

How to Adjust Positions/Compensation

FIRST: Find the job description

Up to date job descriptions are a critical main factor in determining pay. The job description is linked to the Employee Compensation tool (found in the HR Portal) or can be accessed [here](#) by selecting your name. If the job description is not linked on your page, please reach out to the supervisor for the job description and let the Compensation Team know so we can get it linked.

SECOND: Update the job description

The job descriptions, duties, and internal organization affect the pay of the position. Expanding or altering duties can impact pay, but it's important to note that not every change will result in a salary adjustment.

Begin by initiating a discussion with the supervisor. Helpful questions to consider in reviewing job duties are:

- Are the job duties changing? What duties are changing?
 - Is there a need within the department to change the job duties?
 - If a change in pay is being considered, is there budget available?
-

THIRD: Review job description changes with HR

Work with the Compensation Team to review the proposed job description. Next steps will be identified, along with an assessment of the potential impact on pay.

FOURTH: Implement changes

When the job description is firmed up and details of the pay changes solidified with HR, move forward with implementation of the change through an employee position/salary modification.

QUESTIONS

** If you have any questions at any point during this process contact us.

- Compensation Assistant at compensation@suu.edu
- Compensation Manager at meaganbeesley@suu.edu