UA Compensation **Annual Cycle**



External market data review. The entire career architecture is reviewed against external benchmarks.

Legislation compliance review. Primarily regarding state of Arizona minimum wage increases, the HR compensation team evaluates the impact on the University pay structure.



Findings and recommendations. Findings from the market data review are reported to University leadership, which decides on needed changes.

Decisions and guidance. Final changes are shared with financial officers and built into guidance prior to the budget planning period.

Pay structure adjustments. Changes stemming from minimum wage increases take effect Jan. 1, if applicable.



Salary Increase Program. After the budget planning period, college and division leaders develop and submit plans to allocate across-the-board and merit increases.



Changes effective. The separate compensation initiatives – Salary Increase Program and market data review – take effect at or near the start of the fiscal year.

LEARN MORE ABOUT THE ANNUAL CYCLE

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Staff Pay Structure?

Legislation compliance review (local, state or federal) can cause changes to the pay structure.

For example, a minimum wage increase will raise the lowest pay grade. But it may also prompt changes to other pay grades to minimize compression.

Learn more: University Staff Pay Structure

the Salary Increase **Program**?

Early in the spring semester, University leadership releases guidance about the upcoming program. Financial officers and supervisors receive guidance in meetings and through email.

Program details are published by Human Resources.

Learn more: Salary Increase **Program Guidance**

data review?

External market data review is when the University reviews jobs against external benchmarks based on third-party compensation surveys.

Based on the review, the University may move some jobs to a higher pay grade within the existing pay structure.

Learn more: External Market Data **Review FAQ**

