NIDA: ACA STATUS

Biographical Data:

Gender:

Female

Birthday:

Nov 17

Current Status:

Elementary

No

Student:

Academy

No

Student:

University

Yes, enrolled for credits pursuing UG-BS/Speech-Lang Pathology &

Student: Audiol and is classified as a Junior by credits

University

No

Alumnus:

Employee:

Yes,

ACA

Ongoing Employee

Standing:

Faculty:

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 if Section C is not applicable

Andrews University Recommendation for Appointment Form

Does individual hold SDA Ministerial Credentials? O New Budget O Replacing Budget O R	Employee ?	Type (select one): Q New	O Dept Transfer	 Internal Transfer 	 Incumbe 	ent	
New Employee ONLY	Name (Firs	st, Last):	ID:	Effective I	Date://	(mm/dd/yy	
Does individual hold SDA Ministerial Credentials? O New Budget Replacing Budget O Yes O No	ECTIO						
O Yes O No J.S. Citizen/Permanent Resident: O Yes O No of No: Visa status applicant holds/will hold: Select one: O Inter-Division call O Independent Transfer O No denominational connection Incumbent ONLY (check all that apply) HR on Change in Title Change in Grade and/or Step Change in Salary Change in Jabor Distribution O APPT% Change in Labor Distribution O Other SECTION B: EMPLOYMENT & COMPENSATION Select one: O Administrator O Faculty Faculty: O Staff Amount Budgeted \$ Step (faculty only): Oracle Salary Labor Distribution ORGN ACCT PROS ACTIVITY Salary Indicate any special circumstances applicable in the space below, or attach a memo. First Level Supervisor: Next Level Supervisor: Vice President/Provost: Controller: Compensation Analyst: Date: Compensation Analyst: Compensa		New Employee ONLY	New/Ti	ansfer/Internal Transfer (ONLY	HR only	
Notes at a transplicant holds	O Yes O	No	O Replacing Bud	lovee Name:			
Select one:		atus applicant holds/will hold:	Incumb	ent ONLY (check all that	apply)	HR only	
Select one:	O Inter- O Indep	-Division call pendent Transfer	☐ Change in Title ☐ Change in Grade and/or Step ☐ Change in Appointment % ☐ Change in Salary ☐ Change in Labor Distribution			O JTCHG O APPT% O JSCHG	
Faculty: e.g. Associate Professor of Music. For additional academic title, enter in Section C Dept Name: Dept Organ Amount Budgeted \$ Step (faculty only): Annual Salary \$ Appointment %: Appointment %: Salary Labor Distribution First Level Supervisor: Next Level Supervisor: Date: Controller: Compensation Analyst: Date: Compensation Analyst: Date: Date:	ECTIO	N B: EMPLOYMENT & COMPEN	NSATION				
Annual Salary \$ Appointment %: FUND ORGN ACCT PROG ACTIVITY %				O Administrator O Faculty			
First Level Supervisor: Next Level Supervisor: Vice President/Provost: Compensation Analyst: Date: Compensation Analyst: DORGN ACCT PRES ACTIVITY % ID# (please ACTIVITY % ID# (please enter): Date:	Dept Name	e:	_	Amount Budgeted \$	Step (fact	Step (faculty only):	
First Level Supervisor: Next Level Supervisor: Vice President/Provost: Controller: Compensation Analyst: Date: Date	Dept Orga	*		Annual Salary \$		Appointment %:	
Next Level Supervisor: ID# (please enter): Date: Vice President/Provost: Date: Controller: Date: Compensation Analyst: Date:		or Distribution —————			TIVITY	<u>%_</u>	
Next Level Supervisor: ID# (please enter): Date: Vice President/Provost: Date: Controller: Date: Compensation Analyst: Date:				I			
	APPROVAL IGNATURES						
				ID# (please enter):			
II III Diseasters	S	HR Director			Date:		

☐ Check here if no changes to Section A or B

Andrews University Recommendation for Appointment Form

Appointment Type (select	one):	O New	O Dept Transfer	O Incumbent	O Secondary	Dual Appointment
Sections with * are required—PLEASE COMPLETE.	Ť	First, Last):		ID:		
Additional Academic Tit	le:				e.g. Progra	m Director of)
* PRIMARY ACTIVITY: O Administrative Instructional Research PRIMARY DISCIPLINE:		* ACADEMIC COLLEGE/SCHOOL: College of Arts & Sciences (10) School of Architecture, Interior & Design (30) School of Business Administration (60) School of Education (40) School of Health Professions (55) SDA Theological Seminary (70)		Example Behavior Leadersh Nursing:	* ACADEMIC DEPT CODE: Examples: Behavioral Science: BHSC Leadership: LEAD Nursing: NRSG	
CIP Code: Clinical (check if applicable) * TENURE: Individual not eligible Position not eligible		* RANK: O Instructor O Assistant Professor O Associate Professor O Full Professor Effective date:		GRADU APPOIN O None O Assoc O Full G	Mgt/Mktg/Info Sys: MMIS GRADUATE FACULTY APPOINTMENT: O None O Associate Graduate Faculty O Full Graduate Faculty O Dissertation/Thesis Chair	
On-track Tenure eligibility review date: Tenured Effective date:		Rank review date: ACADEMIC ADMIN APPOINTMENT: O Chair O Dean—Tenure on-hold effective date:		APPOIN Begin da End date Appointr	SECONDARY DUAL APPOINTMENT: Begin date: End date: Appointment %:	
Indi	cate any spe	cial circun	nstances below (e.g. alt	ernate criteria for rank	/tenure eligibili	ity)
Department Cha	Department Chair:		ID# (please enter):		Date:	
Department Charles College/School	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

- 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

- 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

- Submit a current/prior job description and a new/revised job description, highlighting the responsibility changes
- 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)

THANK YOU FOR COMING!