Filling a Vacancy Compensation Process Map

Flow charts for the current state for faculty & staff

August 6, 2024
Filling a Vacancy Process Flow - STAFF

START
Manager

Identify need for new position

Discuss position requirements with HR Partner

Verify budgetary constraints with finance unit

HR Partner

Determine characteristics of position and advise Manager on rules

New JD needed?

Post job?

Job Eval / Equity Analysis

Determine pay recommendation based on Pay Equity Report (PER)

Is the salary within GT Comp Policy?

YES

HRAP-ASI Required?

NO

Job Description

Proceed to: TA Hiring Process

Talent Acquisition

Compensation should only be engaged for the following reasons:
1. HRAP-ASI questions
2. Unique situations (i.e. one position type, needing external information)

HR Partner Supervisor should be engaged before engaging with Compensation

YES

HRAP-ASI

MSS Transaction

OneUSG Connect

YES

Communicate Pay Decisions with Stakeholders

END
Filling a Vacancy Process Flow - FACULTY

START
Manager
- Identify need for new position
- Discuss position requirements with HR Partner
- Verify budgetary constraints with unit finance

HR Partner
- Determine characteristics of position and advise Manager on rules
- New JD Needed?
  - YES: Proceed to: TA Hiring Process
  - NO: Is this a GTRI request?
    - NO: Post job?
      - YES: OFFICE OF FACULTY AFFAIRS
      - NO: GTHR Comp
        - Is this a GTRI request?
          - YES: JOB EVAL / EQUITY ANALYSIS
          - NO: DETERMINE PAY RECOMMENDATION BASED ON PER

Job descriptio n
- Job Eval / Equity Analysis
- Determine pay recommendation based on PER
- Is the salary within GT Comp policy?
  - YES: Submit to OFA for review
  - NO: DETERMINE PAY RECOMMENDATION BASED ON PER

Send HR Partner Compensation Info
- HR Partner assembles Comp package
- OFFICE OF FACULTY AFFAIRS
  - Receive request and begin OFA review

Complete OFA review and approval
- Communicate pay decisions with stakeholders

END
OneUSG Connect
- MSS Transaction
- HRAP-ASI required?
  - NO: MSS Transaction
  - YES: HRAP-ASI

Graphic elements include decision points (YES/NO) and process flow arrows to guide the user through the vacancy filling process for faculty positions, involving multiple stakeholders and departments.
Additional Notes for Faculty & Staff

**USG Policy (HRAP ASI)**

- ≥10% cumulative pay increase

USG Exceptions that don’t require approval by Chancellor:

- Below $125k
- Below MRP of pay range
- Faculty transition to Admin role converts 9-month salary to 12 month

**Approvals & Transactions**

Any pay decisions resulting in *increases above MRP* requires a Pay Equity Analysis and other necessary documentation and justification to be attached to the transaction.

Transaction Approval Chain:

- Unit or Finance - L1/L2
- OFA - L4 (*Faculty only*)
- WFA - L5

*There is no L3*