## NIDA: ACA STATUS

<table>
<thead>
<tr>
<th>Biographical Data:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender: Female</td>
</tr>
<tr>
<td>Birthday: Nov 17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Student: No</td>
</tr>
<tr>
<td>Academy Student: No</td>
</tr>
<tr>
<td>University Student: Yes, enrolled for ( \geq ) credits pursuing UG-BS/Speech-Lang Pathology &amp; Audiol and is classified as a Junior by credits</td>
</tr>
<tr>
<td>University Alumnus: No</td>
</tr>
<tr>
<td>Employee: Yes, Ongoing Employee</td>
</tr>
<tr>
<td>Faculty: No</td>
</tr>
</tbody>
</table>
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
### Andrews University

**Recommendation for Appointment Form**

**Employee Type (select one):**
- [ ] New
- [ ] Dept. Transfer
- [ ] Internal Transfer
- [ ] Incumbent

<table>
<thead>
<tr>
<th>Name (First, Last):</th>
<th>ID:</th>
<th>Effective Date: <strong>/</strong>/__ (mm/dd/yy)</th>
</tr>
</thead>
</table>

**SECTION A: ACTION**

**New Employee ONLY**

- [ ] Does individual hold SDA Ministerial Credentials?
  - [ ] Yes
  - [ ] No

- [ ] U.S. Citizen/Permanent Resident: [ ] Yes [ ] No

**Outgoing employee**

- [ ] Name:
- [ ] ID #:

**Incumbent ONLY (check all that apply)**

<table>
<thead>
<tr>
<th>HR only</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Hourly to Salary</td>
</tr>
<tr>
<td>[ ] Change in Title</td>
</tr>
<tr>
<td>[ ] Change in Grade and/or Step</td>
</tr>
<tr>
<td>[ ] Change in Appointment %</td>
</tr>
<tr>
<td>[ ] Change in Salary</td>
</tr>
<tr>
<td>[ ] Change in Labor Distribution</td>
</tr>
<tr>
<td>[ ] Other:</td>
</tr>
</tbody>
</table>

**SECTION B: EMPLOYMENT & COMPENSATION**

**Title:**
Faculty: e.g., Associate Professor of Music.
For additional academic title, enter in Section C

<table>
<thead>
<tr>
<th>Select one:</th>
<th>Table (faculty only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Administrator</td>
<td></td>
</tr>
<tr>
<td>[ ] Faculty</td>
<td></td>
</tr>
<tr>
<td>[ ] Staff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dept Name:</th>
<th>Amount Budgeted $</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dept Org:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PERM</th>
<th>ACTIV</th>
<th>%</th>
</tr>
</thead>
</table>

**Salary Labor Distribution**

| [ ] |

**Indicate any special circumstances applicable in the space below, or attach a memo.**

**APPROVAL SIGNATURES**

- First Level Supervisor:
  - ID# (please enter):
  - Date:

- Next Level Supervisor:
  - ID# (please enter):
  - Date:

- Vice President/Provost:
  - ID# (please enter):
  - Date:

- Controller:
  - Date:

- Compensation Analyst:
  - Date:

- HR Director:
  - Date:
# Andrews University

## Recommendation for Appointment Form

### SECTION C: ACADEMIC APPOINTMENT

<table>
<thead>
<tr>
<th>Appointment Type (select one):</th>
<th>New</th>
<th>Dept Transfer</th>
<th>Incumbent</th>
<th>Secondary Dual Appointment</th>
</tr>
</thead>
</table>

Sections with * are required—PLEASE COMPLETE.

- **Name (First, Last):**
- **ID:**

**Additional Academic Title:** (e.g. Program Director of...)

### PRIMARY ACTIVITY:

- [ ] Administrative
- [ ] Instructional
- [ ] Research

- **CIP Code:** ____________

### PRIMARY DISCIPLINE:

- **ACADEMIC COLLEGE/SCHOOL:**
  - College of Arts & Sciences (10)
  - School of Architecture, Interior & Design (10)
  - School of Business Administration (60)
  - School of Education (40)
  - School of Health Professions (55)
  - SDA Theological Seminary (70)

### TENURE:

- [ ] Individual not eligible
- [ ] Position not eligible
- [ ] On-track
  - Tenure eligibility review date:
    - ____________

- [ ] Tenured
  - Effective date:
    - ____________

- [ ] Clinical (check if applicable)

- **RANK:**
  - Instructor
  - Assistant Professor
  - Associate Professor
  - Full Professor

  - Effective date: ____________
  - Rank review date: ____________

### ACADEMIC ADMIN APPOINTMENT:

- [ ] Chair
- Dean—Tenure on-hold effective date:
  - ____________

### ACADEMIC DEPT CODE:

- ____________

- Examples:
  - Behavioral Science: BHSC
  - Leadership: LEAD
  - Nursing: NRSN
  - Math/Info Sys: MMIS

### GRADUATE FACULTY APPOINTMENT:

- [ ] None
- [ ] Associate Graduate Faculty
- [ ] Full Graduate Faculty
- [ ] Dissertation/Thesis Chair

**SECONDARY DUAL APPOINTMENT:**

- Begin date: ____________
- End date: ____________
- Appointment %: ____________

Indicate any special circumstances below (e.g. alternate criteria for rank/tenure eligibility)

- ____________
- ____________

### APPROVAL SIGNATURES

- **Department Chair:** [ ]
- **ID# (please enter):** ____________
- **Date:** ____________

- **College/School Dean:** [ ]
- **ID# (please enter):** ____________
- **Date:** ____________

- **Provost:** [ ]
- **Date:** ____________
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

Accomplished through the use of a pay structure
PAY STRUCTURE

DEFINITION

- Provides framework to manage employee base pay
- Fixed pay ranges for each position type
- Minimum and maximum levels within range
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
ISSUES & PROCESSES
INITIAL WAGE DETERMINATION

Keep in mind

• Review candidate’s resume with Compensation Analyst

• Agree on a rate (may need further approval) BEFORE making any offer/commitment to a candidate

• Position value vs candidate value

• Wage offer must be based on objective factors (education, experience and skills; exceptions require approval by Compensation Committee)

• Higher budget ability does not allow dept to pay more as doing so undermines internal equity of university compensation system (possibility of discrimination suits)
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
NEW POSITION: ESTABLISHING PAY GRADE

Process

1. Write a job description using the job description worksheet and template provided on the HR website (under documents—“J”)

2. Email completed documents to Compensation analyst

3. Research will be done on the position based on the submitted job description

4. Recommended grade assignment based on results will be discussed with supervisor
POSITION RECLASSIFICATIONS

Position has changed significantly since original/previous pay grade determination and now requires re-evaluation

- Basis: original job classification
- New job duties (significant change—higher skills)
- Market changes
POSITION RECLASSIFICATIONS

Process

1. Submit a current/prior job description and a new/revised job description, highlighting the responsibility changes

2. Compensation analyst will research (external/internal equity) the position based on the submitted job descriptions

3. Result of re-evaluation will be discussed with supervisor

4. If have sufficient justification for reclassification and wage adjustment, supervisor must discuss and get approval from top reporting line in CC before request is taken to CC

5. If approved, request is brought to CC for review and decision
CONTACTS FOR COMPENSATION

Compensation Analyst
beverlyb@andrews.edu

HR Director
agnetta@andrews.edu

Compensation Committee
hr@andrews.edu (agenda)