

University of Wisconsin – Madison

Pay Adjustment Tools & Mechanisms Justification Matrix

All pay adjustments noted in this matrix must be awarded in accordance with the Office of Human Resources Pay Adjustments Policy ([OHR Policy 10.01](#)). The Office of Human Resources (OHR) must approve all base adjustments for UW-Madison employees outside of the pay plan. **Until final approval is obtained by OHR, no university official is authorized to promise a base adjustment to an employee.**

In specific situations submitting an Overload may be more appropriate than a pay adjustment. Information on overloads may be found in HR Policy 11.02: <https://kb.wisc.edu/ohr/policies/page.php?id=53140>

ELIGIBILITY: To verify which employee classes are eligible for the identified pay adjustments as well as the type of adjustment that can be awarded (base-building and/or lump sum), see the Pay Adjustments Tools and Mechanisms Eligibility Matrix.

AMOUNT: To determine the amounts that can be awarded for the identified pay adjustments, see the Pay Adjustments Tools and Mechanisms Amount Matrix.

| Type of Pay Adjustment | When Request is Needed | Evidence for Need | Supporting Documentation | HR System Used |
|------------------------------|---|---|--|--|
| Equity (HRS Code 006) | To correct for inequity compared to staff of similar training, experience and responsibilities –OR - when inequities are created by hiring new employees at rates higher than existing staff – OR – to address significant pay compression. | <ul style="list-style-type: none"> Evidence of necessity to hire new employees at higher levels Evidence of pay compression between an employee and his/her immediate subordinates or peers with fewer years of service | <ul style="list-style-type: none"> Analysis of the effect of adjustments on the salary structure within the department (and division) including the effect on gender/race pay equity (must identify those receiving an increase, and those who are not, and explain why) Identification of newly hired employees & salaries (if applicable) Identification of the “similarly situated group of employees” (if applicable) Methodology/formula used to determine the adjustments For faculty, review http://provost.wisc.edu/salaryequitypo | All eligible Empl Classes: Rate/Title System |

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|-------------------------------------|---|---|---|--|
| | | | licy.htm <ul style="list-style-type: none"> Statement regarding the performance level of the individual (i.e. satisfactory performance) | |
| Market Factor Adjustment | | | | |
| Outside Offer (HRS Code 022) | To retain a person who has received an offer of employment from outside UW System. The position offered must be a position with comparable duties and responsibilities, and at a rate higher than his/her existing rate | System | <ul style="list-style-type: none"> Evidence of an offer of the outside offer letter or other from a university or evidence of the offer (for example, email company outside of UW exchanges between the employee and the outside institution that reference salary) Evidence that the position offered is comparable to current position (for example, a job posting or job description) Statement of the effect of adjustment on the salary structure within the department (and division) including and excluding the effect on gender/race pay equity | All eligible Empl Classes: Rate/Title System |
| Retention (HRS Code 081) | To retain one or more persons when there is a serious retention problem due to increased interest to take outside positions with comparable duties and responsibilities at higher levels of pay | <ul style="list-style-type: none"> Evidence of a retention such as a recent discipline/unit leaving to take outside positions. | <ul style="list-style-type: none"> Summary of the retention issue problem Statement regarding the performance level of the individual (i.e. exemplary performance) same Statement of the effect of adjustments on the UW salary structure within the department (and division) including and excluding the effect on gender/race pay equity | All eligible Empl Classes: Rate/Title System |

**Competitive
(HRS Code
080)**

To retain one or more persons when there is no outside offer or specific example of current retention problems, but there is evidence of a potential retention

peer market data

individual (i.e. satisfactory performance)

- Identification of potential problems based on
- Data showing that the current salaries are retention below market
- Statement regarding the performance level of the
- Identification of individual(s) and the methodology/policy for the adjustments

All eligible
Empl Classes:
Rate/Title
System

| Type of Pay Adjustment | When Request is Needed | Evidence for Need | Supporting Documentation | HR System Used |
|--|--|---|---|--|
| | problem | | <ul style="list-style-type: none"> Analysis of the effect of adjustments on the salary structure within the departments including and excluding the effect on gender/race pay equity | |
| Performance (Outside of Pay Plan) (HRS Code 091)* | May be awarded for achievements, based on a structured and consistent process that links employee compensation to employee performance | <ul style="list-style-type: none"> Length or frequency of the outstanding performance Overall significance of the employee's work products Regularity with which the outstanding performance or unique contribution is demonstrated Whether employee has acquired additional competencies which are both specialized and critical in carrying out the permanent functions of the position | <ul style="list-style-type: none"> Analysis of the effect of adjustments on the salary structure within the departments including and excluding the effect on gender/race pay equity Per OHR Policy 8.01, Managers and Supervisors must have completed all required performance management activities for those employees whom they supervise in order to receive a performance adjustment. | All eligible Empl Classes: Rate/Title System |

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|---|--|--|--|---|
| <p>Permanent Change-inDuties/Permanent Reclassification (may or may not include Title change) (HRS Code 001)</p> | <p>May be requested when a substantive change in the duties and responsibilities of a position occurs</p> <p>All permanent change-in-duties requests should include a review to determine if a new title is appropriate based upon the change.</p> | <ul style="list-style-type: none"> List of current duties (including percent breakdown) with a comparison list of proposed duties (including percentage breakdown); change in duties of 50% or more may indicate a new position, for which recruitment may be required. Explanation of how the change-in-duties came to be Evidence of a substantial | <ul style="list-style-type: none"> Updated version of job duties with percentages assigned. Updated organization chart (if applicable) | <ul style="list-style-type: none"> Academic Staff and Limited: Rate/Title System University Staff: CHRIS-HR |
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| Type of Pay Adjustment | When Request is Needed | Evidence for Need | Supporting Documentation | HR System Used |
|------------------------|------------------------|---|--------------------------|----------------|
| | | <p>change in duties (qualitative rather than just quantitative)</p> <ul style="list-style-type: none"> This is typically considered a year or more after taking a new position, unless there are extenuating circumstances | | |

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| <p>Title and/or Range Change due to Promotion/Pay Progression* (HRS Code 003)</p> | <p>Employee achieves expected progress in the area of specialty with greater experience, expertise, and responsibility in the particular position.</p> <p>When a University Staff employee is Schedule 14 or 15 is due a progression adjustment in accordance with OHR Policy 10.01, V. e.</p> | <ul style="list-style-type: none"> List of current duties (including percent breakdown) with a comparison list of proposed duties (including percentage breakdown); change in duties of 50% or more may indicate a new position for which recruitment may be required Explanation of advancement in knowledge, skills, ability This is typically considered a year or more after taking a new position, unless there are extenuating circumstances | <ul style="list-style-type: none"> Updated version of job duties with percentages assigned Resume showing outside work if promotion request is based on work experience outside UW Updated organization chart (if applicable) <i>Note:</i> Progression adjustments in accordance with OHR Policy 10.01, V. e. do not require the supporting documentation above | <ul style="list-style-type: none"> Academic Staff and Limited: Rate/Title System and must include title change for promotion *Progression adjustments in accordance with OHR Policy 10.01, V. e. require an email to the Compensation and Titling Specialist indicating an adjustment is necessary. |
| <p>Temporary</p> | <p>The rate increase for an</p> | <ul style="list-style-type: none"> List of current duties | <ul style="list-style-type: none"> Updated version of job duties with | <ul style="list-style-type: none"> Academic |

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| Change-in-Duties (HRS Code 025) | employee who assumes temporary responsibilities such as a temporary assignment while the unit is recruiting for a permanent position; an assignment of an unusual, short-term or non-recurring nature; or a temporary administrative or work assignment | <p>(including percent breakdown) with a comparison list of proposed duties (including percentage breakdown)</p> <ul style="list-style-type: none"> • Explanation of how the change-in-duties came to be, and expected duration of the duties • Evidence of truly new duties – not just more of the same duties • If interim duties, must have evidence that the new duties are only a portion of another position (taking over another position in its entirety requires a Waiver) | <p>percentages assigned including duties of the temporary assignment</p> <ul style="list-style-type: none"> • Appointment letter for acting/Interim role (if applicable) • Updated organization chart (if applicable) | <p>Staff and Limited: Rate/Title System</p> <ul style="list-style-type: none"> • University Staff: CHRIS-HR |
| Performance – lump sum payment (handled in Additional Pay in HRS)* | Employee performs a task or completes a large project and the employer would like to reward the work with a one-time payment. | <ul style="list-style-type: none"> • Division leadership may determine when to provide lump sum adjustments based. | <ul style="list-style-type: none"> • Copy of the latest performance review • Information on the completion of a large project or department event • Statement on the employee’s performance | All eligible Empl Classes: Rate/Title System |
| Supplemental Lump Sum payments (handled in Additional Pay in HRS)** | Occasionally a unit may identify a situation when an exempt employee is asked to assume unplanned or additional activities which are mission critical or needed to maintain coverage. The identified categories are | <ul style="list-style-type: none"> • Need for an immediate response by an employee outside normal shift, and the work needing to be performed is mission critical • No ability to adjust schedule in order to staff an event • Need to maintain a minimum/required staffing level | <ul style="list-style-type: none"> • Summary of the situation and explanation of why lump sum code is being requested (Emergency, Maintenance of Events, Maintain Coverage). • Information on the duration of time spent on the activity • Summary of why the work is mission critical and required work to be done immediately (if applicable) | All eligible Empl Classes: Rate/Title System |

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|----------------------------|---|--|---|--|
| | emergencies, maintenance or events, and maintaining coverage | <ul style="list-style-type: none"> Need due to vacancy or extended leave of absence | | |
| Special Initiatives | Occasionally, UW-Madison will identify situations in which a special campus compensation program is necessary (ex. Highdemand Fund, Critical Compensation Fund) | To be determined by UW-Madison leadership | To be determined by UW-Madison leadership | All eligible Empl Classes: Rate/Title System or as instructed by OHR at the time of implementation |

NOTE” The Office of Research and Sponsored Programs should be consulted prior to the award of any lump sum payments for employees paid on grant funds.

*An employee is eligible to receive up to a 10% increase on their base salary for performance base-building or lump sum increases per fiscal years. Requests to exceed this amount must be reviewed in conjunction with OHR.

**** List of New Codes for Lump Sum Adjustments for Exempt Staff Entered through the Rate/Title Change System
Emergency**

HEM US Emergnc Adj No IC/IC 19

HZ8 US Emergnc Adj IC 18

UEM FAASLI Emergnc Adj No IC/IC 18

UE9 FAASLI Emergnc Adj IC 19

Maintenance of Events

HMA US Maint Adj No IC/IC 19

HM8 UC Maint Adj IC18

UMA FAASLI Maint Adj No IC/IC18

UM9 FAASLI Maint Adj IC 19

Maintain Coverage

HCV US Coverg Adj No IC/IC 19

HC8 US Coverg Adj IC 18

UCV FAASLI Coverg Adj No IC/IC 18 UV9

FAASLI Coverg Adj IC 19

Non-exempt staff continue to receive overtime or compensatory time based on the Fair Labor Standard Act (FLSA) and the campus Overtime policy.

**New Codes for Lump Sum Adjustments for Exempt and Non-exempt Staff Entered through the Rate/Title Change System
Performance**

HPE US Performance No IC/IC 19

HO8 US Performance IC 18

UPE FAASLI Performance No IC/IC 18

UO9 FAASLI Performance IC 19

Last Updated 3-14-16