



Office of Human Resources

# 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

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

Salary Data Form: Offer					
<b>Position Information</b>					
Requisition Number:	R0078225				
Position Number:	P20015589				
Business Title:	Administrative Coordinator				
Supervisory Org:	ICE   CORE PA Patient Access (John Jones) (SOC300001881)				
<b>Approved Offer Salary Range:</b>	<i>Minimum</i>		<i>Maximum</i>		
	\$47,800.00		- \$53,750.00		
<b>Salary Information &amp; Considerations</b>					
<b>Salary Range Information</b>					
	<i>Candidate's years of experience over the minimum qualifications of the position</i>				
Grade	0-4	5-9	10-14	15-19	20+
5	\$50,000.00	\$53,750.00	\$57,500.00	\$61,250.00	\$65,000.00
	<i>minimum</i>		<i>midpoint</i>		<i>maximum</i>
<b>Internal Equity Considerations</b>					
<i>Hiring managers should consider internal equity to ensure fair, consistent pay and reduce retention and compliance risks.</i>					
Division Salary Considerations	<i>Minimum</i>		<i>Maximum</i>		
	\$ 47,800.00		\$ 60,000.00		
Campus Salary Considerations	\$ 47,800.00		\$ 62,000.00		
<b>Candidate Information</b>					
Candidate:	Mary Joy Beth Smith				
Years of experience beyond Minimum Qualifications:	8				
Target Salary:	\$53,750.00				
Recommended:	\$47,800.00		Based On:	Internal Equity	
Prepared by:	Rokeisha Winfrey	Date:	3/2/2026		

1

2

3

## Section 1

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

This section also provides the **Hiring Range** (example below), which is shared prior to interviews during the hiring requisition stage of the recruitment process. The Hiring Range is intended to guide discussions and set expectations before candidate evaluation begins.

Once a finalist has been selected and their experience has been reviewed, the **Approved Offer Salary Range** (as reflected on the example Salary Data Form) will be provided during the offer stage of the hiring process. This range reflects the candidate-specific assessment and ensures alignment with internal equity and established compensation guidelines.

<b>Hiring Range:</b>	<b>\$47,800.00 – TBD*</b>
<small>* Maximum salary will be determined based on the candidate's years of experience beyond the minimum qualifications for the position. See Salary Range Information below for a complete view of the position's range.</small>	

## Section 2

The **Salary Range Information** section identifies the grade to which the title has been assigned, along with the associated experience quartiles. This reflects the established salary range for the position and provides transparency throughout both the interview and offer stages of the hiring process.

The experience quartiles allow Compensation to appropriately place the selected candidate within the range based on their education and experience beyond the minimum qualifications required for the role. This structure ensures consistency, supports equitable decision-making, and assists departments with future workforce planning and budgeting.

The **Internal Equity Considerations** section outlines the current salaries of other UAMS employees within the same title. This information is provided to hiring managers to promote fair and consistent pay practices, while also reducing retention concerns and potential compliance risk.

## Section 3

The **Candidate Information** section reflects the evaluation of the selected candidate and assigns a target salary based on the individual's experience and education beyond the minimum qualifications for the position. This target salary aligns with the Salary Range Information outlined in Section 2 and ensures placement within the appropriate experience quartile.

The **Recommended Salary** represents HR's guidance based on internal equity considerations and the candidate's placement within the established Grade Structure. While this is a recommendation, departments maintain flexibility to extend an offer anywhere within the **Approved Offer Salary Range** provided in Section 1.

## Example #1: Salary Data Form

This scenario reflects a position with **Internal Equity Considerations** where the title has not yet been fully integrated into the established Grade Structure.

The **Approved Offer Salary Range** shown below incorporates both UAMS campus and divisional salary considerations, in addition to the applicable Grade Structure placement. Because all employees within this title have not yet been fully aligned to the Grade Structure, the approved range represents a blended approach—balancing internal equity with the Grade Structure target. This methodology allows us to thoughtfully expand the current range while supporting our organizational commitment to aligning all employees to at least the minimum of the Grade Structure.

The **Recommended Salary** for this position is **\$47,800**, based on the compensation of the lowest-paid employee within the title to maintain internal equity. While this serves as HR’s recommendation, the hiring manager retains discretion to extend an offer anywhere within the approved range, with appropriate justification provided upon request.

Salary Data Form: Offer					
<b>Position Information</b>					
Requisition Number:	R0078225				
Position Number:	P20015589				
Business Title:	Administrative Coordinator				
Supervisory Org:	ICE   CORE PA Patient Access (John Jones) (SOC300001881)				
<b>Approved Offer Salary Range:</b>	<i>Minimum</i>		<i>Maximum</i>		
	<b>\$47,800.00</b>		<b>– \$53,750.00</b>		
<b>Salary Information &amp; Considerations</b>					
<b>Salary Range Information</b>					
	<i>Candidate's years of experience over the minimum qualifications of the position</i>				
Grade	0-4	5-9	10-14	15-19	20+
5	\$50,000.00	\$53,750.00	\$57,500.00	\$61,250.00	\$65,000.00
	<i>minimum</i>		<i>midpoint</i>		<i>maximum</i>
<b>Internal Equity Considerations</b>					
<i>Hiring managers should consider internal equity to ensure fair, consistent pay and reduce retention and compliance risks.</i>					
	<i>Minimum</i>		<i>Maximum</i>		
Division Salary Considerations	\$ 47,800.00		\$ 60,000.00		
Campus Salary Considerations	\$ 47,800.00		\$ 62,000.00		
<b>Candidate Information</b>					
Candidate:	Mary Joy Beth Smith				
Years of experience beyond Minimum Qualifications:	8				
Target Salary:	\$53,750.00				
Recommended:	\$47,800.00		Based On:	Internal Equity	
Prepared by:	Rokeisha Winfrey		Date:	3/2/2026	

## Example #2: 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 **\$61,250**, 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																	
<b>Position Information</b>																	
Requisition Number:	R0078224																
Position Number:	P20015590																
Business Title:	Clinical Billing Specialist																
Supervisory Org:	ICE   CORE PA Patient Access (John Jones) (SOC300001881)																
<b>Approved Offer Salary Range:</b>	<table border="0"> <tr> <td style="text-align: right;"><i>Minimum</i></td> <td></td> <td style="text-align: center;"><i>Maximum</i></td> <td colspan="3"></td> </tr> <tr> <td></td> <td style="text-align: center;"><b>\$50,000.00</b></td> <td style="text-align: center;">-</td> <td style="text-align: center;"><b>\$61,250.00</b></td> <td colspan="2"></td> </tr> </table>					<i>Minimum</i>		<i>Maximum</i>					<b>\$50,000.00</b>	-	<b>\$61,250.00</b>		
<i>Minimum</i>		<i>Maximum</i>															
	<b>\$50,000.00</b>	-	<b>\$61,250.00</b>														
<b>Salary Information &amp; Considerations</b>																	
<b>Salary Range Information</b>																	
	<i>Candidate's years of experience over the minimum qualifications of the position</i>																
Grade	0-4	5-9	10-14	15-19	20+												
5	\$50,000.00	\$53,750.00	\$57,500.00	\$61,250.00	\$65,000.00												
	<i>minimum</i>		<i>midpoint</i>		<i>maximum</i>												
<b>Internal Equity Considerations</b>																	
<i>Hiring managers should consider internal equity to ensure fair, consistent pay and reduce retention and compliance risks.</i>																	
	<i>Minimum</i>		<i>Maximum</i>														
Division Salary Considerations	\$ 50,000.00		\$ 60,000.00														
Campus Salary Considerations	\$ 50,000.00		\$ 62,000.00														
<b>Candidate Information</b>																	
Candidate:	David Smith																
Years of experience beyond Minimum Qualifications:	15																
Target Salary:	\$61,250.00																
Recommended:	\$61,250.00		Based On:	Candidate Target													
Prepared by:	Rokeisha Winfrey		Date:	3/3/2026													

## 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, OHR 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](mailto:HRComp@uams.edu)