Fall 2022

Department Representative Meeting

November 3, 2022

Welcome!

Shelley Lopez,
Program Director, HR Communications/Special Projects

Renisha Gibbs

Associate Vice President for Human Resources/F&A

Chief of Staff

Foreign Influence Update: Fall 2022

Robyn Blank

Chief Compliance and Ethics Officer

Agenda

- Old Stuff
  - Review of procedures from July 1, 2021, implementation
  - March 2022 guidance
- Newer Stuff
  - Updates to document requests
- Really New Stuff
  - Tenure-track faculty hires

Old Stuff

- July 1, 2021, Implementation
  - Use of RAMP Export Control Module for processing
  - Job Code List (research and research-supporting positions)
    - Postdocs
    - Visiting Scholars
    - Graduate Research Assistants
    - Research Faculty
  - Document List (statutory)

Old Stuff

- March 2022 Guidance
  - Existing employees with hire dates prior to July 1, 2021, moving into new positions
  - Conditional offer language
  - Exemptions (for those in job codes listed but not doing or supporting research)
  - Fulbrights
  - Professors Emeritus/Emerita

Newer Stuff

- Updates to Document Request Lists (August 2022)
  - Based on Due Diligence for J-1 hires
    - Declaration of military or law enforcement service in a foreign country
    - Inclusion of request for funding information that includes funding that makes it possible for the candidate to participate in a visa program
    - List of any paid or unpaid affiliations, such as board membership
  - Clarifications
    - DS-160
    - FGRTP Form

New Stuff

- Tenure-track faculty hires will require screening
  - Job Code List updates to include these positions
  - Applies to new hires with start dates on or after January 1, 2023
- Exemptions may apply—use same form
- Use RAMP Export Control to track screenings and progress

Questions?

Robyn.blank@fsu.edu

Compliance@fsu.edu

850-644-5238

www.compliance.fsu.edu

Employment-Based Immigration

Leslie Crosdale

Associate General Counsel, Office of General Counsel

Employment-Based Visa sponsorship: H-1B, TN, E-3, or O-1

- Visa Processing Times
  - H-1B/E-3 visa process: 2-3 months (using Premium Processing)
  - TN visa process: 1 month
  - O-1 visa process: 2-3 months (using Premium Processing)

Employment-Based Visa sponsorship: H-1B, TN, E-3, or O-1

- Visa Processing Costs
  - H-1B/E-3: ~$3,500 (with Premium Processing)
  - TN visa process: $0
  - O-1 visa process: ~$3,500 (with Premium Processing)

Employment-Based Green Card Process

- Faculty members (tenure track) traditionally begin the green card process with entry into the position.
- Green card process timeline: 1.5-8 years depending on the home country of the employee.
- Non-faculty green card cases are processed on a case-by-case basis depending on the bandwidth of the OGC and the specific facts of the employee's case.
- Green card costs (estimate): $700 - $2,000 depending on the category.

Initiating a Case (visa or green card)

- H-1B forms: https://cge.fsu.edu/departments/h-1b
- PR forms: https://cge.fsu.edu/scholars-employees/permanent-residence
- Questions and forms go to: **Leslie Crosdale, OGC Office, 424 Westcott, MC 1400**

Leslie Crosdale
Associate General Counsel
Email: Lcrosdale@fsu.edu
Phone: 850-644-8728

Exchange Visitor Program – J-1 Visas

Beth Roach, J.D.

J-1 Program Manager, Center for Global Engagement

Key J-1 Visa Resources

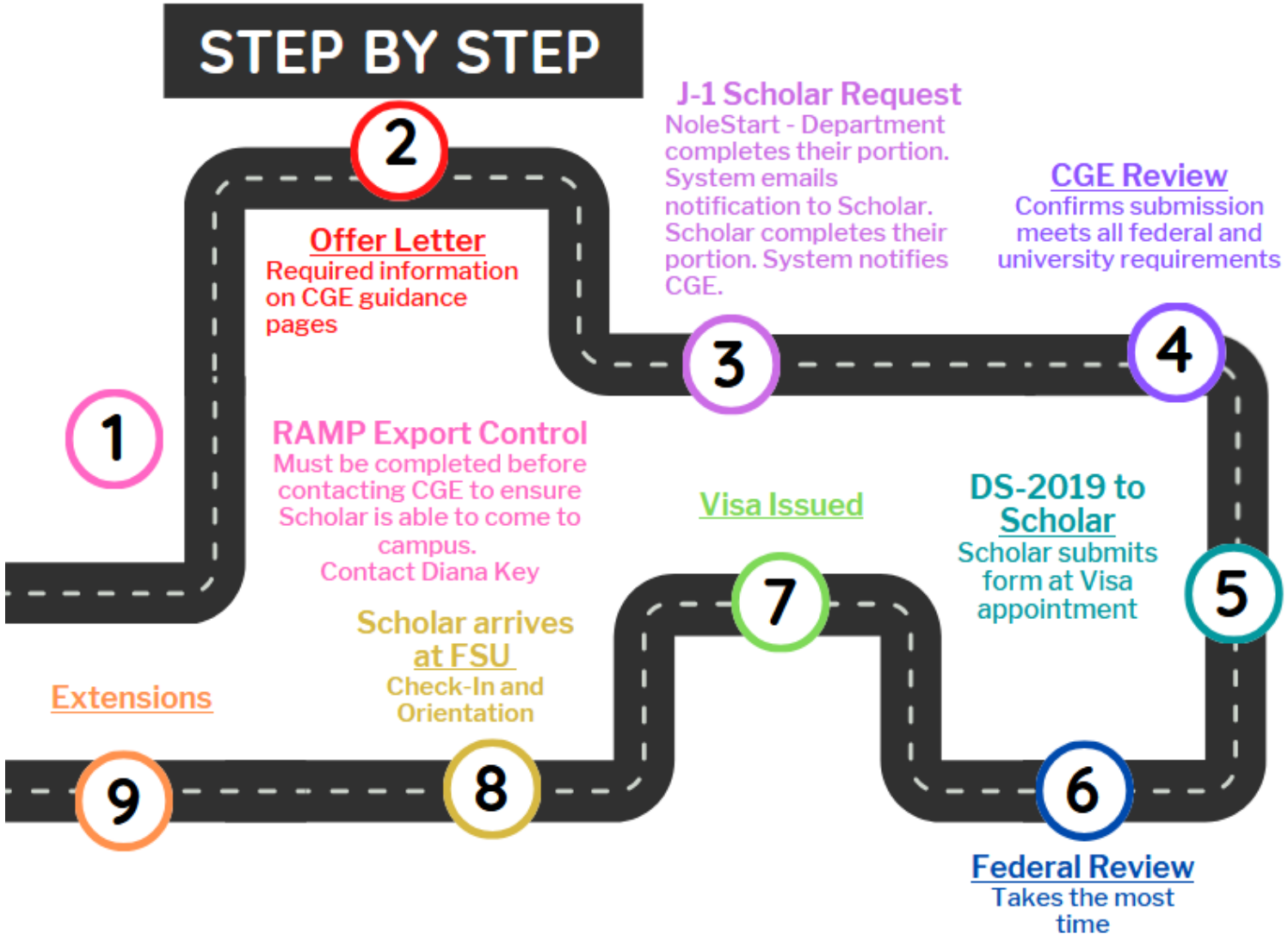
- General Information
  - https://cge.fsu.edu/scholars-employees/j-1-exchange-visitor-program
- Visiting Scholars
  - https://global.fsu.edu/visiting-scholars
- Temporary Scholar Employee (Postdocs)
  - https://cge.fsu.edu/scholars-employees/j-1-exchange-visitor-program/temp-scholar-employees
- NoleStart
  - https://istart.fsu.edu/
- RAMP Export Control
  - https://ramp.research.fsu.edu/modules/export-control

J-1 Visa Categories at FSU

- Professors or Research Scholars
  - Visiting Scholar/Researcher (1-2 years)
    - Very important to review Visiting Scholar Policy and FSU's requirements and limitations.
  - Temporary Scholar Employee/Postdoc (+6 months – 5 years)
    - Paid as a postdoc.
    - Receives benefits such as state health insurance
- Short-Term Scholars (6 months or less)
- Specialists

All Scholars are required to show funding, insurance, and English proficiency.

60 days?! How does this work and why does it take so long?



Contact Information

Beth Roach

eroach@fsu.edu

850-645-3179

jscholar@fsu.edu

403(b) Savings Plans Project

Joel Huffman

Assistant Director, Benefits

403(b) Project Objectives

- FSU has *fiduciary responsibility* to act in the best interest of our employees.
- The 403(b) vendors or pricing had not been reviewed in recent years.
- We evaluated current products and vendors through a competitive Request for Proposal (RFP) process. Key goals included:
  - Provider *consolidation*
  - *Reduction* in costs and administrative fees
  - *Fiduciary risk reduction*
  - *R*esponsive and accurate *customer service*
  - Advanced *technology* and high-level data *security*

403(b) RFP

- The Request for Proposal (RFP) requested costing for two types of 403(b) services.
  - Lead Recordkeeper (LR)
  - Single Recordkeeper (SRK)

403(b) RFP

- The primary services of a **Lead Recordkeeper (LR)** are to develop and maintain the vendor agnostic voluntary 403b microsite, act as the default vendor for participants who do not make an active choice of provider, accept a single feed of all plan contributions, and disseminate the contributions downstream to the other vendors, provide and maintain the plan document, monitor loan and hardship limits, and provide plan level participant data.
- **Single Recordkeeper (SRK)** services include all these services except the dissemination of contributions downstream.

403(b) RFP

- RFP Committee Discussion
  - The Committee decided to utilize a **LR service.** TIAA will be the LR. Corebridge Financial (AIG) and Voya will continue as active vendors with a target effective date of January 2023.
  - **TIAA, Corebridge Financial (AIG) and Voya will be the only active 403(b) vendors for Florida State University.**

403(b) Timeline

October 12, 2022	403(b) Fund lineup changes effective October 12.
End of October	An official transition guide will be distributed to all affected participants and available to all employees.
October 24 – October 26	Town hall meetings held the week of October 24.
November 2 – November 4	Town hall meetings held the week of November 2.
December 3, 2022	Quiet period begins for account & vendor changes. No further changes can be made after this time.
December 19, 2022	Transfer of data from FSU to TIAA (LR).
After final 2022 payroll is confirmed	Benefits will update SRAs for leave payout purposes and post to the HR website (Benefits, A&L, and Forms page).
January 11, 2023	"Retirement@Work" & plan go live. Applicable HR websites will have "Retirement@Work" pages and links available.
Mid-January	General FSU communication mid-January, including new process for enrollments/tracking

403(b) Information and Communication

- Additional information regarding the 403(b) project can be found at:
  - General project information - https://hr.fsu.edu/403b-savings-plans-project
  - Forms and resources - https://hr.fsu.edu/home/403b-savings-plans-project/resources-and-forms
  - 403(b) savings plan information - https://hr.fsu.edu/403b-savings-plans

Employee 403(b) Next Steps

- For employees enrolled with a **continuing provider**, *TIAA, Corebridge Financial (AIG), or Voya*, no immediate action is needed.
- Employees can continue to evaluate their contributions and fund line-ups as needed.
- Changes to contributions after implementation will be made through the Retirement@Work portal.

Employee 403(b) Next Steps

- If you are currently with Equitable, Jefferson National, Lincoln Investments, Lincoln National, Brighthouse/Metlife, Symetra, or ReliaStar, you will need to enroll with a continuing provider for ongoing Voluntary 403(b) Plan contributions.
  - If you choose **TIAA** or take no action for your future contributions by December 2, 2022, you will be enrolled in a new TIAA account effective with the January 13, 2023, paycheck, and sent an enrollment confirmation. Your beneficiary designation will be set to "Estate."
  - If you choose **Corebridge Financial (AIG)** by December 2, 2022, you will be enrolled in a new Corebridge Financial (AIG) account effective with the January 13, 2023, paycheck. Your beneficiary designation will be set according to the rules of the plan.
  - If you choose **Voya** by December 2, 2022, you will be enrolled in a new Voya account effective with the January 13, 2023, paycheck.
- Once you receive your enrollment confirmation, you should log in to your account to review your investment options and designate a beneficiary for your account.

403(b) Retirement Committee

- The University also formed an FSU Retirement Committee to help oversee our Voluntary 403(b) Plan.
- The Committee has general responsibility and oversight for the administration and compliance of the Plan, to include supervising the selection of investment options for the assets of the plan in accordance with ERISA.
- The Committee will meet quarterly.

403(b) Retirement Committee

Committee Members

- Renisha Gibbs | Associate Vice President and CHRO
- Michael Williams | Associate Vice President
- Judd Enfinger | Controller
- Phaedra Harris | Senior Director, HRIS
- Dr. Dalisha D. Herring, CFP | Assistant Lecturer, Finance Department
- Dr. Patty Born | Payne H. & Charlotte Hodges Midyette Eminent Scholar in Risk Management & Insurance

Open Enrollment
2023 Changes/Deduction Reminders

Joel Huffman

Assistant Director, Benefits

2023 Premium Decreases

- The following plans will have premium decreases for the 2023 plan year:
  - Humana Vision
  - Metlife Dental PPO
  - Ameritas Dental PPO

Deduction Reminder

- Enrollments and changes are effective January 1, 2023.
  - Deductions for the January premiums will begin with the December 2 paycheck.
  - FSA/HSA deductions begin on January 13 paycheck.

Changes to Health Savings Accounts

- The Healthcare & Limited Purpose Flexible Spending Account annual carry over from 2022 to 2023 has increased to $570.
- HSA Annual Maximum Contribution Amounts for 2023
  - Individual: $3,850 (increase of $200)
  - Family: $7,750 (increase of $450)
  - Catch Up (Age 55+): $1,000 (no change)

HSA Contribution and Coverage Limits

- Effective January 1, 2023, once an employee turns 65, they may no longer make payroll contributions or receive employer contributions into their HSA.
- There are NO exceptions allowed as of January 1, 2023.
  - The HSA will end on the last day of the month, prior to their 65th birthday. For example, if the employee is turning 65 in February 2023, their contributions will end on January 30, 2023.

HSA Coverage Limits

- ALL HSA Spouse Program exceptions will also end on December 31, 2022.
  - Each spouse is only able to receive the single ER Contributions (up to $500 per year).
  - Each spouse is allowed to make payroll contributions up to half the annual HSA maximum.
  - If either spouse is 55+, they can contribute up to the full $1,000 catch up.
  - There will be no exceptions allowed as of January 1, 2023.

Additional Programs for the 2023 Plan Year

- The Diabetes Management Pilot Program and Weight Management Pilot Program will be offered again. Please refer to the myHealth page for more information.
- Participation in the Shared Savings Program may reduce healthcare costs through the use of Healthcare Bluebook, SurgeryPlus, and Chard Snyder. For more information, please refer to the myBenefits page.

Employee Eligibility

- If you or an employee have questions regarding eligibility or Qualifying Status Changes (QSC), please refer them to the Benefits team.
  - Phone: (850) 644-4015
  - Insurance: insurance@fsu.edu
  - Retirement: retirement@fsu.edu

Calendar Year-End Schedules/Reminders

Christine Conley

Director, Benefits & Leave

Fall/Winter Holidays

Holiday Schedule	
Friday, November 11, 2022	Veteran's Day Holiday
Wednesday, November 23, 2022	Fall Break Holiday
Thursday, November 24, 2022	Thanksgiving Holiday
Friday, November 25, 2022	Day after Thanksgiving Holiday
Friday, December 23, 2022	Winter Break Holiday
Monday, December 26, 2022	Christmas Day Observed Holiday
Tuesday, December 27 – Friday, December 30	Winter Break Holiday
Monday, January 2, 2023	New Year's Day Observed Holiday

Payroll Schedules

- Pay Period J (10/28/22 – 11/10/22)
  - Time Entry: Wednesday, 11/9/22
  - Approvals & Cost Center 1: Thursday, 11/10/22
  - Cost Center 2 & Final Confirmation: Monday, 11/14/22
  - Off-cycle closes Thursday, 11/17/22 at 12:00 pm
- Pay Period K (11/11/22 – 11/24/22)
  - Time Entry: Monday, 11/21/22
  - Approvals & Cost Center 1: Tuesday, 11/22/22
  - Cost Center 2 & Final Confirmation: Monday, 11/28/22

Payroll Schedules

- Pay Period L (11/25/22 – 12/8/22)
  - Off-cycle closes Thursday, 12/15/22 at 12:00 pm
- Pay Period M (12/9/22 – 12/22/22)
  - Time Entry: Friday, 12/16/22
  - Approvals & Cost Center 1: Monday, 12/19/22
  - Cost Center 2 & Final Confirmation: Tuesday, 12/20/22
  - Off-cycle closes Tuesday, 1/3/22 at 12:00 pm

Calendar Year-End Processes

- Compensatory Leave Payouts will be processed in Pay Period L (12/8/22). Payout amounts will display on the department's Cost Center #2.
- Annual leave balances as of 12/22/22, greater than the 2022 maximums, will be rolled into an employee's sick balance.

Employee Type	Maximum Year-End Annual Leave Balance
USPS	320
A&P	432
Faculty (12-month)	432
Executive Service	560

Staffing Updates

Christine Conley

Director, Benefits & Leave

Staffing Updates

- Lonyell Butler
  - Senior HR Specialist, Workers' Compensation
  - llbutler@fsu.edu / 645-2731
- Christie Riley
  - Senior HR Specialist, FMLA
  - cnriley@fsu.edu / 644-5051
- Joel Huffman
  - Assistant Director, Benefits
  - jrhuffman@fsu.edu / 644-7932

Courtesy Onboarding Update

Amelia Colorado

HR Specialist, EDM Special Projects

HR Updates

- **Coming Soon! Updates to the Courtesy Onboarding Process**
  - Adding candidate information to ensure measures are taken to validate the identity of our courtesy candidates who are requesting access to FSU resources.
  - Please email Amelia Colorado at acolorado@fsu.edu with any questions.

Essential Piece Award

Renisha Gibbs

Associate Vice President of Human Resources/
Finance & Administration Chief of Staff

Essential Piece Award

- ***"He is a great partner to central HR and strives to understand and follow our policies, procedures, and guidelines."***
- ***"He is always a pleasure to work with and is always very responsive and helpful."***
- ***"He performs his departmental HR responsibilities seamlessly, and he frequently goes above and beyond to help others outside of his department."***

John Klapchuk

Fall 2022 Outstanding Department Representative

and

Essential Piece Award Winner

2022 Annual USPS Evaluation Reminders

Tracey Pearson
Deputy Chief Human Resources Officer/
Director, Employee & Labor Relations

Important Dates

- Evaluations will be available in OMNI on Tuesday, January 3, 2023. **They are due no later than Wednesday, March 1, 2023.** Communication will be sent out on January 3, 2022, as a reminder.
- The evaluation rating period measures performance from January 1, 2022 - December 31, 2022.
- Performance evaluations are not required for USPS employees who were hired or transferred to a new USPS position on or after May 1, 2022, and are in probationary status; these employees will not have evaluations available in OMNI HR.

Lower than Satisfactory Performance?

- An overall rating of *Below Satisfactory* requires a Performance Improvement Plan (PIP), and will only cover the last 60 days, not the entire rating period. Supervisors must contact Employee & Labor Relations (ELR) before initiating a *Below Satisfactory* performance evaluation.
- Performance Expectations Plans (PEP) are recommended with a *Marginal Satisfactory* overall rating. Please contact your department's assigned ELR representative for guidance.
- In order to receive guidance, managers should reach out to ELR now if they anticipate an employee will receive either of the above ratings.

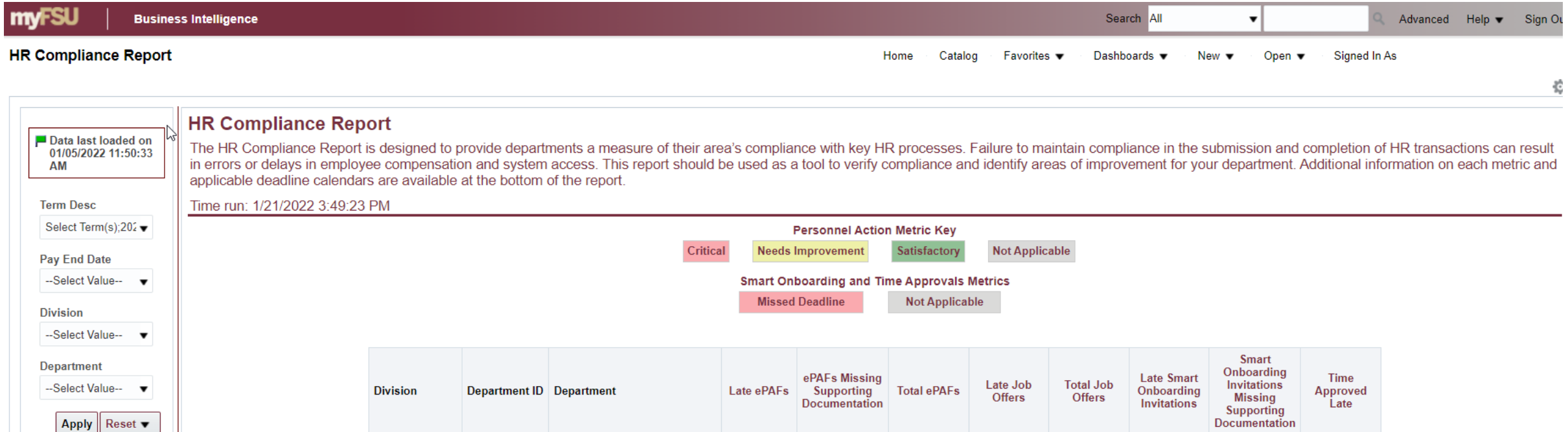
HR Compliance Report

Abigail Lejeune

Assistant Director, Employee Data Management

What is the HR Compliance Report?

- A tool that provides departments with a measure of their area's compliance with key HR appointment processes.
- Launching in Spring 2023

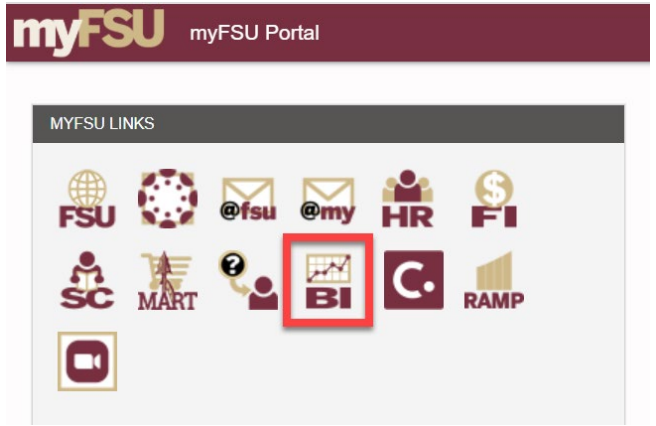


What metrics are included?

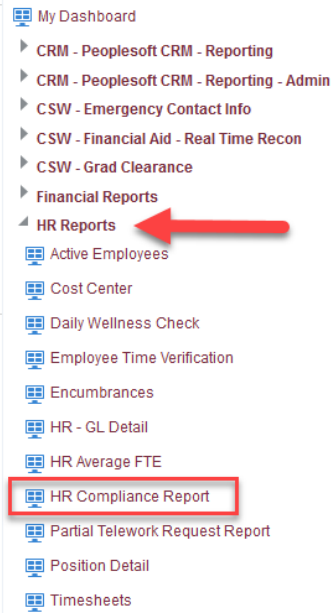
- Late ePAFs
- ePAFs Missing Supporting Documentation
- Total ePAFs
- Late Job Offers
- Total Job Offers
- Late Smart Onboarding Invitations
- Smart Onboarding Invitations Missing Supporting Documentation
- Time Approved Late

Running the Report

- Access myFSU BI

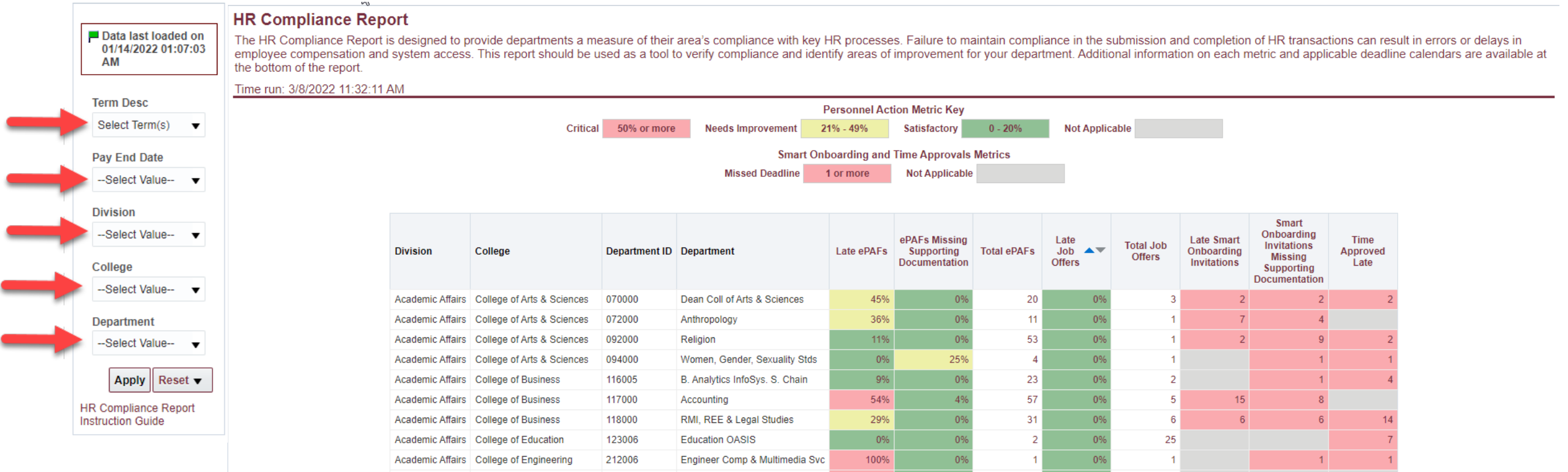


- From the Dashboards menu, click on HR Reports, then HR Compliance Report



Running the Report

- Use the report filters to select the appropriate Academic Term. The remaining filters: pay period end date, division, college, and department are optional.



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Term Desc
Select Term(s)

Pay End Date
--Select Value--

Division
--Select Value--

College
--Select Value--

Department
--Select Value--

Apply Reset

HR Compliance Report Instruction Guide

HR Compliance Report

The HR Compliance Report is designed to provide departments a measure of their area's compliance with key HR processes. Failure to maintain compliance in the submission and completion of HR transactions can result in errors or delays in employee compensation and system access. This report should be used as a tool to verify compliance and identify areas of improvement for your department. Additional information on each metric and applicable deadline calendars are available at the bottom of the report.

Time run: 3/8/2022 11:32:11 AM

Personnel Action Metric Key

Critical 50% or more | Needs Improvement 21% - 49% | Satisfactory 0 - 20% | Not Applicable

Smart Onboarding and Time Approvals Metrics

Missed Deadline 1 or more | Not Applicable

Division	College	Department ID	Department	Late ePAFs	ePAFs Missing Supporting Documentation	Total ePAFs	Late Job Offers	Total Job Offers	Late Smart Onboarding Invitations	Smart Onboarding Invitations Missing Supporting Documentation	Time Approved Late
Academic Affairs	College of Arts & Sciences	070000	Dean Coll of Arts & Sciences	45%	0%	20	0%	3	2	2	2
Academic Affairs	College of Arts & Sciences	072000	Anthropology	36%	0%	11	0%	1	7	4	
Academic Affairs	College of Arts & Sciences	092000	Religion	11%	0%	53	0%	1	2	9	2
Academic Affairs	College of Arts & Sciences	094000	Women, Gender, Sexuality Stds	0%	25%	4	0%	1		1	1
Academic Affairs	College of Business	116005	B. Analytics InfoSys. S. Chain	9%	0%	23	0%	2		1	4
Academic Affairs	College of Business	117000	Accounting	54%	4%	57	0%	5	15	8	
Academic Affairs	College of Business	118000	RMI, REE & Legal Studies	29%	0%	31	0%	6	6	6	14
Academic Affairs	College of Education	123006	Education OASIS	0%	0%	2	0%	25			7
Academic Affairs	College of Engineering	212006	Engineer Comp & Multimedia Svc	100%	0%	1	0%	1		1	1

What do the colors mean?

Personnel Action Metric Key

Critical	Needs Improvement	Satisfactory	Not Applicable
>50%	20-49%	<20%	No Actions

Used for ePAF and Job Offer Actions

Smart Onboarding and Time Approvals Metrics

Missed Deadline	Not Applicable
Number of Actions that Missed Deadline	No Actions or All Actions Met Deadline

Compliance is measured based on meeting established deadlines for payroll and personnel actions.

Next Steps

- Coming soon: Spring 2023
  - Will provide a snapshot of compliance data by semester and update after every pay period.
- Be on the lookout for additional information including helpful resources and job aids.

Criminal History Background Checks

Andrew Kapec
University Background Check & HR Records Manager
Employment and Recruitment Services

How to Handle Disclosed Criminal History

- Review of Criminal History handled solely by HR Background Check Team
  - Details are confidential
  - Department given “approval” or “not eligible”
- Considerations of Criminal History Review include:
  - Severity, Time Passed, Relation to Job Sought, and Appropriate Disclosure
- Existence of Criminal History not and automatic disqualification
- “Not Eligible” determinations apply only to one specific position/Job ID

How to Handle Disclosed Criminal History

- Considerations for selecting Top Candidates should include:
  - Qualifications, Education, and Experience
- Criminal History conversations and questions with candidates should be deferred to the BGC Team in HR.
- Candidate selection process is sacred and must not be tainted.

How Background Checks Are Ordered

- Smart Onboarding
  - All hires made via OMNI-HR Job Offers route through HR BGC Team in SMO - except FWS.
- Request Form via Forms Portal (Found at hr.fsu.edu/bgc)
  - All FWS Hires
  - Volunteers
  - Appointments/Changes made without OMNI-HR Job Offer
    - Internal Movement, Reassignments, Change of Duties, Compliance
  - Request Form Roster can be used for large groups – ask BGC Team

Miscellaneous

- All new appointment hire dates are contingent and may move.
- Approval from HR must be received **before work begins**.
  - "Work" includes trainings or orientation.
- To ensure timely pay and policy compliance, Job Offers should be submitted **2-3 weeks** before anticipated start dates.
- Review the Background Check Website (hr.fsu.edu/bgc) for policy explanations and details on process and procedures.
- Public Service Loan Forgiveness (PSLF) Forms can be Nifty'd to HR-Records@fsu.edu for completion.
- Verifications, Name Changes, Public Records Requests -> HR-Records@fsu.edu

Human Resources Background Check Team

Andrew Kapec, University Background Check & HR Records Manager
akapec@fsu.edu | 850-644-7938

Jarixsa Cadena, BGC Coordinator
jyc22@fsu.edu| 850-645-1746

Tiffany Ospina-Suarez, Express Appointment Associate
tospinasuarez@fsu.edu| 850-644-7702

Staff Compensation Study

Shelley McLaughlin
Director,
Compensation and Employment & Recruitment Services

Staff Compensation Study

- In partnership with Segal consulting, HR launched a project to update our staff compensation and classification system.
- The major objectives of this study were to create or update:
  - Total Rewards/Compensation Philosophy
  - Pay Administration Guidelines
  - Defined career paths
  - Defined classification levels
  - Competitive market assessment
  - Contemporary, competitive, and equitable salary structure

Project Overview

Project Kick-off & Data Request

- Met with approximately ten stakeholder groups on-site
- Summarized key discussion themes to guide remaining work

Compensation Philosophy & Pay Admin. Guidelines

- Drafted compensation philosophy
- Validated peer groups and comparison markets
- Drafted pay administration guidelines

Job Architecture & Job Evaluation Process

- Refined job families
- Developed consistent titling guidelines and leveling criteria
- Segal reviewed approx. 2,200 positions within 101 classifications. HR mapped remaining 3,200 positions
- Identified approx. 40 new classifications
- Identified approx. 650 positions for reclassification

Staff Market Assessment

- Matched 186 out of 257 existing job classifications to market surveys
- Finalized market assessment results and variance analysis

Salary Program Development

- Built dynamic salary structure aligned with market
- Finalized structure design and Pay Administration Guidelines

Communications & Implementation

- Developed communication for multi-phased implementation plan

Fall 2022

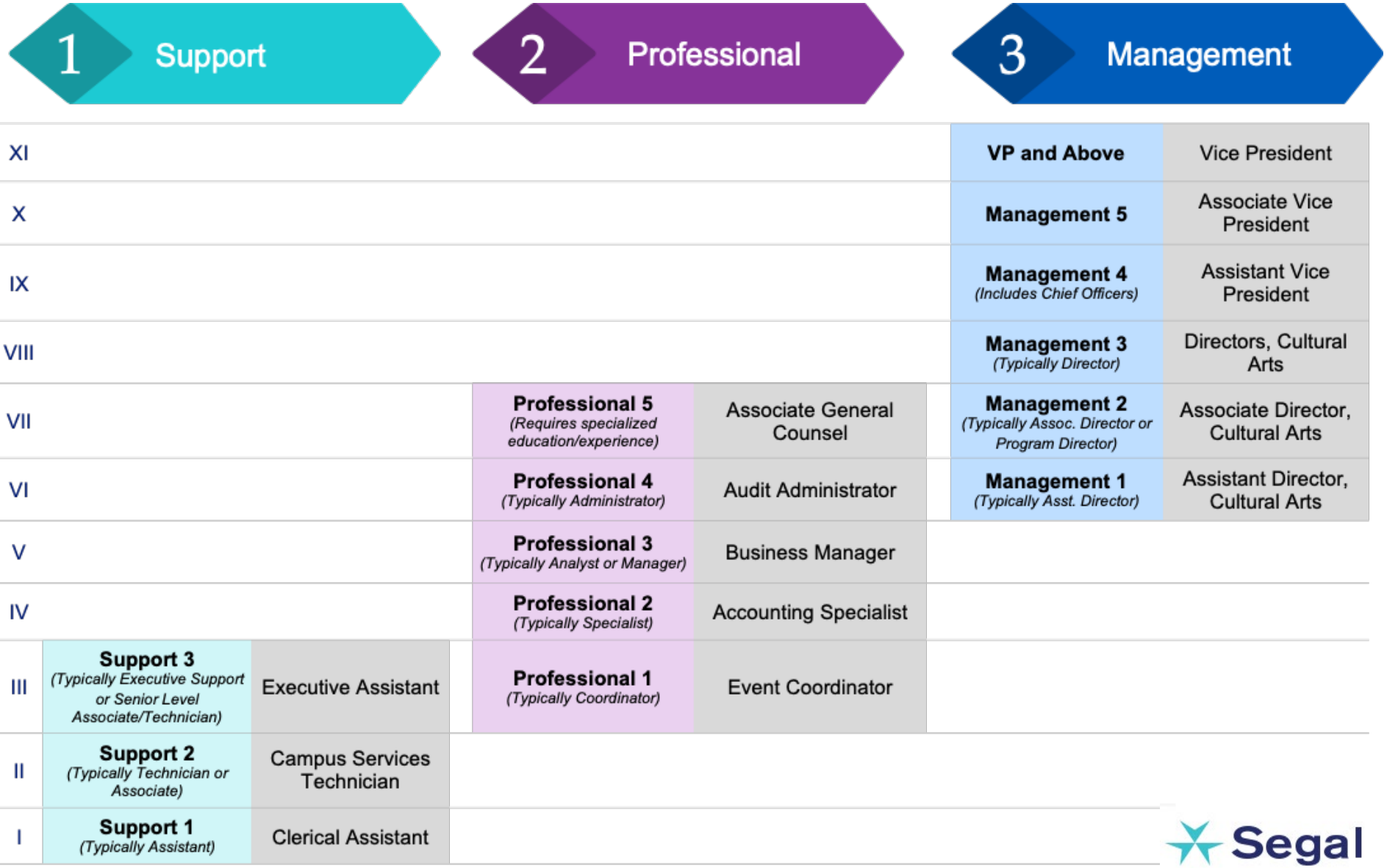
- Implement new Staff Compensation Structure
- Bring individuals to minimum of new pay band

Spring 2023

- Continue working with departments on individual compression and equity concerns

Classification Structure

Sample Titles



	1 Support		2 Professional		3 Management	
XI					**VP and Above**	Vice President
X					**Management 5**	Associate Vice President
IX					**Management 4** *(Includes Chief Officers)*	Assistant Vice President
VIII					**Management 3** *(Typically Director)*	Directors, Cultural Arts
VII			**Professional 5** *(Requires specialized education/experience)*	Associate General Counsel	**Management 2** *(Typically Assoc. Director or Program Director)*	Associate Director, Cultural Arts
VI			**Professional 4** *(Typically Administrator)*	Audit Administrator	**Management 1** *(Typically Asst. Director)*	Assistant Director, Cultural Arts
V			**Professional 3** *(Typically Analyst or Manager)*	Business Manager		
IV			**Professional 2** *(Typically Specialist)*	Accounting Specialist		
III	**Support 3** *(Typically Executive Support or Senior Level Associate/Technician)*	Executive Assistant	**Professional 1** *(Typically Coordinator)*	Event Coordinator		
II	**Support 2** *(Typically Technician or Associate)*	Campus Services Technician				
I	**Support 1** *(Typically Assistant)*	Clerical Assistant				

Pay Band Structure

Pay Band	Rate	Minimum	First Quartile	Median	Third Quartile	Maximum
001	Annual	$31,320	$39,933	$48,546	$57,159	$65,772
	Hourly	$15.00		$23.25		$31.50
002	Annual	$32,920	$42,385	$51,849	$61,314	$70,778
	Hourly	$15.77		$24.83		$33.90
003	Annual	$34,520	$44,876	$55,232	$65,588	$75,944
	Hourly	$16.53		$26.45		$36.37
004	Annual	$36,250	$47,578	$58,906	$70,234	$81,563
	Hourly	$17.36		$28.21		$39.06
005	Annual	$38,060	$50,430	$62,799	$75,169	$87,538
	Hourly	$18.23		$30.08		$41.92
006	Annual	$40,910	$54,717	$68,524	$82,331	$96,139
	Hourly	$19.59		$32.82		$46.04
007	Annual	$47,660	$64,341	$81,022	$97,703	$114,384
	Hourly	$22.83		$38.80		$54.78
008	Annual	$55,290	$75,333	$95,375	$115,418	$135,461
	Hourly	$26.48		$45.68		$64.88
009	Annual	$64,130	$88,179	$112,228	$136,276	$160,325
	Hourly	$30.71		$53.75		$76.78
010	Annual	$74,390	$103,216	$132,042	$160,868	$189,695
	Hourly	$35.63		$63.24		$90.85
011	Annual	$86,290	$120,806	$155,322	$189,838	$224,354
	Hourly	$41.33		$74.39		$107.45
012	Annual	$103,550	$146,264	$188,979	$231,693	$274,408
	Hourly	$49.59		$90.51		$131.42
013	Annual	$124,260	$177,071	$229,881	$282,692	$335,502
	Hourly	$59.51		$110.10		$160.68
014	Annual	$150,000	Market	Market	Market	Market
	Hourly	$71.84				

Implementation

- Effective **September 16, 2022**, we increased the University's minimum wage for staff to $15/hr ($31,320 annually).
- Effective **November 25, 2022**, we will move all staff positions into the new market-competitive structure. Employee impact may be one of the following:
  - *Pay Band Adjustment Only* – Employee's pay band will adjust to the new structure. No job code change or salary adjustment.
  - *Reclassification* – Based on a thorough review of PD, employee will reclassify into a new job classification – may or may not include Market Adjustment.
  - *Market Adjustment* – A salary adjustment is needed to bring the employee up to the minimum of their assigned pay band in the new structure.
- **Beginning Spring 2023**, Human Resources will focus on assessing individual placement in the new structure to further address compression and pay equity.

Closing Remarks

Shelley Lopez

Program Director, HR Communications/Special Projects

Thank You!