Compensation Changes

**Equity Adjustment:**
Salary adjustment made for the purpose of establishing a fair and more comparable relationship between the salaries of two or more employees in the same job title or pay range with consideration given to experience, education and certification.

**Hiring Salary Adjustment:**
A salary adjustment that may be given to newly hired or promoted employees, after six months of service, who have specific skills and experience above the minimum qualifications for the position. Requests must be submitted within three months after the end of the six month period.

**Job-Related Skill Enhancement Pay:**
May be given to staff who take the initiative through their own efforts to complete a prescribed course of study that is directly related to the position held. The employee must present evidence of mastery such as a degree, certificate, or license for consideration. Requests should be submitted within 3 months of employee obtaining additional degree/certification.

**Merit Raise:**
An increase that is added to an employee’s base pay in recognition of the meritorious job performance as recorded in a formal and documented performance evaluation.

**One-Time Merit Payment:**
A lump-sum payment that is not added to an employee's base salary in recognition of the meritorious job performance as recorded in a formal and documented performance evaluation.

**Promotion-New/Vacant Position:**
Occurs when an employee is promoted to a new or vacant position with increased responsibilities or requiring greater skill, with a higher pay grade/rate of pay and usually a different title. The rate increase is typically up to 10% based on the unit's availability of funds, internal equity and the individual's level of responsibility.

**Promotion-Reclassification:**
Occurs when an employee is promoted within his/her current PIN to a position with increased responsibilities or requiring greater skill, with a higher pay grade/rate of pay and a different title. The rate increase is typically up to 10% based on the unit's availability of funds, internal equity and the individual's level of responsibility.

**Temporary Salary Increase:**
An increase to compensate an employee who assumes additional or a higher level of responsibilities and duties on a temporary basis.

Questions? Contact Engineering HR: engineeringhr@tamu.edu or (979) 458-7699
Timeline for compensation requests:
Compensation actions (other than merit raises*) may be requested at any time throughout the year as needed. Mass submissions for annual compensation reviews are no longer being requested.

<table>
<thead>
<tr>
<th>Compensation Requests received to HR</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1-8/31</td>
<td>October 1st</td>
</tr>
<tr>
<td>9/1-5/31</td>
<td>The later of requested effective date or the first of the month following approval</td>
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</tbody>
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*Merit raises are effective September 1st.

Documentation Needed:
- Justification for the request (via email or memo)
- Department/Division Head approval for request (via email or memo)
- Proposed title and rate of pay (if known; HR can provide a recommendation if needed)
- New/updated job duties (if applicable)
- Proposed effective date
- Employee’s resume
- Current organizational chart (for reclassifications/promotions only)

Pay Plan Title vs. Business Title
Business title may be adjusted to better match an individual’s specific role. For example, an employee in the generic pay plan title of “Director” may elect to use the business title “Director of Business Unit”. The business title appears on the employee’s profile in Workday and the TAMUS Directory.