# SALARY DATA FORM GUIDE

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			Position Information			
	Ì		Requisition Number:		Position Number:	
		ſ	Business Title:			
	ſ	•		Approved Hiri	ng Range	
2	ł		Approved Sala	ry Range:		
			Recommended Sal	ary:		

This section is to be used as a form of only. For the approved salary/hirir			
In	ternal Equity Ana	lysis	
Supervisory Org:			
Equity Min & Max:	-		
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If this title is fully integrated into the Grade Structur integrated, both the Grade Structure and Curren data, is used Current Salary Range Min & Max Grade Structure Min & Max	t Salary ranges will be p to determine the appro - -	provided. This information	

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## **SECTION 1**

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

### **SECTION 2**

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.

## **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 FO	RM - OFFER	•		
Position Information					
Requisition Number:	R0001224	Position Number:	P12345648		
Business Title:	Basket Weaver				
	Approved Hir	ing Range			
Approved Sala	Approved Salary Range: \$ 32,000.00 \$50,000.00				
Recommended Sal	ary:	\$32,000			
	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				
	MS Basket Weaver				
Equity Min & Max:	\$ 32,000.00	- \$40,000.00			
Equity Min & Max: If this title is fully integrated i		- \$40,000.00 y Range Data irade Structure salary range will s will be provided. This informati			
Equity Min & Max: If this title is fully integrated i integrated, both the Grade	\$ 32,000.00 Position Salar into the Grade Structure, only the G Structure and Current Salary range	- \$40,000.00 y Range Data irade Structure salary range will s will be provided. This informati			
Equity Min & Max: If this title is fully integrated i integrated, both the Grade	\$ 32,000.00 Position Salar into the Grade Structure, only the G Structure and Current Salary range data, is used to determine n & Max \$ 35,000.00	- \$40,000.00 <b>y Range Data</b> brade Structure salary range will 1 s will be provided. This informati the approved salary range.			
Equity Min & Max: If this title is fully integrated i integrated, both the Grade Current Salary Range Mi	\$ 32,000.00 Position Salar into the Grade Structure, only the G Structure and Current Salary range data, is used to determine to n & Max \$ 35,000.00 Max \$ 50,000.00	- \$40,000.00 y Range Data irade Structure salary range will s will be provided. This informati the approved salary range. - \$42,000.00	on, along with internal equity		
Equity Min & Max: If this title is fully integrated i integrated, both the Grade Current Salary Range Mi Grade Structure Min & M	\$ 32,000.00 Position Salar into the Grade Structure, only the G Structure and Current Salary range data, is used to determine to n & Max \$ 35,000.00 Max \$ 50,000.00	\$ 40,000.00  y Range Data  irade Structure salary range will s will be provided. This informati the approved salary range.      \$ 42,000.00      \$ 57,500.00	on, along with internal equity		

## **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 Hir	ing Range		
Approved Sala	ry Range:	\$ 35,000.00 \$50,000.00		
Recommended Sal	ary:	\$50,000		
	Compensation used as a form of transparen roved salary/hiring range, us Internal Equi	cy for future planning and e the yellow section at th		
	MS Basket Weaver	S		
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.				
	n & Max \$ 35,000.00	- \$42,000.00		
Grade Structure Min & M	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 Hir	ing Range		
Approved Sala	Approved Salary Range:         \$ 50,000.00         \$57,500.00			
Recommended Sal	ary:	\$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			
Equity Min & Max:	INO DUSKET WEDVER	-		
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 Mi Grade Structure Min & N		- \$ 57,500.00		
Candidate: Jane Smith				
Candidate: Jane Smith     Grade Structure Target: \$ 57,500.00       Notes:     OMQs: 10				
		Grade Structure Target:		

# **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 FO				
Position Information					
Requisition Number:	R0001224	Position Number:	P12345648		
Business Title:	Basket Weaver				
	Approved Hir	ing Range			
Approved Sala	Approved Salary Range:   \$ 50,000.00   \$57,500.00				
Recommended Sal	ary:	\$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					
	used as a form of transparen roved salary/hiring range, us	cy for future planning and e the yellow section at the			
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only. For the app	used as a form of transparen roved salary/hiring range, us Internal Equi	icy for future planning and e the yellow section at the ity Analysis			
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only. For the app Supervisory Org: UA Equity Min & Max: If this title is fully integrated i	used as a form of transparen roved salary/hiring range, us Internal Equi MS Basket Weaver \$ 52,000.00 Position Salar into the Grade Structure, only the G Structure and Current Salary range data, is used to determine to n & Max	et for future planning and e the yellow section at the ity Analysis S - \$55,000.00 y Range Data rade Structure salary range will s will be provided. This informat	e top of this form.		
only. For the app Supervisory Org: UA Equity Min & Max: If this title is fully integrated i integrated, both the Grade Current Salary Range Mi	used as a form of transparen roved salary/hiring range, us Internal Equi MS Basket Weaver \$ 52,000.00 Position Salar into the Grade Structure, only the G Structure and Current Salary range data, is used to determine to n & Max Max \$ 50,000.00	et fur future planning and e the yellow section at the ity Analysis 'S - \$55,000.00 y Range Data rade Structure salary range will s will be provided. This informat the approved salary range.	e top of this form. be displayed. If it is not yet fully ion, along with internal equity		
only. For the app Supervisory Org: UA Equity Min & Max: If this title is fully integrated i integrated, both the Grade Current Salary Range Mi Grade Structure Min & M	used as a form of transparen roved salary/hiring range, us Internal Equi MS Basket Weaver \$ 52,000.00 Position Salar into the Grade Structure, only the G Structure and Current Salary range data, is used to determine to n & Max Max \$ 50,000.00	ety for future planning and e the yellow section at the ity Analysis - \$55,000.00 y Range Data rade Structure salary range will s will be provided. This informat the approved salary range. - - \$57,500.00	e top of this form. be displayed. If it is not yet fully ion, along with internal equity		