Equity Adjustment Process Map

Flow charts for the current state for Faculty & Staff
August 6, 2024
Equity Adjustments – STAFF – UNIT Equity Request

START

Contacts HR partner with a request to do a unit-level equity adjustment

END

Is this a true equity adjustment?

Review the census/PER with the effective date

Review the data and the budget with the unit

Can the budget support an equity adjustment?

Does the unit want to pursue the request?

NO - END

NO - END

Notifies unit of why HR partner does not recommend backed with data

Discuss with Compensation the data validation to determine next steps

Submit a request in the Service Now Compensation Intake Form

Did the HR Partner find the request feasible?

HR Partner notified of response

Submit a MSS Transaction

OneUSG Connect

HR Partner notified of response

END

Communicate outcome with stakeholders

Identify the correct process to address the request

Review the request in Service-Now

Can this recommendation be supported?

YES

NO

YES

NO

YES

NO

YES

YES

NO

YES
Equity Adjustments – FACULTY – UNIT Equity Request

**START**
Contacts HR partner with a request to do a unit-level equity adjustment

**HR Partner**

- Is this a true equity adjustment?
  - YES: Review the census/PER with the effective date
  - NO: Identify the correct process to address the request

**Requesting Unit**

- Review the data and the budget with the unit

**NO - END**

- Can the budget support an equity adjustment?
  - NO: NO - END
  - YES: Provide a budget and discuss with HR partners

- Does the unit want to pursue the request?
  - NO: NO - END
  - YES: Review the data and the budget with the unit

- Does the HR partner find the request feasible?
  - NO: NO - END
  - YES: Is this a GTRI request?
    - NO: NO - END
    - YES: Submit a request in GT-TRACS

**GTRI Compensation/SHRP Team**

- Review and process the request in JIRA

**NO - END**

**Communication**

- Communicate outcome with stakeholders
  - Submit a MSS Transaction
  - OneUSG Connect

**HR Partner notified of response**

- Can this recommendation be approved?
  - NO: NO - END
  - YES: YES - END

**Office of Faculty Affairs**

- Review the request in GT-TRACS

- Can this recommendation be approved?
  - NO: NO - END
  - YES: YES - END