



Division of People and Culture

Salary Data Form Guide

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What is a Salary Data Form?

This guide will help you understand and utilize the Salary Data Form, which is a tool developed to assist in providing position salary transparency to the department during the hiring process. This form also helps to maintain effective control over campus-wide compensation spending.

When will a Salary Data Form be utilized?

For positions that utilize an approved salary range - as opposed to positions that utilize a Salary Calculation Sheets. The Salary Data Form will be utilized at both the **Job Requisition** and **Offer Approval** stages in Workday. In most cases, lateral transfers will not require a salary data form, as the employee's current salary will remain unchanged.

Definitions

Salary Considerations: This analysis focuses on the salary considerations of current employees within specific titles across Divisional and Campus levels. "Division" refers to segments such as ICE, COM, AA, and CI, above the Supervisory Organization level. "Campus" encompasses all personnel within UAMS.

Salary Survey: The compensation team engages in a variety of salary surveys that help establish a specific salary range for each role. These surveys gather salary data from local, state, and national institutions similar to ours.

Market Analysis: The compensation teams evaluates and compares our salary offerings against those of similar companies within the same industry. This is done through data collection of salary surveys, benchmarking, position matching and internal equity analysis.

Candidate Target: The maximum salary that can be offered to the candidate based on a review of the candidate's education and experience as compared to the minimum qualifications of the position.

Example: The minimum qualifications for this position require a Bachelor's degree and two (2) years of professional experience. We award experience credits for educational degrees: a Bachelor's degree is equivalent to four (4) years of experience, while a Master's degree is equivalent to six (6) years.

The selected candidate possesses a Bachelor's degree (4 years) and four (4) years of experience, totaling eight (8) years of relevant experience. This is over the minimum qualifications by two (2) years, which will be factored into determining the candidate's target salary.

OMQ's (Over Minimum Qualifications): When the candidate's specific education/experience is compared to the minimum qualifications of the position, which signifies any years of experience that is over the MQ's of the position. An example is given within the candidate target definition above.

Lateral Transfer - The transfer of an employee to a different position within UAMS that maintains the same title and salary. Example: an Administrative Coordinator in ICE transfers to an Administrative Coordinator position in COM, there would be no change in pay.

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 the structure into our salary practices. For positions not yet integrated into the Grade Structure, we consider both the current salary range and the Grade Structure range when determining the approved salary range. On the salary data form for these positions, 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.

As the Grade Structure undergoes final review, this is a sample representation of how it will appear. Position slotting within the Grade Structure may change based on market data and analysis.

Years of Experience over the Minimum Qualifications of the Position					
Grade	0-4	5-9	10-14	15-19	20+
1	\$31,200.00	\$33,500.00	\$35,800.00	\$ 38,100.00	\$ 40,400.00
1-MOD	\$32,760.00	\$35,175.00	\$37,590.00	\$ 40,005.00	\$ 42,420.00
2	\$35,100.00	\$37,700.00	\$40,300.00	\$ 42,900.00	\$ 45,500.00
2-MOD	\$36,855.00	\$39,585.00	\$42,315.00	\$ 45,045.00	\$ 47,775.00
3	\$39,500.00	\$42,450.00	\$45,400.00	\$ 48,350.00	\$ 51,300.00

How is a salary range determined on the Grade Structure for most positions?

Example: The minimum qualifications for a position require a Bachelor's degree (4) and two (2) years of professional experience, totaling **six (6)** years of relevant experience. We award experience credits for educational degrees: an Associate's degree is equivalent to two (2) years of experience; a Bachelor's degree is equivalent to four (4) years of experience, a Master's degree is equivalent to six (6) years of experience; a PhD is equivalent to eight (8) years of experience.

The selected candidate possesses a Bachelor's degree (4) and ten (10) years of experience, totaling fourteen **(14) years** of relevant experience. This is over the minimum qualifications for this position by eight **(8) years**. Therefore, the salary range for this candidate, if this position were placed as a Grade 3, would be \$39,500 - \$42,450. With the candidate's target being \$42,450.

Years of Experience over the Minimum Qualifications of the Position					
Grade	0-4	5-9	10-14	15-19	20+
1	\$31,200.00	\$33,500.00	\$35,800.00	\$ 38,100.00	\$ 40,400.00
1-MOD	\$32,760.00	\$35,175.00	\$37,590.00	\$ 40,005.00	\$ 42,420.00
2	\$35,100.00	\$37,700.00	\$40,300.00	\$ 42,900.00	\$ 45,500.00
2-MOD	\$36,855.00	\$39,585.00	\$42,315.00	\$ 45,045.00	\$ 47,775.00
3	\$39,500.00	\$42,450.00	\$45,400.00	\$ 48,350.00	\$ 51,300.00

Salary Data Form

1

SALARY DATA FORM - REQUISITION			
Position Information			
Requisition Number:		Position Number:	
Business Title:			
Supervisory Org:			
Approved Salary Range:			
Recommended Salary:			

2

If you need assistance interpreting the salary data form, please refer to the Salary Data Form Guide located at: <https://hr.uams.edu/total-rewards/compensation/>

For offers, please do not use this section for salary/hiring range

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.			
Salary Considerations			
Division Salary Considerations:		-	
Campus Salary Considerations:		-	
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:	

Section 1

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

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 final salary decision for the offer. This range can be determined based on several factors such as, including divisional and campus salary considerations, market data, and the candidate's target compensation. Since each position is unique, the analysis supporting these ranges is detailed in Section 3.

Section 3

For offers, please do not use this section for salary or hiring ranges. This section serves solely for transparency and future planning and budgeting purposes. The approved hiring range can be found in the yellow "Approved Salary Range**" in Section 2.**

HR Comp utilizes this section for comprehensive analysis, taking into account factors such as divisional and campus salary considerations, market data, and the candidate's target compensation. 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.

Example #1: Salary Data Form

This scenario represents a position with Salary Considerations and a title that has not been fully integrated into the Grade Structure.

The approved salary range in the form below reflects UAMS campus and division salary considerations. As this position title has not yet been fully integrated into the Grade Structure, the approved salary range will be a blend of the current salary range, the grade structure range, and divisional/campus salary considerations. This approach not only helps expand the current range but also helps meet our organizational goal of aligning all employees to the minimum of the Grade Structure.

The recommended salary for this position is \$35,000, based on the compensation of the lowest-paid employee. However, the hiring manager has the discretion to offer a salary anywhere within the approved range, provided justification can be provided upon request.

SALARY DATA FORM - OFFER		
Position Information		
Requisition Number:	R0123456	Position Number: P20001111
Business Title:	Basket Weaver	
Supervisory Org:	UAMS ICE Basket Weavers	
Approved Salary Range:	\$ 35,000.00	\$42,450.00
Recommended Salary:	\$ 35,000.00	
<p>If you need assistance interpreting the salary data form, please refer to the Salary Data Form Guide located at: https://hr.uams.edu/total-rewards/compensation/</p>		
For offers, please do not use this section for salary/hiring range		
Compensation Analysis		
<p>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.</p>		
Salary Considerations		
Division Salary Considerations:	\$ 35,000.00	- \$ 41,000.00
Campus Salary Considerations:	\$ 38,000.00	- \$ 43,000.00
Position Salary Range Data		
<p>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.</p>		
Current Salary Range Min & Max	\$ 35,000.00	- \$ 43,050.00
Grade Structure Min & Max	\$ 39,500.00	- \$ 51,300.00
Candidate: Jane Smith	Grade Structure Target: \$ 42,450.00	
Notes:	OMQs: 5	
Prepared by:		Date:

Example #2: Salary Data Form

This scenario represents a position with no divisional salary considerations. However, campus salary levels are still below the Grade Structure minimum.

Since some employees in this position title have not yet reached the minimum of the Grade Structure, this title has not been fully integrated into the Grade Structure. Therefore, campus salary considerations will be factored into the approved range.

The recommended salary for this position is \$38,000, based on the lowest paid employee within this title. However, the hiring manager has the discretion to offer a salary anywhere within the approved range, provided justification can be provided upon request.

SALARY DATA FORM - OFFER		
Position Information		
Requisition Number:	R0123456	Position Number: P20001111
Business Title:	Basket Weaver	
Supervisory Org:	UAMS ICE Basket Weavers	
Approved Salary Range:	\$ 38,000.00	\$42,450.00
Recommended Salary:	\$ 38,000.00	
<p>If you need assistance interpreting the salary data form, please refer to the Salary Data Form Guide located at: https://hr.uams.edu/total-rewards/compensation/</p>		
For offers, please do not use this section for salary/hiring range		
Compensation Analysis		
<p>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.</p>		
Salary Considerations		
Division Salary Considerations:	-	
Campus Salary Considerations:	\$ 38,000.00 - \$ 43,000.00	
Position Salary Range Data		
<p>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.</p>		
Current Salary Range Min & Max	\$ 35,000.00 - \$ 43,050.00	
Grade Structure Min & Max	\$ 39,500.00 - \$ 51,300.00	
Candidate: Jane Smith	Grade Structure Target: \$ 42,450.00	
Notes:	OMQs: 5	
Prepared by:	▼	Date:

Example #3: Salary Data Form

This scenario represents a position 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 \$42,450, based on the candidate's target salary. However, the hiring manager has the discretion to offer a salary anywhere within the approved range. If the recommended salary exceeds that of current employees, it is the hiring manager's responsibility to assess the current workforce and determine the most appropriate salary to meet workforce needs.

SALARY DATA FORM - OFFER			
Position Information			
Requisition Number:	R0123456	Position Number:	P20001111
Business Title:	Basket Weaver		
Supervisory Org:	UAMS ICE Basket Weavers		
Approved Salary Range:	\$ 39,500.00	\$42,450.00	
Recommended Salary:	\$ 42,450.00		
<p>If you need assistance interpreting the salary data form, please refer to the Salary Data Form Guide located at: https://hr.uams.edu/total-rewards/compensation/</p>			
For offers, please do not use this section for salary/hiring range			
Compensation Analysis			
<p>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.</p>			
Salary Considerations			
Division Salary Considerations: \$ 39,500.00		- \$ 43,000.00	
Campus Salary Considerations: \$ 39,500.00		- \$ 45,400.00	
Position Salary Range Data			
<p>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.</p>			
Current Salary Range Min & Max		-	
Grade Structure Min & Max		\$ 39,500.00 - \$ 51,300.00	
Candidate: Jane Smith		Grade Structure Target: \$ 42,450.00	
Notes:			OMQs: 5
Prepared by:		Date:	

Hiring Manager Considerations

- As the hiring manager, you have the flexibility to offer a salary within the approved range. However, it's important to consider your current employees when making this decision. Bringing new hires in at salaries higher than those of experienced staff members is not recommended.
- Please understand that budget or grant funding does not influence the approved salary range. Even if you have \$60,000 allocated for a position, if the candidate does not meet the qualifications for that amount, DPC cannot support the budgeted amount.
- If the recommended salary exceeds that of current employees, it is the hiring manager's responsibility to assess the current workforce and determine the most appropriate salary to meet workforce needs.
- When the salary data form is attached to the requisition and interviews begin, best practice is to refrain from disclosing the salary range for the position. Instead, focus on asking candidates for their minimum salary expectations.

Where can I find the salary data form on my hiring requisition?

For positions that require a salary data form, the form will be included in the requisition before you begin interviews and will be attached to the offer once a candidate is selected.

On the Hiring Requisition

1. Search for the requisition in the Workday search bar
2. Click on the Details tab
3. Scroll down to the Attachments section and choose the drop down arrow to see the Salary Data Form.

UAMS
R0062211

R0062211 Practice Manager (Open)

Recruiting Start Date 09/06/2024 - 28 days ago
Target Hire Date 09/06/2024 - 28 days ago
Primary Location UAMS

Overview Candidates **Details** Organizations Qualifications Job Postings

Details Additional Data Interview Team

Attachments

Attachments 1 item

Job Requisition Attachment	File Name
Practice Manager - FY25 Salary Data Form -P00062133_REQ.pdf	Practice Manager - FY25 Salary Data Form -P00062133_REQ.pdf

At the Offer Stage

1. From the hiring requisition, choose the candidate tab, then click on the candidate's name.
2. On the candidate's profile, choose the Offer tab.
3. A salary data form will be attached in the attachments section, so long as it has been through Comp review.

MENU UAMS

R0062211 Practice Manager (Open) ...

Recruiting Start Date 09/06/2024 - 28 days ago

Target Hire Date 09/06/2024 - 28 days ago

Primary Location UAMS

Overview **Candidates** Details Organizations Qualifications Job Postings

Actions

SMS Text Resume

Summary

Overview

Duplicates

Recruiting History

Screening

Questionnaire Results

Interview

Attachments

Offer

Personal Notes

Reminders

Contract End Date (empty)

Attachments

Attachment Senior Manager, Patient Relations - FY25 Salary Data Form - P20019695_OFFER.pdf

Description Senior Manager, Patient Relations - FY25 Salary Data Form - P20019695_OFFER.pdf

Category Compensation

Compensation

Who can I contact if need help or have questions about the salary data form?

Please send an email with your questions/concerns to:

HRComp@uams.edu