HR-070 Manage Compensation

HR-070	Manage Compensation	The process by which the State effectively manages: • Compensation strategies and tools • Market pricing • Modeling and budgeting • Administration of compensation programs including non-variable compensation programs, off-cycle promotions, pay changes, recognition, and award programs.
HR-070-005	Conduct and Maintain Salary Surveys	The Compensation Management Market Survey is an analysis tool that lets you compare agency various key positions with the prevailing marketplace compensation for the same or similar jobs and/or positions. The survey provides automated method for the state to collect and submit employee compensation data to market survey providers needed for analysis.
HR-070-010	Conduct Compensation Analysis / Comparisons	Activities required for conducting compensation analysis / comparisons using market data from salary surveys. The State works with an external vendor to determine salary benchmarks and industry standards. The State then uses the results to determine if the internal salary structure is in line with market value.
HR-070-020	Manage Job Requirements and Factoring	Activities required to manage job evaluations and pricing. Once the Manager or HR Business identifies the need to update or create a job, they provide the job details to the State to use when determining the salary for the position. The State then provides their recommendation to the Manager and HR business.
HR-070-030	Plan and Process Salary Structure Adjustments	Activities used to manage salary structures.

HR-070 Manage Compensation

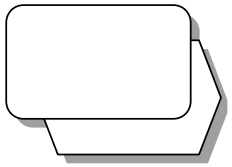
HR-070-040	Change in Employee Compensation (CEC)	Activities used to prepare for kicking off the compensation planning process. The State develops and communicates guidelines and budget parameters, and coordinates with HR business to prepare for compensation planning launch.
HR-070-060	Manage AdHoc Compensation Adjustment	Managers partner with HR to determine off-cycle pay adjustments.
HR-070-070	Communicate with Employee of Compensation Update	Activities used to manage communication of salary changes to the employee.
HR-070-080	Monitor Internal Compliance	Activities used to monitor internal compliance and determine remedial action, if necessary.

Business Process Map Legend

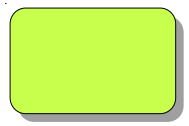
Event (e.g., Start, End)

Subprocess

Swimlane



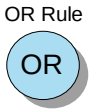
Process Interface/Link



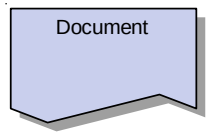
Task/Activity

AND Rule

Task Connector



OR Rule



Document

XOR Rule – Exclusive OR

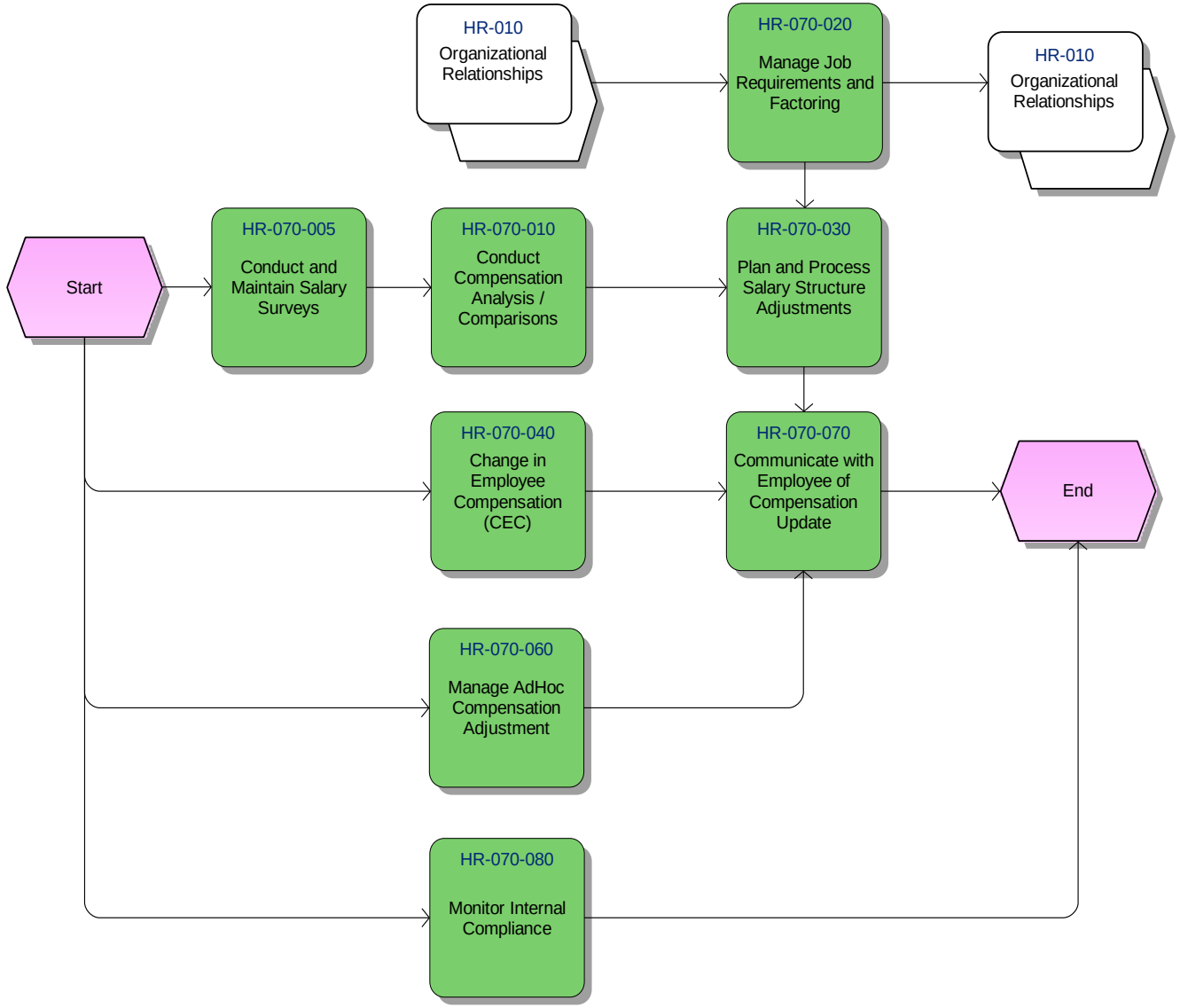
MTM

Moment That Matters

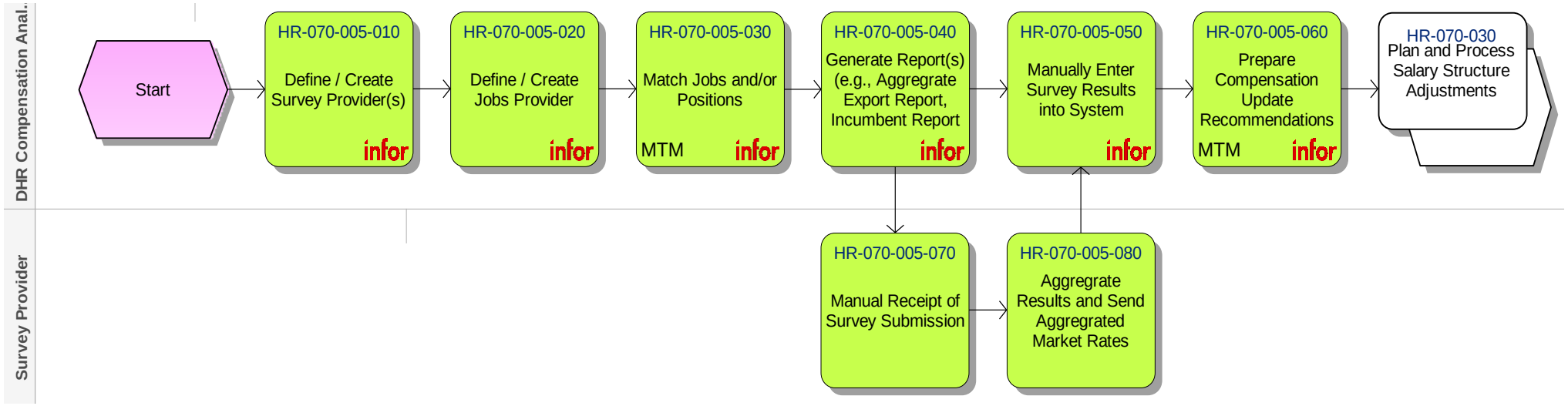
infor

Infor system-enabled task / step

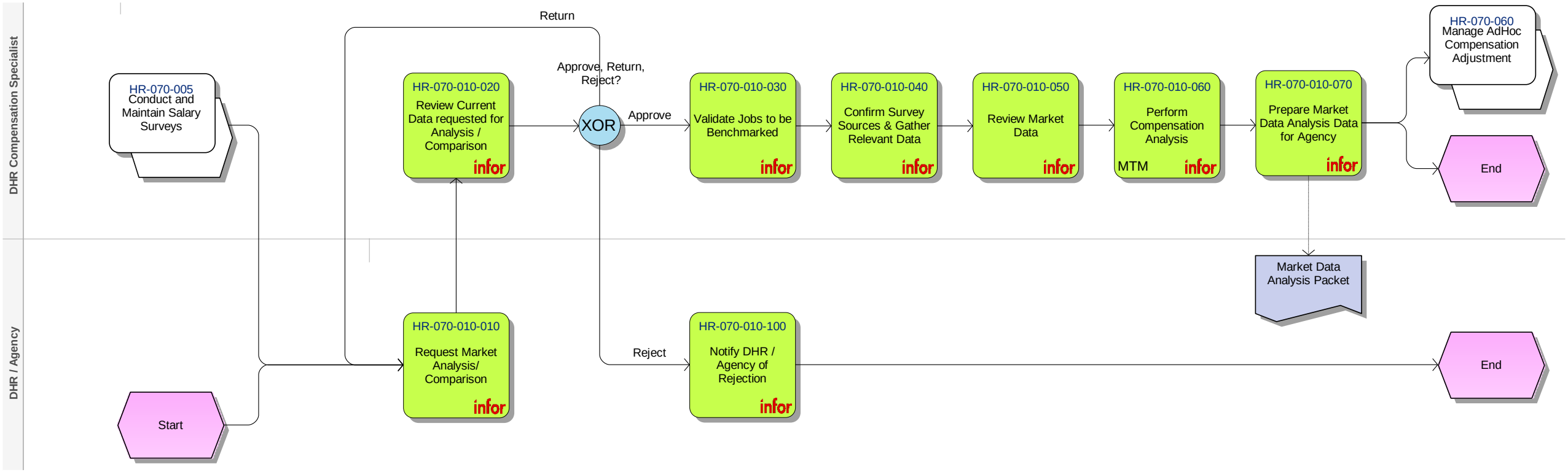
HR-070 Manage Compensation



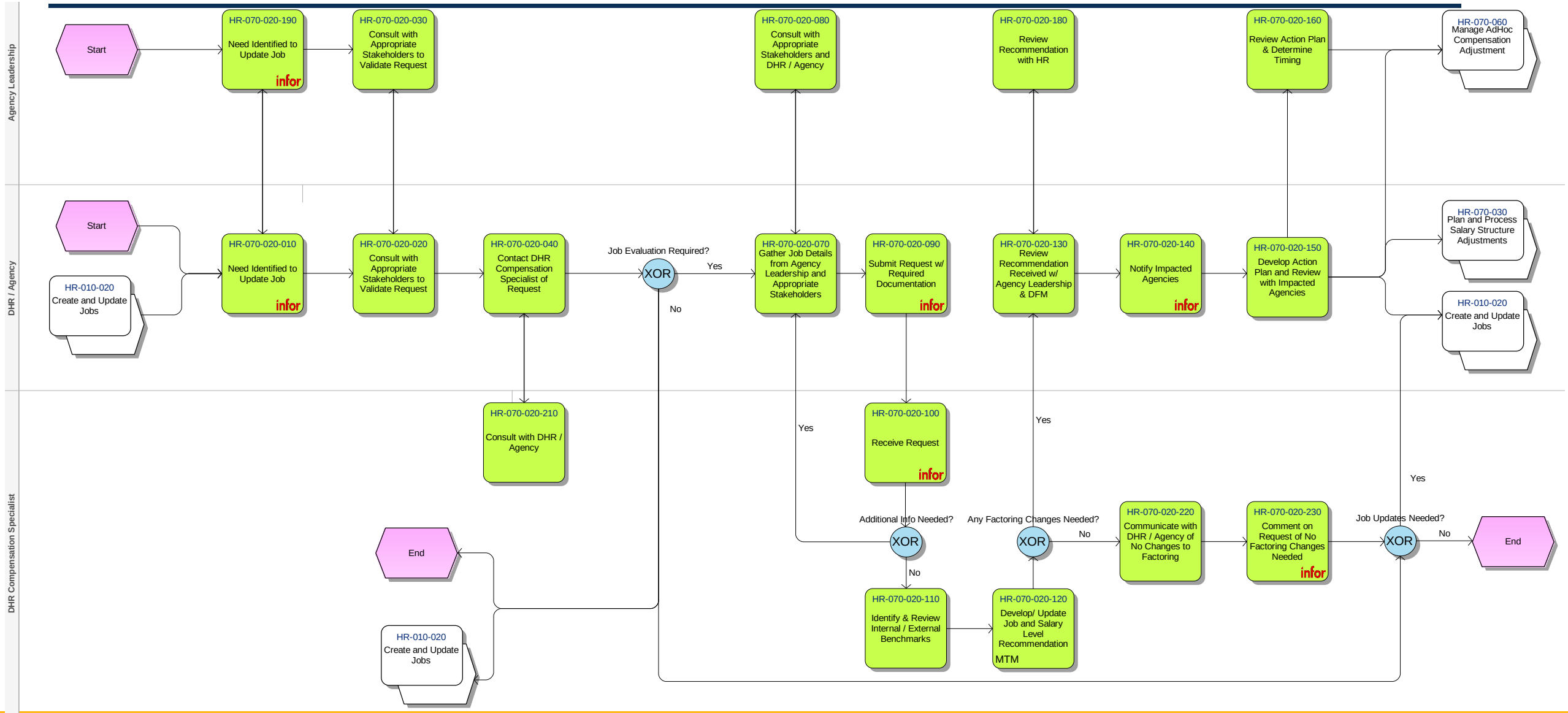
HR-070-005 Conduct and Maintain Salary Surveys



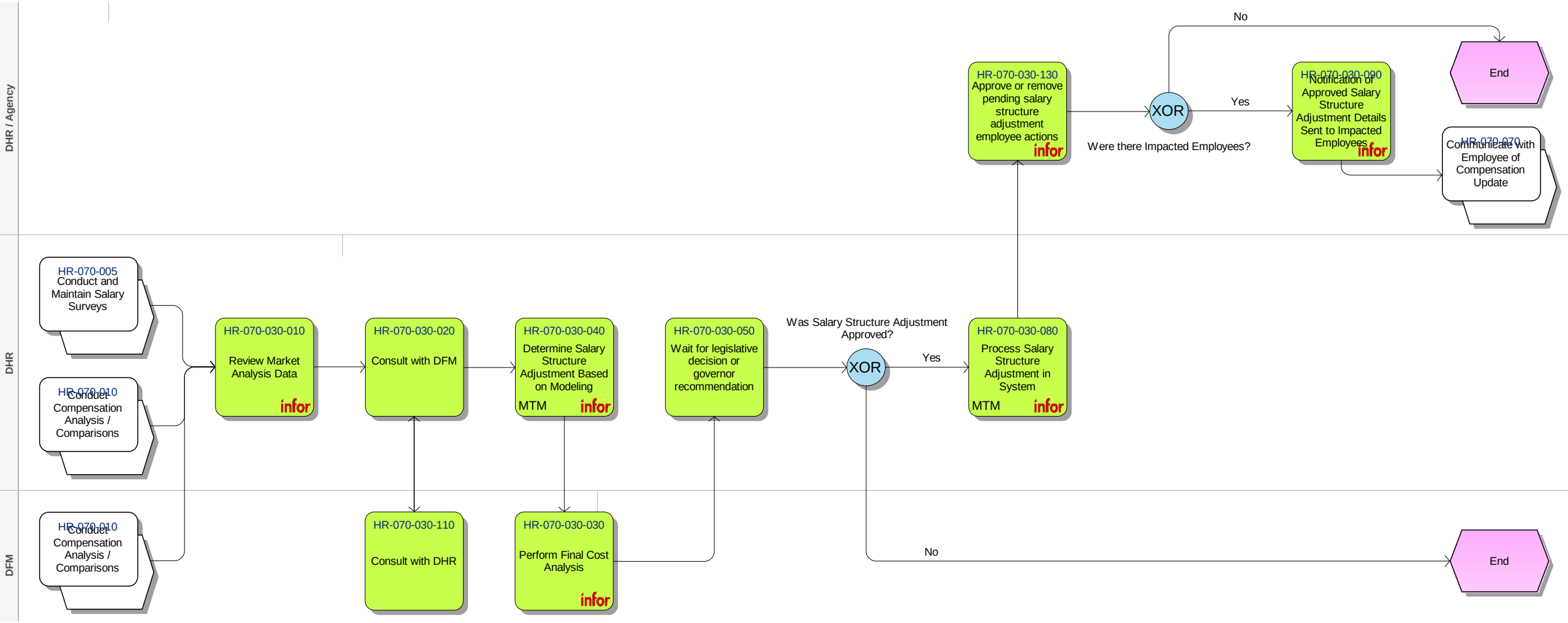
HR-070-010 Conduct Compensation Analysis / Comparisons



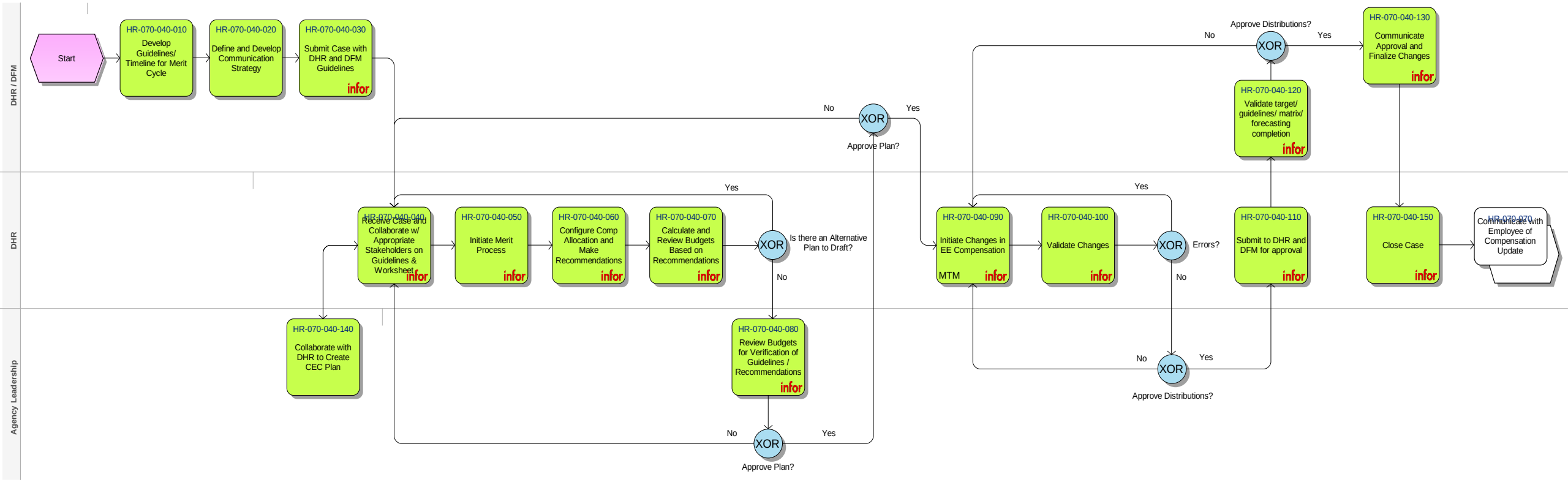
HR-070-020 Manage Job Requirements and Factoring



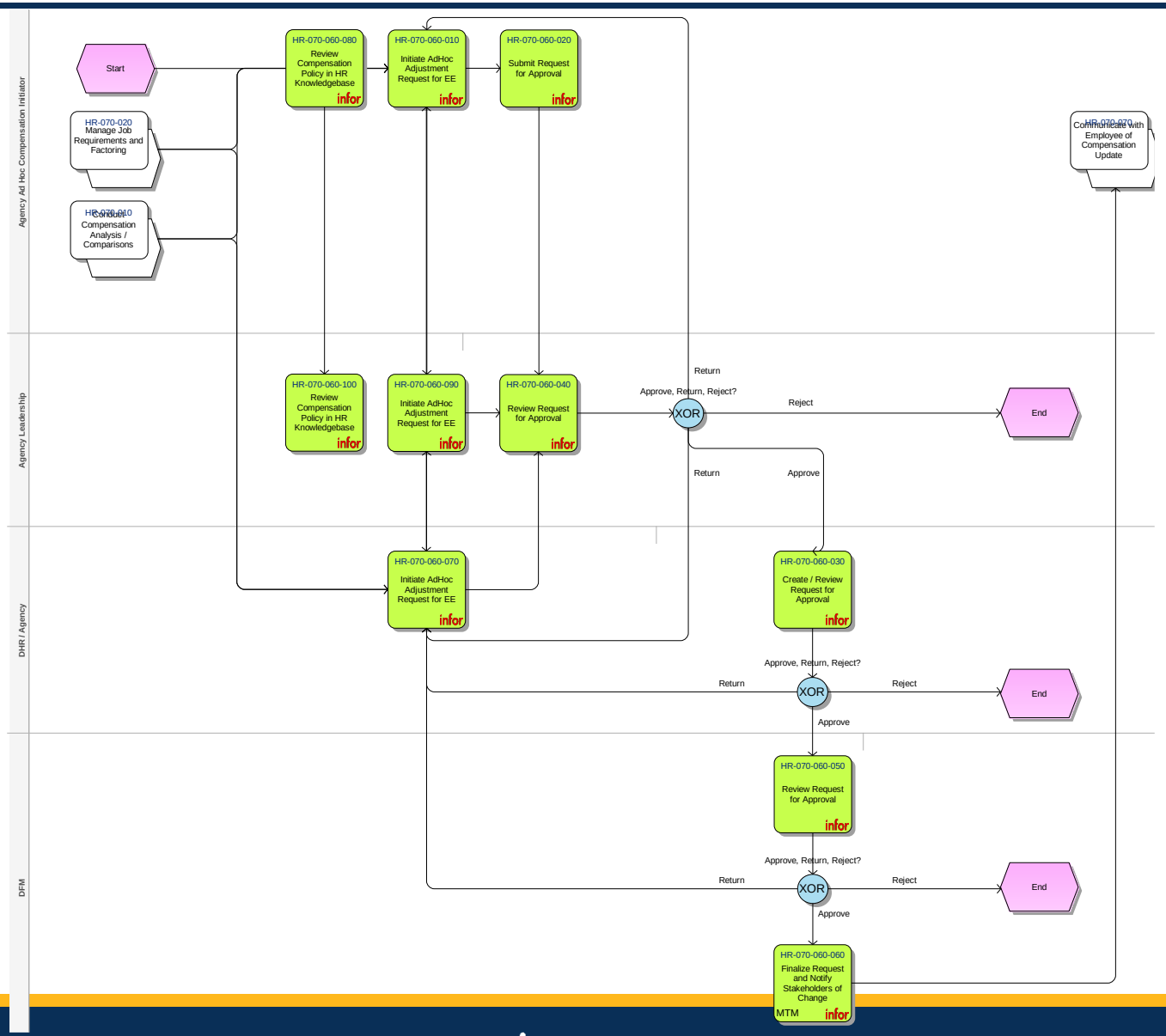
HR-070-030 Plan and Process Salary Structure Adjustments



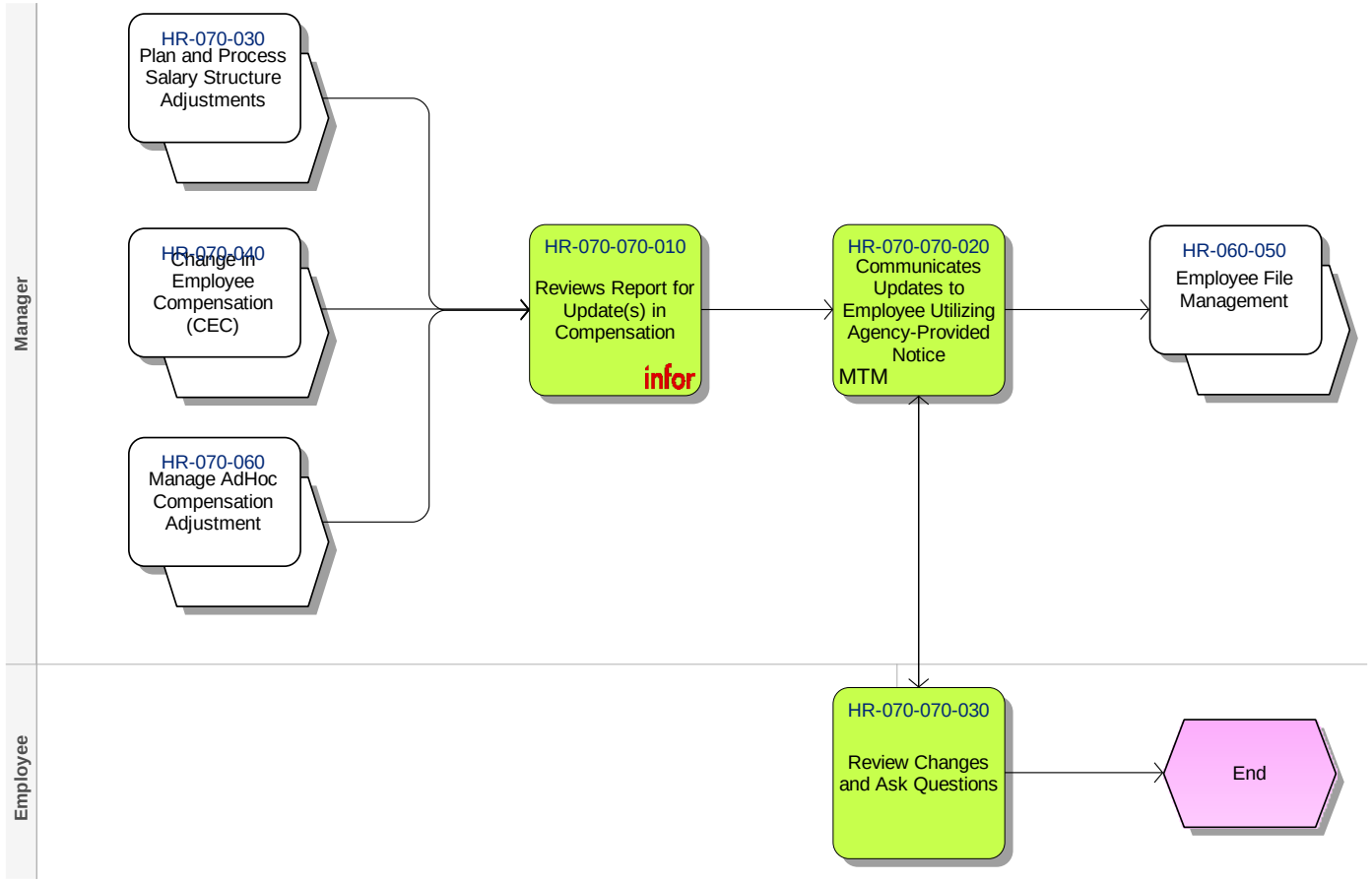
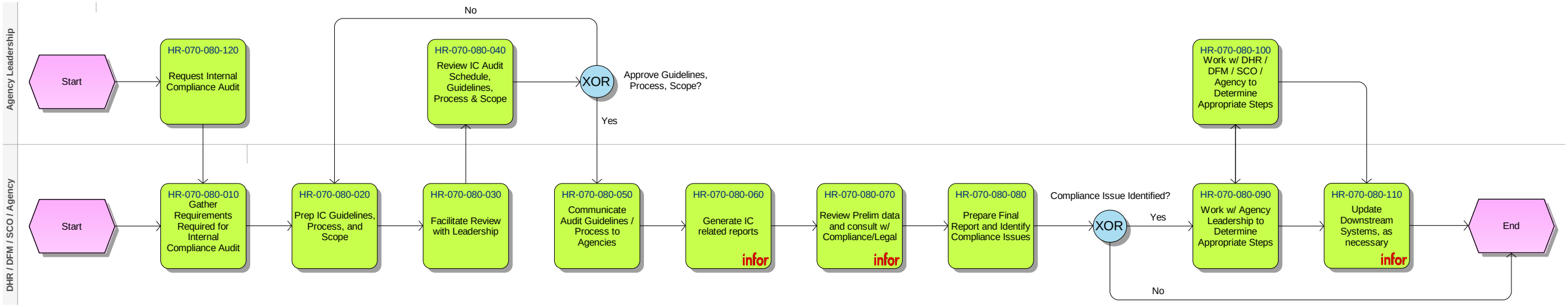
HR-070-040 Change in Employee Compensation (CEC)



HR-070-060 Manage AdHoc Compensation Adjustment



HR-070-070 Communicate with Employee of Compensation Update



HR-070-080 Monitor Internal Compliance