SALARY DATA FORM GUIDE

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SALARY DATA FORM - OFFER	▾	
Position Information		
Requisition Number:		**Position Number:**
Business Title:		

2

Approved Hiring Range		
Approved Salary Range:		
Recommended Salary:		

3

Compensation Analysis
This section is to be used as a form of transparency for future planning and budgeting purposes only. For the approved salary/hiring range, use the **yellow section** at the top of this form.
Internal Equity Analysis

Supervisory Org:	
Equity Min & Max:	-

Position Salary Range Data
If this title is fully integrated into the Grade Structure, only the Grade Structure salary range will be displayed. If it is not yet fully integrated, both the Grade Structure and Current Salary ranges will be provided. This information, along with internal equity data, is used to determine the approved salary range.

Current Salary Range Min & Max	-	
Grade Structure Min & Max	-	

Candidate:	**Grade Structure Target:**

Notes:	**OMQs:**

Prepared by:	▾	**Date:**

This section provides you with the position's approved classification (business title), position number and the hiring requisition associated with this position.

This section outlines both the approved salary range and the recommended salary for the position. The approved salary range is what hiring managers should use to make a salary decision for the offer. This range is determined based on several factors, including internal equity, market data, and the candidate's education and experience. Since each position is unique, the analysis supporting these ranges is detailed in Section 3.

HR Comp utilizes this section for comprehensive analysis, taking into account factors such as internal equity, market data, and the candidate's education and experience. This analysis is used to determine the Approved Salary Range outlined in Section 2.

In the Position Salary Range Data section, if the position title has been fully integrated into the Grade Structure, only the Grade Structure information will be displayed. If the position title has not yet been integrated, both the current salary range and the Grade Structure range will be provided.

The selected candidate will be assigned a target salary within the Grade Structure, as detailed in the Grade Structure target section.

This section is used as a form of transparency for future planning and budgeting purposes only. The approved hiring range should be referenced in Section 2.

What is the Grade Structure?

During the 2020 Compensation Study, UAMS established a Grade Structure to structure our jobs according to its salary range based on market analysis.

Due to financial constraints at that time, we could not fully implement the Grade Structure. As a result, we have adopted a phased approach to integrating it into our salary practices. For titles not yet integrated into the Grade Structure, we consider both the current salary range and the Grade Structure entry when determining the approved salary range. On the salary data form for these titles, you will see both the current salary range and the Grade Structure range.

For positions that have been fully integrated into the Grade Structure, all employees within that title (across the campus) are positioned at or above the entry level of the grade. For these titles, the salary data form will only display the Grade Structure salary range.

Example #1: Salary Data Form

This scenario represents a position with Internal Equity Factors and a title that has not been fully integrated into the Grade Structure.

The approved salary range on the form below takes internal equity into consideration. Since this position title has not yet been fully integrated into the Grade Structure, the maximum salary offer will be aligned with the entry level of the Grade Structure. This approach not only extends the current range but also supports our organizational goal of aligning all employees with at least the minimum of the Grade Structure.

The recommended salary for this position is $32,000, based on the compensation of the lowest-paid employee. However, the hiring manager retains the flexibility to offer a salary anywhere within the approved range.

SALARY DATA FORM - OFFER	▾	
Position Information		
Requisition Number: R0001224	**Position Number:** P12345648	
Business Title: Basket Weaver		
Approved Hiring Range		
Approved Salary Range:	$ 32,000.00	$50,000.00
Recommended Salary:	$32,000	

Compensation Analysis
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Internal Equity Analysis

Supervisory Org:	UAMS Basket Weavers	
Equity Min & Max:	$ 32,000.00	- $ 40,000.00

Position Salary Range Data
If this title is fully integrated into the Grade Structure, only the Grade Structure salary range will be displayed. If it is not yet fully integrated, both the Grade Structure and Current Salary ranges will be provided. This information, along with internal equity data, is used to determine the approved salary range.

Current Salary Range Min & Max	$ 35,000.00	- $ 42,000.00
Grade Structure Min & Max	$ 50,000.00	- $ 57,500.00

Candidate: Jane Smith   Grade Structure Target: $ 57,500.00

Notes: OMQs: 10

Prepared by: ▾   Date:

Example #2: Salary Data Form

This scenario represents a position with no internal equity factors and a title that has not been fully integrated into the Grade Structure.

Since this position title has not yet been fully integrated into the Grade Structure, the maximum salary offer will be aligned with the entry level of the Grade Structure.

The recommended salary for this position is $50,000, based on the entry of the Grade Structure. This approach helps support our organizational goal of aligning all employees with at least the minimum of the Grade Structure. However, the hiring manager retains the flexibility to offer a salary anywhere within the approved range.

SALARY DATA FORM - OFFER		▾
Position Information		
Requisition Number: R0001224	**Position Number:**	P12345648
Business Title: Basket Weaver		
Approved Hiring Range		
Approved Salary Range:	$ 35,000.00	$50,000.00
Recommended Salary:	$50,000	

Compensation Analysis

This section is to be used as a form of transparency for future planning and budgeting purposes only. For the approved salary/hiring range, use the yellow section at the top of this form.

Internal Equity Analysis

Supervisory Org: UAMS Basket Weavers

Equity Min & Max: –

Position Salary Range Data

If this title is fully integrated into the Grade Structure, only the Grade Structure salary range will be displayed. If it is not yet fully integrated, both the Grade Structure and Current Salary ranges will be provided. This information, along with internal equity data, is used to determine the approved salary range.

Current Salary Range Min & Max	$ 35,000.00 –	$ 42,000.00
Grade Structure Min & Max	$ 50,000.00 –	$ 57,500.00

Candidate: Jane Smith　　　　Grade Structure Target: $ 57,500.00

Notes:　　　　　　　OMQs: 10

Prepared by: ▾　　Date:

Example #3: Salary Data Form

This scenario represents a position with no internal equity factors and a title that has been fully integrated into the Grade Structure.

Since this position title has been fully integrated into the Grade Structure, the maximum salary offer will be aligned with the candidate's Grade Structure target.

The recommended salary for this position is $57,500, based on the candidate's target salary. This approach helps support our second organizational goal of aligning all employees to their target salaries of the Grade Structure. However, the hiring manager retains the flexibility to offer a salary anywhere within the approved range.

SALARY DATA FORM - OFFER		
Position Information		
Requisition Number: R0001224	**Position Number:** P12345648	
Business Title: Basket Weaver		
Approved Hiring Range		
Approved Salary Range:	$ 50,000.00	$57,500.00
Recommended Salary:	$57,500.00	

Compensation Analysis

This section is to be used as a form of transparency for future planning and budgeting purposes only. For the approved salary/hiring range, use the yellow section at the top of this form.

Internal Equity Analysis

Supervisory Org: UAMS Basket Weavers		
Equity Min & Max:	-	

Position Salary Range Data

If this title is fully integrated into the Grade Structure, only the Grade Structure salary range will be displayed. If it is not yet fully integrated, both the Grade Structure and Current Salary ranges will be provided. This information, along with internal equity data, is used to determine the approved salary range.

Current Salary Range Min & Max	-	
Grade Structure Min & Max	$ 50,000.00 -	$ 57,500.00
Candidate: Jane Smith	Grade Structure Target: $ 57,500.00	
Notes:		OMQs: 10
Prepared by:	Date:	

Example #4: Salary Data Form

This scenario represents a position with internal equity and a title that has been fully integrated into the Grade Structure.

Since this position title has been fully integrated into the Grade Structure, the maximum salary offer will be aligned with the candidate's Grade Structure target.

The recommended salary for this position is $57,500, based on the candidate's target salary. This approach helps support our second organizational goal of aligning all employees to their target salaries of the Grade Structure. However, the hiring manager retains the flexibility to offer a salary anywhere within the approved range.

SALARY DATA FORM - OFFER	▾

Position Information

Requisition Number:	R0001224	Position Number:	P12345648
Business Title:	Basket Weaver		

Approved Hiring Range

Approved Salary Range:	$ 50,000.00	$57,500.00
Recommended Salary:	$57,500.00	

Compensation Analysis

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Internal Equity Analysis

Supervisory Org:	UAMS Basket Weavers	
Equity Min & Max:	$ 52,000.00	– $ 55,000.00

Position Salary Range Data

If this title is fully integrated into the Grade Structure, only the Grade Structure salary range will be displayed. If it is not yet fully integrated, both the Grade Structure and Current Salary ranges will be provided. This information, along with internal equity data, is used to determine the approved salary range.

Current Salary Range Min & Max		–	
Grade Structure Min & Max	$ 50,000.00	– $ 57,500.00	
Candidate: Jane Smith		Grade Structure Target: $ 57,500.00	

Notes:		OMQs:	10

Prepared by:	▾	Date: