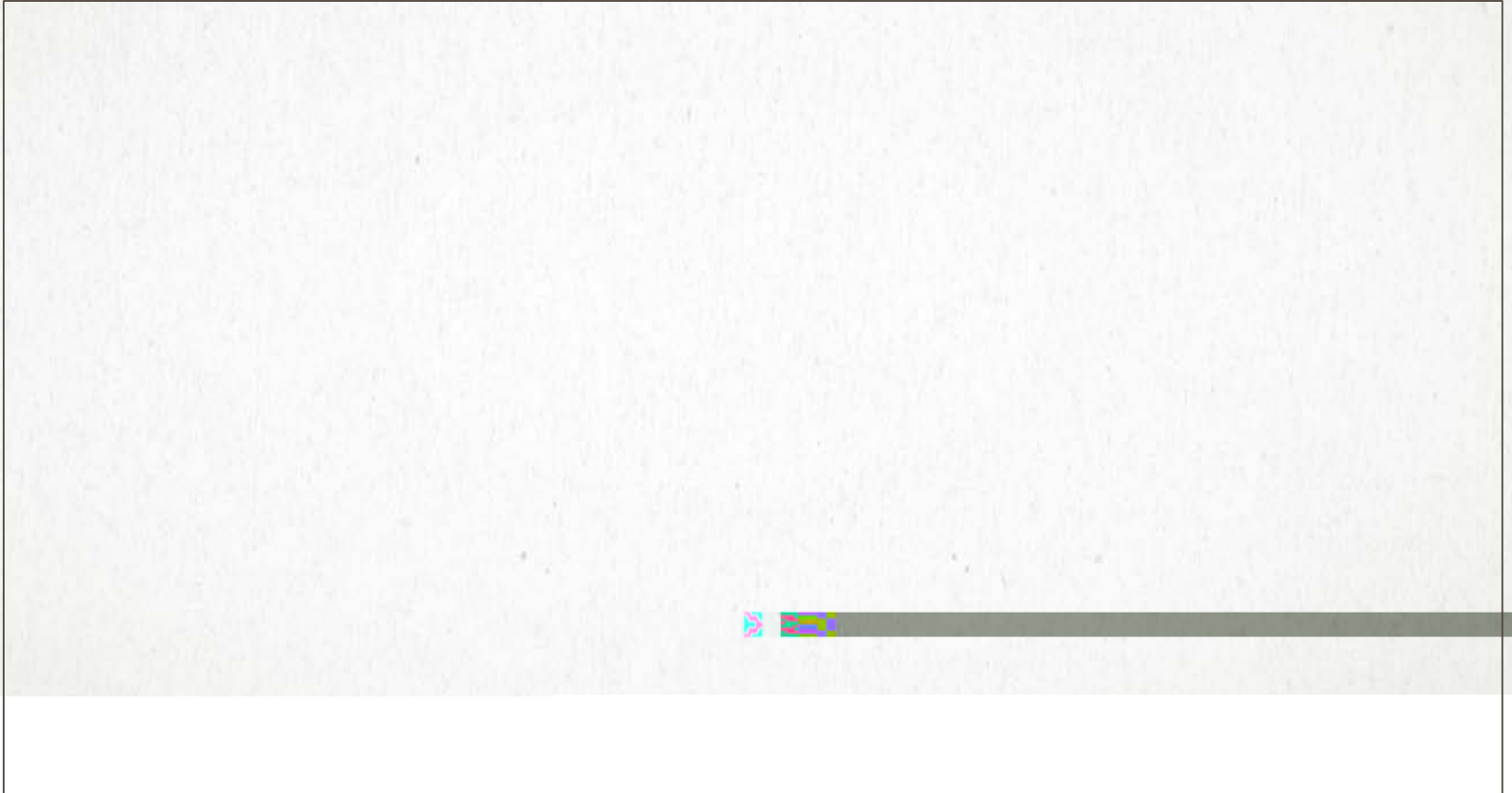
A. BUILDING A PAY STRUCTURE

How much should a job be paid?

Factors

1. Job description
2. Market parity
3. Internal equity

B. PAY STRUCTURE MODEL



C. USING THE PAY STRUCTURE

How is the pay structure used?

1. Wage offer for new hire
2. Establishing new positions
3. Reclassification

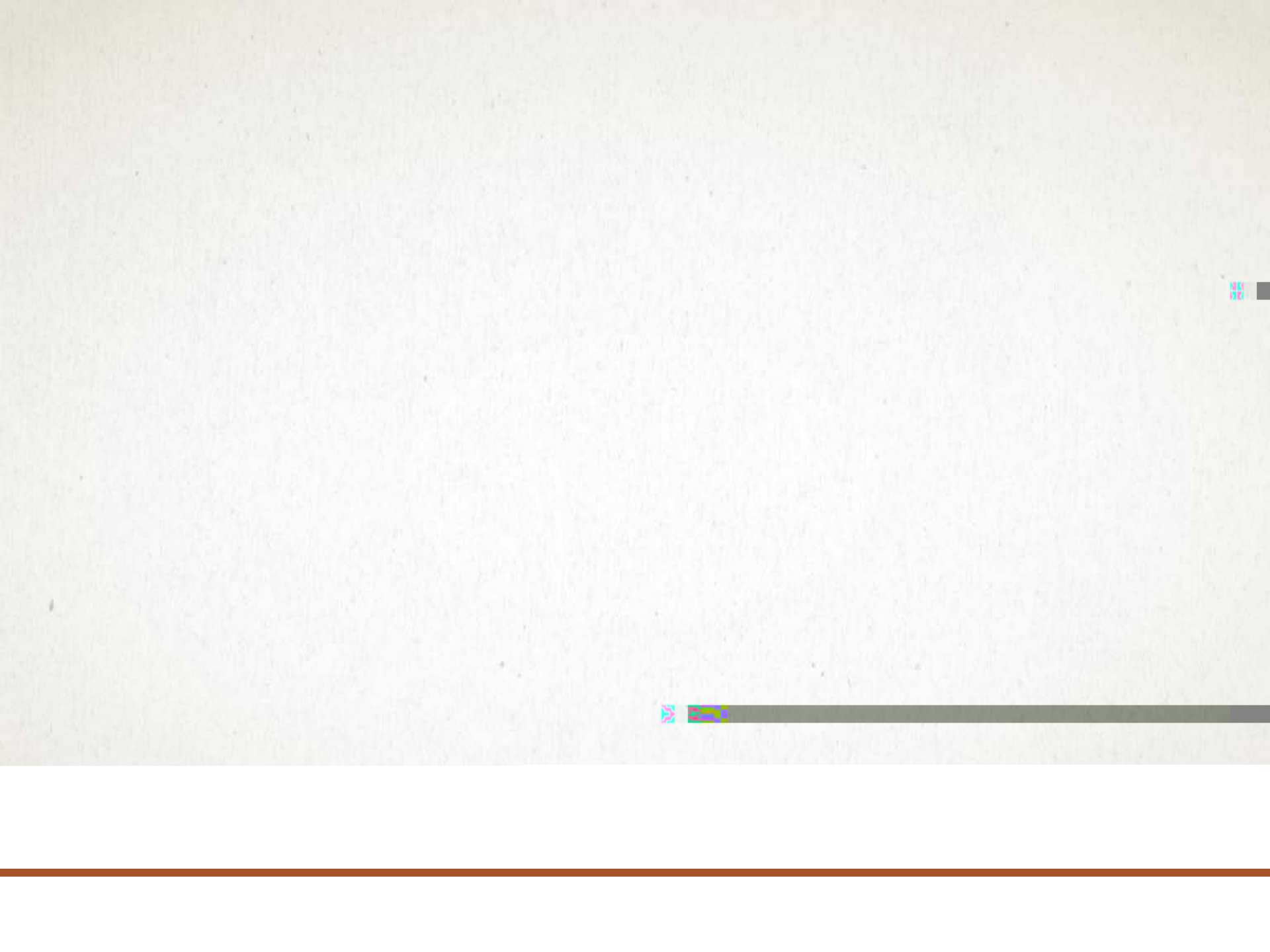
INITIAL WAGE DETERMINATION

Process

1. Compensation analyst (CA)
 - If dept and CA agree on rate under midpoint, no further approval is needed
 - If agreed rate is higher than midpoint, must receive CC approval being rate is offered

2. HR Director
 - If dept & CA does not agree, take to HR Director
 - If Director agrees with CA, may further request to CC

3. Compensation committee (CC) (detailed written request)
 - Gives final decision/approval on rate request



POSITION RECLASSIFICATIONS

Positidai-4(O)-4(NS)JTJ ET EMC BT /P <</MC71.88 TS



**THANK YOU
FOR COMING!**