

FY24 UAB Academic and Administrative Compensation Guidelines

*HR Compensation
February 2024 (revised)*



HUMAN RESOURCES

The University of Alabama at Birmingham

Table of Contents

<u>Summary of Changes from FY23 to FY24</u>	3
<u>Introduction</u>	4
<u>Workgroups</u>	4
<u>FY24 Merit Pool</u>	4
<u>Salary Distribution Plans</u>	4
<u>Salary Distribution Plan Template</u>	5
<u>Merit Increase</u>	5
<u>Merit Matrix Guidelines</u>	6
<u>Fixed Increment Payment (FIP)</u>	6
<u>Exceptional Performance Payment (EPP)</u>	7
<u>Faculty Merit/Promotion/Tenure</u>	7
<u>Reoccurring Funding Requests</u>	7
<u>Pay Ranges</u>	8
<u>Title Guidelines</u>	8
<u>Equity Adjustments</u>	8
<u>Market Adjustments</u>	9
<u>Retention Salary Adjustments</u>	10
<u>Compensation Calculator Tool</u>	10
<u>Offer Process/Hiring/Salary Determination</u>	11
<u>Promotional Increases</u>	11
<u>Lateral Transfers</u>	12
<u>Probationary Salary Adjustments</u>	12
<u>Additional Duties Pay</u>	12
<u>Incentive Plans</u>	13
<u>Special One-Time Payment</u>	13
<u>New Hire</u>	14
<u>New Positions/Reclassifications</u>	14
<u>Refill Vacancy</u>	14
<u>Position Authorization Request/Compensation Request Form (PAR/CRF) System</u>	15
<u>Additional Compensation and Classification Resources</u>	15
<u>Review and Approval Processes</u>	16

Summary of Changes from FY23 to FY24

UAB is a complex organization and detailed guidance and clarification on compensation matters is needed. These expanded guidelines are intended to meet that need. This summary provides an overview of the changes made to the FY24 UAB Academic and Administrative Compensation Guidelines and the key components that may be the most useful. As compensation matters arise throughout the fiscal year, this guide should inform your decisions and guide next steps. Contact information is available at the end of this document.

Key Changes

- Merit pool for FY24 — details on page 4
 - » 3% merit pool with expectation of coverage by the department — details on page 4
- Compensation Calculator — details on page 10

Key Deadlines

- Salary Distribution Plans — 7/24/2023 — details on page 4
- ACT documents for merits and FIPs effective dates are:
 - » 10/1/2023 (Exempt)
 - » 9/24/2023 (Nonexempt)
- CRF submissions for FIPs are due no later than 9/1/2023 — details on page 6

Introduction

As Organizational Leaders continue to assess how to best invest limited institutional resources, it is imperative that the University implement and promote faculty and staff compensation practices that effectively support our most important asset — our people. To assist our academic and administrative units with these decisions, the following Compensation Guidelines are provided for the FY24 budget year. The latest version of this document will be posted to the UAB Compensation website and will supersede any printed or electronic copies.

Workgroups

The UAB Academic and Administrative Compensation Guidelines were developed to provide compensation guidance to Workgroups A and F. The UAB Medicine Guidelines, published by UAB Medicine HR, will provide compensation guidance for Workgroup C.

- **Workgroup A** includes: All non-clinical School of Medicine staff, staff in all other UAB Schools and Colleges, as well as all UAB administrative departments and the Department of Athletics.
- **Workgroup C** includes: Staff in the School of Medicine who provide direct patient care or do clinical work as a regular part of their job, most staff in the University of Alabama Health Services Foundation (HSF); as well as all staff in the UAB Hospital and Hospital LLC, Health System (UABHS) and Callahan Eye Hospital.
- **Workgroup F** includes: Faculty positions across the institution (including the School of Medicine).

Detailed information on Workgroups can be found at uab.edu/humanresources/home/wfgroups.

FY24 Merit Pool

For FY24, there will be a 3% University-wide merit pool. The options available to reward individual performance include a merit increase, Fixed Increment Payment (FIP) and Exceptional Performance Payment (EPP). A Salary Distribution Plan must be submitted and must be consistent with the criteria for each available performance reward option as defined below.

In order to reward the performance of our faculty and staff through base rate increases, we will have a 3% merit pool. All central units will be provided funding toward the merit pool.

Salary Distribution Plans

Salary Distribution Plans are required documentation for the implementation of the FY24 merit process. Each College/School/Department must declare to the Provost or the Senior Vice President for Finance and Administration (SVPFA), depending on established reporting structure, and copy the HR Executive Director of Compensation on their intent to either:

- Provide a merit pool and the estimated amount (both merit increases and FIPs are included), and/or
- Provide EPP payments

Salary Distribution Plans should include:

- Total salary pool dollars to be made available
- Percent of total salary base
- Proposed equity adjustments
- EPPs
- Planned ranges for individual increases (e.g. 0-5%)
- Planned distribution strategy (e.g. 20% of merit recipients to receive 3.0-4.5%, 40% to receive 2.0-4.0%, etc.)
- All Salary Distribution Plans should identify funding sources utilized

Salary Distribution Plans are due no later than 7/24/2023.

Salary Distribution Plan Template

The Salary Distribution Plan template is provided in a PDF format that can be submitted via email. The Salary Distribution Plan template is located on the HR Compensation website:

uab.edu/humanresources/home/compensation/compensation-toolkit/comp-forms

Merit Increase

A merit increase is a base pay rate increase awarded to an individual based on the performance of their job duties during a defined performance review period.

- All merit increases must align with individual performance. Performance of "Meets Expectations" or above should be reflected for those receiving a merit increase.
- Completed performance evaluations are required. Links and additional details can be found on the Performance Management website: uab.edu/performancegmt
- Merit increases should be performance-based only and should not be considered a mechanism to correct any perceived market or equity matters, which are addressed separately in collaboration with HR Compensation. Please reference the Market Adjustments and/or Equity Adjustment sections of this document for guidance on these issues.
- The employee must not be in a probationary status.
- Employees with a remote or hybrid work status for Alternate Work Options (AWO) must receive a performance rating of "Meets Expectations" or above to remain in the remote or hybrid work status.
- Individual merit increases greater than 5% will require prior Provost, SVPFA or their designee's approval.

Merit guidance and process documents can be found on the HR Compensation website:

uab.edu/humanresources/home/compensation/compensation-guidelines

Merit Matrix Guidelines

A Merit Matrix is a table created to help managers equitably allocate their merit pool dollars across their employee population. A merit matrix provides broad range merit increase bands that are based on the merit budget and employee job performance. It is a guide to help managers distribute the department's merit pool equitably based on individual performance. More details on the Merit Matrix can be found on the HR Compensation website: uab.edu/humanresources/home/compensation/compensation-guidelines

Merit Matrix

(Based on a 3% Merit Budget Pool)

Overall Rank/Score	Rank Definition	Merit Increase Range
1	Does Not Meet Expectations	0
2	Meets Some but Not All Expectations	0
3	Meets Expectations	1.0-2.5%
4	Meets All, Exceeds Some Expectations	2.6-3.5%
5	Consistently Exceeds Expectations	3.6-5.0%

Note: Merit increases begin at an overall performance evaluation score of 3 or higher.

Fixed Increment Payment (FIP)

A FIP is a merit-based lump sum payment awarded in lieu of, or in combination with, a merit increase. A FIP is only allowed in merit-approved years, is based on individual performance of job duties during a defined review period and is used when the individual reaches the maximum of the pay range. In merit-approved years, a FIP can also be used to replace a merit increase where reoccurring funding is an issue, such as a set grant. The criteria for FIPs are defined below.

- The process for determining the amount of an employee's FIP should be consistent within the established merit criteria.
- A FIP may be granted to the same employee in subsequent years if the same circumstances exist. Such payments in subsequent years are not automatic. The employee's circumstances must be reviewed annually, and the employee must fulfill the same conditions each year, including a rating of "Meets Expectations" or above as reflected on the performance evaluation documents.
- Employees whose merit increase would place them above the maximum of the salary band for their assigned classification may receive:
 - » A merit increase for that portion of the total merit increase which would bring them to the maximum of the pay range for their assigned classification, AND
 - » A FIP for that portion of the total merit increase that is above the maximum of the pay range for the person's assigned classification.
- Employee must not be in a probationary status.
- Faculty and staff paid from sponsored projects may be required to pay FIPs in equal installments over 6-12 months.
- A completed performance evaluation is required. Links and additional details can be found on the Performance Management website: uab.edu/performancegmt
- Details for FIPs must be submitted via CRF for HR review and Provost, SVPFA or their designee's approval.
- CRF submissions for FIPs are due no later than 9/1/2023.

Exceptional Performance Payment (EPP)

An EPP is a lump sum payment in recognition of exceptional performance associated with documented unexpected or unassigned duties and responsibilities that significantly impacted departmental operations. An EPP can also be a lump sum payment in lieu of merit only where reoccurring funding of a base rate merit increase is an issue. EPPs are not appropriate for recognizing a permanent change in job duties and responsibilities (please reference the New Position/Reclassification section).

EPPs require approval from the Provost, SVPFA or their designee. EPPs are available to those Colleges/Schools/Departments that have identified resources and meet the criteria outlined below.

- Employee's most recent performance evaluation (within last 12 months) must reflect a performance rating of "Meets Expectations" or above.
- A completed performance evaluation is required. Links and additional details can be found on the Performance Management website: uab.edu/performancegmt
- EPPs may not be used as across-the-board lump sum payments.
- Approved EPPs must be funded at the department level.
- Employee must not be in a probationary status.
- Details for EPPs must be submitted via CRF for HR Compensation review and Provost, SVPFA or their designee's approval.
- When EPPs are provided in the same year as a merit increase, additional review is required.

Faculty Merit/Promotion/Tenure

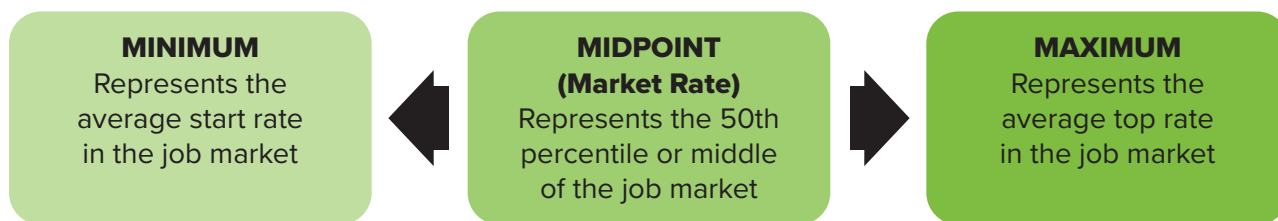
- Colleges/Schools/Libraries determine if and how much of a salary increase should be awarded for merit. Any such increases may be funded if endorsed by appropriate College/School/Library Dean.
- Except for the use of the online evaluation system, the same guidance applies for faculty merit increases:
 - » All merit increases must align with individual performance. Performance of at least "Satisfactory" or its equivalent is necessary for a merit increase.
 - » Merit increases should be performance-based only and should not be considered a mechanism to correct any perceived market or equity matters, which are addressed separately.
 - » Individual merit increases greater than 5% will require prior Provost, SVPFA or their designee's approval.
- Colleges/Schools/Libraries have separate guidance for pay increases for faculty when promoted or awarded tenure.
- These increases are separate (but may occur at the same time) as merit increases. Increases for promotion and tenure may be funded if endorsed by appropriate College/School/Library Dean.
- Faculty merit, promotion or tenure grant increases will be effective 10/1/2023.

Reoccurring Funding Requests

With the implementation of the new UAB budget model in FY19, Central/Provost departments, including Honors College, Graduate School and Libraries, must provide an explanation of how any additional funding requirements will be met by the requesting department. Comments and explanation must be provided on the CRF in the position description box, the financial tab and/or the general comment box. For any requests not previously approved as part of the Budget Governance review process, departments will need to understand that funding for additional compensation-related expenses must be identified from existing budgets.

Pay Ranges

Pay ranges are established to set guidelines for minimum and maximum compensation rates for jobs. A pay structure is a family of pay ranges in order of value.



- The UAB General Pay Ranges structure is posted on the HR Compensation website: uab.edu/humanresources/home/compensation/paystructure
- All full-time and part-time regular status employees must be paid at least the minimum of the assigned pay range.

Faculty Pay Ranges

- Colleges/Schools/Libraries submit proposed salary ranges to Provost each year for approval, based on most recent discipline-specific market data. Ranges are used to help ensure retention where appropriate and do not necessarily change yearly.
- Proposed salary range changes should be submitted to the Provost Office by 7/21/2023.

Title Guidelines

The UAB compensation and classification structure provides classification titles that are descriptive of the work performed, consistent within assigned job families, and titled within the character limitations of the HRIS operating system. All official and functional titles must be approved through UAB Compensation before use. Compensation guidelines on the use of working or functional titles can be found here: uab.edu/humanresources/home/compensation/compensationguidelines

Equity Adjustments

Equity adjustments address pay differences as compared with other employees internal to UAB. Requests for equity adjustments should consider UAB employees in similar jobs within and across Colleges/Schools/Departments (e.g., similar titles, grades, etc.). Equity may or may not include a market review, but does address salary based on similar factors such as education and experience of individuals in similar jobs. An individual's education, experience and performance ratings documented over time can support pay differentiation. Approved equity adjustments are not centrally funded and must be funded at the department level. For College/School/Department (includes central units) specific equity requests, funding must be identified prior to the submission of equity requests. The available funding amount must be specified within the CRF submission. Compensation will provide recommendations to best address critical equity concerns.

All of the following must be met regarding approved equity adjustments:

- Details for equity adjustments must be submitted via CRF, indicating the funds available for equity adjustments, for HR Compensation review prior to Provost, SVPFA or their designee's approval.
- Equity adjustments may be requested via CRF throughout the year. An org chart and résumé(s) should be submitted with all Equity CRFs.
- All equity adjustments greater than 15%, for faculty and staff, will be reviewed for possible retirement implications. Employee may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.

Faculty Equity Adjustments

- Colleges/Schools/Libraries are encouraged to consider equity adjustments at the same time as market adjustments, and in any event to anticipate when it will be necessary and include them as much as possible when submitting market adjustments. As noted under Market Adjustments, these should as far as possible be submitted at the time of setting pay ranges as described under Pay Ranges above.
- Faculty equity adjustment requests must be submitted to Faculty Affairs for Provost approval. Additional guidance for faculty can be found at uab.edu/faculty/resources.

Market Adjustments

Market adjustments address job specific pay differences as compared to markets external to UAB. Market adjustments are reviewed separately from equity adjustments and merit increases. When a job is shared across multiple departments, market adjustments must be supported by all department leaders. Market adjustments must be funded at the department level. For College/School/Department (includes central units) specific market requests, funding must be identified prior to the submission of market review requests. The available funding amount must be specified within the CRF submission. Compensation will provide recommendations to best address critical market concerns.

For FY24 and continuing annually, Compensation will proactively address UAB's most severe market variance job issues: those identified as 20% below the market or those with severe and prolonged recruitment concerns. Jobs will be identified in early 2024 for market variance adjustments and for later implementation. Central funding for central units will be provided to address identified market issues, as resources allow.

All of the following criteria must be met regarding market adjustment reviews:

- Details for market adjustments must be submitted via CRF, indicating the funds available for market adjustments, for HR Compensation review prior to Provost, SVPFA or their designee's approval.
- Market adjustment reviews may be requested throughout the year.
- HR Compensation will assess the external market data. When available and applicable, departmental requests for market adjustment reviews should include the following data:
 - » Org chart
 - » Current number of positions
 - » Current number of vacancies
 - » New hires within the last 12 months
 - » Voluntary terminations within the last 12 months
 - » Average time to fill vacancies
 - » Total offers extended
 - » Total offers declined due to salary
 - » Current recruitment strategy

- Retirements, lateral transfers and involuntary terminations do not support market adjustment reviews.
- Approved and implemented market adjustment requests must not be resubmitted for two years after implementation unless identified on the market variance report or prior approval is received from Provost, SVPFA or their designee.
- All market adjustments greater than 15%, for faculty and staff, will be reviewed for possible retirement implications.
- Employee may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.

Faculty Market Adjustments

- Colleges/Schools/Libraries submit proposed faculty salary ranges to Provost each year for approval, based on the most recently available, discipline-specific, market data. See Pay Ranges section above. In most instances, faculty market adjustments should occur as soon as possible after pay ranges are approved based on such data.
- Faculty market adjustment requests must be submitted to Faculty Affairs for Provost approval. Additional guidance for faculty can be found at uab.edu/faculty/resources.

Retention Salary Adjustments

Retention salary adjustments are related to employees who are being actively recruited outside of the department or where there is compelling evidence that a pre-emptive action, such as matching an offer, is necessary to prevent the loss of a valued employee.

All of the following criteria must be met regarding retention salary adjustments:

- Retention salary adjustments may be requested under established HR procedures via CRF and will be reviewed on a case-by-case basis.
- Both review and approval are required from College/School/Department VP, Dean or designee.
- Supporting documentation such as offer letter, résumé, etc., should be submitted for review.
- If a retention offer is accepted and the new rate causes internal equity issues, the department will be responsible for the additional cost.
- All retention adjustments greater than 15%, for faculty and staff, will be reviewed for possible retirement implications. Employees may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.

Faculty Retention Adjustments

- Faculty retention salary adjustment requests must be submitted to Faculty Affairs for Provost Approval. Additional guidance for faculty can be found at uab.edu/faculty/resources.

Compensation Calculator Tool

Talent Acquisition and HR Compensation will utilize a compensation calculator tool to provide hiring managers guidance on compensation offers and will also include an appropriate swim-lane from minimum to maximum compensation, for the purpose of maintaining internal equity and market competitive offers. The compensation calculator is authorized to be used by Central HR employees only. Hiring managers must work directly with a recruiter in Talent Acquisition or an analyst within HR Compensation for compensation guidance.

- A CRF is required for wage offers above the swim-lane max.

- Wage offers below the swim-lane minimum do not require a CRF when reaching the swim-lane minimum requires funds beyond the departments ability to pay.
- Pay grade minimum's must be met and is a separate matter from swim-lanes.
- Additional funding will not be provided to reach swim-lane minimums.
- Effective 2/1/2024, offers approved by Talent Acquisition that result in an internal promotional increase of 15% or more and are supported by the Compensation Calculation swim-lane, no longer require a CRF submission to Compensation. Please see [Promotional Increases](#) section.

Offer Process/Hiring/Salary Determination

Starting rates should be based on Compensation Guidelines and take into consideration total relevant experience (UAB/UAB Medicine and outside experience), grade minimum, internal equity, and pay ranges.

When a hiring decision is made, the recruiter should be contacted immediately, before an offer is extended so that the entire process can be reviewed and approved in accordance with policy and procedure. The recruiter will use a compensation calculator tool to provide the hiring manager guidance on a compensation offer to include an appropriate swim-lane of minimum, target, and maximum compensation, for the purpose of maintaining internal equity and market competitive offers. If your selected candidate is an internal lateral transfer with a salary adjustment, a CRF will be needed prior to an offer being made. If your selected candidate is a promotion with a salary adjustment greater than 15% within the new range, a CRF will be needed prior to an offer being made. Please reference the sections Promotional Increases and Lateral Transfers for assistance with salary determination.

The official offer of employment is made by Talent Acquisition. After the offer has been accepted, a confirmation of appointment or transfer letter will be generated by Talent Acquisition and sent to the candidate and a copy to the hiring department.

See the UAB Manager's Recruitment Toolbox on the Talent Acquisition website:
uab.edu/humanresources/home/recruitmentservices/managersrecruitment-toolkit

Promotional Increases

A promotion occurs when an employee applies and is selected for a posted position with a greater pay range midpoint. A promotion may occur within the employee's current department or when an employee moves to a different department. Departments should seek advisement from Talent Acquisition on posting requirements and offer letters.

Promotional increases must follow the following criteria:

- Staff promotions of 15% or less within the new range will NOT require a CRF.
- Effective 2/1/2024, offers approved by Talent Acquisition that result in an internal promotional increase of 15% or more and are supported by the Compensation Calculation swim-lane, no longer require a CRF submission to Compensation.
- The percentage increase to bring the employee to the minimum of the new range does not factor into this guideline since employees must be brought to range minimum.
- Internal equity should be considered when determining promotional increases.
- Promotional adjustments greater than 15%, for faculty and staff, may be reviewed for possible retirement implications. Employees may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.

Lateral Transfers

A lateral transfer occurs when an employee applies and is selected for a posted position with the same or lower job grade regardless of title. Lateral transfers may occur within the employee's current department or when an employee moves to a different department. HR Compensation will not support a pay rate advantage beyond market rate for one department over another regarding offers for lateral transfer candidates in the same job grade.

- Salary adjustments for lateral transfers must be submitted via CRF and reviewed by HR Compensation with support from the applicable College/School/Department VP, Dean or designee.
- HR Compensation will review and submit to the appropriate UAB senior administrator (Provost, SVPFA or designee) for final approval as required.
- Retention Salary Adjustment guidelines should be followed by managers seeking to match internal offers.
- Internal equity should be considered when determining lateral transfer increases or decreases in pay.

Probationary Salary Adjustments

All non-academic employees will undergo a probationary period upon commencement of employment per HR Policy 602. A Probationary Salary Adjustment is a pre-approved and pre-determined adjustment to an employee's base rate after satisfactory completion, as evidenced on a documented performance review, of a defined probationary period. Probationary salary adjustments are not common or required and therefore, must be documented in a pre-approved departmental pay plan. Probationary salary adjustments included in an offer letter or pre-employment agreement should be supported by the pre-approved departmental pay plan.

- Probationary salary adjustments must be submitted via CRF using the "Salary Consultation — Other" distinction and reviewed by HR Compensation with support from the applicable College/School/Department VP, Dean or designee.
- Probationary adjustments and pay plans must be funded by the College/School/Department and approved by appropriate VP, Dean or designee.
- Probationary Salary Adjustments should not create internal inequity and not create a premium on new hire rate.
- Probationary increases must be supported by documented employee performance of "Meets Expectations" or above.
- The Pay Plan Request template is provided in a PDF format that should be attached to the CRF.
- The Pay Plan Request template is located on the HR Compensation website:
uab.edu/humanresources/home/compensation/compensation-toolkit/comp-forms

Additional Duties Pay

Additional duties and responsibilities are temporary new duties and responsibilities that significantly broaden the type of work the employee performs and requires the employee to exhibit new job skills and/or perform more complex tasks that are beyond their previous standard level job scope. An increase in volume to the employee's normally assigned duties generally does not meet the definition of additional duties. In situations where these duties and responsibilities become permanent, a reclassification review may be warranted. See section titled New Positions/Reclassifications.

- Requests for additional duties pay must be reviewed by College/School/Department VP, Dean or designee prior to submission via CRF for HR review and approval.
- Additional duties should be in the same department, temporary in nature (six months or less) and approved prior to the work being performed.
- Additional duties typically do not include payment for duties that are at a lower job grade than the requesting job title (i.e. manager performing duties of a team member while recruiting for their role).
- Additional duties can be extended one time before a new CRF is required to be submitted.

Incentive Plans

The purpose of an incentive plan is to motivate and reward employees for exceeding normal job expectations in support of departmental and institutional goals. Incentives plans are not special pay plans that provide a flat award, differential or premium pay. Incentive plans result in a taxable compensation award to an employee. Incentive plans contain SMART goals that are Specific and understood, Measurable with performance data, Achievable, but also challenging, Relevant to the participant's job and UAB initiatives and Time bound with a specific start and finish date. An incentive plan proposal should include the specific situation or background summary of the issue(s) being addressed, the objective or purpose of the proposed plan, a proposal or recommendation on how the plan will be used, an analysis of the advantages and potential adverse consequences, employee eligibility requirements, cost justification and a proposal of how payment is made and payout timing.

- Previously established incentive plans must be submitted via CRF for recertification prior to the expiration date of the existing incentive plan.
- New incentive plan proposals must be submitted via CRF for approval to be considered for implementation.
- Incentive plan costs must be funded at the department level.
- HR Compensation will review and submit to the appropriate UAB senior administrator (Provost, SVPFA or designee) for final approval as required.
- The Incentive Plan Request template is provided in a PDF format that should be attached to the CRF.
- The Incentive Plan Request template is located on the HR Compensation website:
uab.edu/humanresources/home/compensation/compensation-toolkit/comp-forms

Special One-Time Payment

A special one-time payment is a single lump sum payment or award generally not associated with customary work performance or job expectations.

- Special one-time payments must be submitted via CRF using the "Salary Consultation — Other" distinction and reviewed by HR Compensation with support from applicable College/School/ Department VP, Dean or designee.
- HR Compensation will submit to the appropriate UAB senior administrator (Provost, SVPFA or designee) for final approval as required.

New Hire

A new hire occurs when an external or prospective employee applies and is selected for a posted vacant position.

- New hires do not require HR Compensation approval if working directly with Talent Acquisition and an offer is made within salary range.
- The recruiter in Talent Acquisition will use a compensation calculator tool to provide the hiring manager guidance on a compensation offer and will also include an appropriate swim-lane of minimum and maximum compensation, for the purpose of maintaining internal equity and market competitive offers.
- New hires may proceed in accordance with established UAB and departmental policies provided funding is available.
- Internal equity must be considered when determining new hire pay rates.
- Please reference the Reoccurring Funding Requests section regarding position funding.

New Positions/Reclassifications

Classifying a New Position is the process of establishing a position number and title for a department. A Reclassification is the process of changing the job classification associated with a vacant or filled position within the same department.

- Classify New PARs are used when the department has a need to create a new position. This may or may not be a job classification already established at UAB. These requests will be reviewed by HR Compensation to determine the appropriate job title and pay grade.
- Reevaluate/Reclassify Vacant CRFs are used to reassign the job classification of a vacant position. This may or may not be a job classification already established at UAB. These requests will be reviewed by HR Compensation to determine appropriate job title and pay grade.
- Reevaluate/Reclassify Filled CRFs are used to reassign the job classification of an incumbent. This may or may not be a job classification already established at UAB. These requests will be reviewed by HR Compensation to determine the appropriate job title and pay grade. Once an incumbent has been reviewed for reclassification, the incumbent is not eligible for review again for a minimum of twelve (12) months.
- Review and approval are required from College/School/Department VP, Dean or designee.
- Please reference the Reoccurring Funding Requests section regarding position funding.

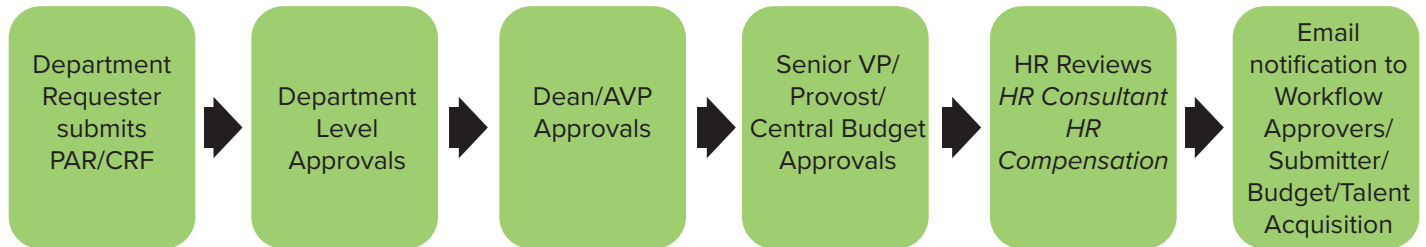
Refill Vacancy

A Refill Vacancy is utilized when using the same job classification (job title, job grade, etc.) associated with a vacant position number within the same department.

- A Refill Vacancy requires working directly with your assigned HR Consultant.
- The recruiter in Talent Acquisition will use a compensation calculator tool to provide the hiring manager guidance on a compensation offer and will also include an appropriate swim-lane of minimum and maximum compensation, for the purpose of maintaining internal equity and market competitive offers.
- Please reference the Reoccurring Funding Requests section regarding position funding.

PAR/CRF System

The Position Authorization Request/Compensation Request Form (PAR/CRF) system is used by departments to request approval within their departmental reporting structure and from HR Compensation to establish new positions, to reclassify existing vacant and filled positions and to request salary consultations. Budget Administration uses the PAR/CRF to assign the approved positions in Oracle. Talent Acquisition uses the PAR/CRF to post assigned vacant, new and/or reclassified vacant positions. HR Compensation uses the PAR/CRF to ensure continuity of positions and internal equity of employees within the schools and departments.



The target review time period for HR Compensation to complete their due diligence reviews is ten (10) business days or two weeks from when it reaches Compensation. While most Compensation reviews will be completed within this target period, some requests are more complex and may require reviews and approvals outside of Compensation's scope of responsibility, which can extend the review process time.

Follow the links below for PAR/CRF Resources:

- [PAR/CRF Guide](#)
- [Login to the PAR/CRF System](#)
- [Where can I find my PAR?](#)
- [Where is my submitted document?](#)
- [UAB Electronic Forms Dashboard Quick Guide](#)
- [PAR/CRF Attachments for Compensation Review](#)

Additional Compensation and Classification Resources

HR Compensation has established a Compensation-related contacts web page to offer access to additional guidance. From this website, you will be able to contact the HR Compensation staff by email or phone, the Payroll Services team, your assigned HR Consultant and the KRONOS Help Desk.

Follow the link below or use the QR code to access additional information.

uab.edu/humanresources/home/compensation/contact



Review and Approval Processes

The following is a summary of review and approval processes for FY24 compensation actions:

VP/Dean or Designee approval only

(Does NOT require CRF)

- Graduate assistantship with annual stipend increase
- New hire with a Talent Acquisition proposed salary
- Resident progression increase
- Salary share adjustment between two or more funding sources where the total salary does not change (e.g. HSF/UAB/VA/UABHS)
- Staff promotions with a Talent Acquisition proposed salary of 15% or less within the new range
- Student salary adjustment
- Irregular salary adjustment

VP/Dean or Designee approval after initial HR review/approval

(Requires CRF)

- Reclassifications
- Requests for new positions
- Staff promotions greater than 15% within the new range that are not within the swim-lane
- Lateral transfers with increases of 10% or less
- Additional duties pay
- Retention salary adjustments of 10% or less

UAB Senior Administrator (Provost, SVPFA or Designee) approval after full HR review/ approval and endorsement by appropriate VP, Dean, Director or Designee

(Requires CRF and higher approval)

- Faculty tenure/promotions — does not require CRF
- Incentive Plans — new or previously approved
- Market or equity adjustments
- EPPs
- Lateral transfers with increases greater than 10%
- Retention salary adjustments greater than 10%
- Probationary increases
- Special one-time payments

Any questions or concerns regarding these guidelines should be directed to your HR Consultant or HR Compensation.