

HR-070-005 Conduct and Maintain Salary Surveys

As DHR, I want

- To be able to assign/update/remove matches to a survey provider position using multiple internal positions, internal jobs, or combinations of an internal position and an internal job
- To be able to identify the quality of match and add comments (description of why the match is not 100%, etc.)
- To be able to identify/select compensation data needed to respond to market survey providers
 - By eligibility group
 - By historical date
- To be able to export compensation data needed to respond to market survey providers
 - Number of incumbents
 - Average base pay (choose between annual or hourly rate)
 - Average bonus payout amount (choose between bonus types)
 - Number of bonus recipients
- To be able to view audit trail related to job/position matches
- To be able to upload salary survey results to jobs/positions
- To be able to add/create new survey provider
- To be able to save/maintain survey data
- To be able to copy previous version of survey with job matches and update for new export
- To be able to restrict the viewing of salary survey providers and market data to Compensation Specialists only (survey data is proprietary, for the private, confidential use by DHR and cannot be shared/republished)

HR-070-010 Conduct Compensation Analysis/Comparisons

As DHR Compensation Specialist, I want

- To receive requests
- To be able to approve, return with comments, and reject requests
- To be able to validate jobs/benchmarks
- To be able to view salary sources
- To be able to view survey provider market rates by job/position and average of all sources
- To be able to view comp reports to analyze internal equity and compression issues
- To be able to conduct comp analysis
- To be able to send notification
- To be able to access market data report and export from Infor, then complete analysis and attach final product to compensation analysis request
- To be able to view / access historical reports and export from Infor
- To be able to view / access prior year salary survey results and export from Infor
- To be able to view benchmark jobs

As DHR/Agency, I want

- To be able to request market analysis for job/position
- To be able to view comp reports to analyze internal equity and compression issues
- To be able to view benchmark jobs

HR-070-020 Manage Job Requirements and Factoring

As DHR Compensation Specialist, I want

- To be able to receive request for job evaluation
- To be able to return request for additional information
- To be able to view/add/update internal benchmark and comparison jobs
- To be able to review factoring and other job details
- To be able to close case
- To be able to send notification to requestor
- To be able to add comments on request
- To be able to view / access past requests for the entire state

As DHR/Agency, I want

- To be able to request job evaluation
- To be able to attach documentation
- To be able to review factoring and other job details
- To be able to view benchmark jobs
- To be able to receive job evaluation recommendation
- To be able to send notification to impacted agencies
- To be able to view / access past requests

As Agency Leadership, I want

- To be able to request job evaluation
- To be able to view / access my agency's past requests

HR-070-030 Plan and Process Salary Structure Adjustments

As DHR, I want

- To be able to model structure adjustments to project fiscal impact (salary and variable benefits) by fund and agency (including non-classified employees and vacant positions falling below the new minimum)
- To be able to push data to excel for analysis
- To be able to update minimum, policy, and maximum rates of all jobs
- To be able to send notifications of approved structure adjustment to impacted employees
- To be able to create salary structure with rounding to the hundredth (e.g., .01)

As DFM, I want

- To be able to model structure adjustments to project fiscal impact by fund and agency (including non-classified employees and vacant positions falling below the new minimum)
- To be able to push data to excel for analysis

As DHR/Agency, I want

- To be able to model structure adjustments to project fiscal impact (salary and variable benefits) by fund and agency (including non-classified employees and vacant positions falling below the new minimum)
- The opportunity to review all auto-generated increases pending action

- To be able to model using a future-dated pay structure
- To be able to remove/process/approve pending actions
- To be able to send notifications of approved structure adjustment to impacted employees

As Agency Budget, I want

- To be able to model structure adjustments to project fiscal impact (salary and variable benefits) by fund and agency (including non-classified employees and vacant positions falling below the new minimum)
- To be able to view report of impacted employees with fiscal impact by fund or other financial factors (e.g., spending plan)

As Agency Leadership, I want

- To be able to view report of impacted employees with fiscal impact by fund or other financial factors (e.g., spending plan)
- To be able to approve/deny pending actions

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

As DHR/DFM, I want

- To be able to create a case
- To be able to upload CEC Guidance to case
- To be able to route case
- To be able to approve or return plan
- To be able to approve or return distributions
- To be able to approve distributions in mass or individually
- To be able to finalize changes
- To be able to view historic model plans and/or CECs

As DHR (field staff?), I want

- To be able to receive and close case
- To be able to initiate merit process
 - Set/copy/update multiple merit planning rules
 - Assign rules by custom groups
 - Track by version date/name
 - “Model” plans
 - Auto-calculate budgets
 - Review budgets
- Route case for plan approval
- Initiate employee CEC actions/distributions
- Validate changes
- Edit employee CEC actions
- Submit employee CEC actions for approval
- To be able to identify employees that will exceed pay range with model plan
- To be able to view historic model plans and/or CECs

- To be able to view performance rating and any mandatory training (e.g., Cybersecurity, Respectful Workplace)

As Agency Leadership, I want

- To be able to view merit planning rules and auto-generated budgets submitted/recommended
- To be able to approve or return plan
- To be able to approve or return distributions
- To be able to approve distributions in mass or individually

As Elected Official, I want

- Access to merit process/modeling without approval process

HR-070-060 Manage AdHoc Compensation Adjustment

As Agency AdHoc Compensation Initiator, I want

- To be able to access HR Knowledgebase
- To be able to initiate AdHoc adjustment request
- To be able to submit AdHoc adjustment request
- To be able to edit AdHoc adjustment request
- To be able to add comments to request
- To be able to make comp adjustment effective on a future date
- To be notified of any approvals or rejections
- To be able to attach documentation (e.g., recruitment / retention agreements)
- To be able to complete a mass compensation update
- To be able to process an ad-hoc compensation update for a terminated employee
- To be able to initiate a sign-on bonus, relocation bonus, retention bonus, tuition reimbursement, temp merits, internal and external equity, uniform allowance, performance merit, cost savings, cell phone reimbursement, specialty pay (e.g., ChoicePoint, K9, reconstruction), board of examiners payout, comp time payout, board member payout, etc.

As DHR/Agency, I want

- To be able to initiate AdHoc adjustment request
- To be able to submit AdHoc adjustment request
- To be able to edit AdHoc adjustment request
- To be able to receive request
- To be able to approve, return, or reject request
- To be able to add comments to request
- To be able to make comp adjustment effective on a future date
- To be able to initiate merit process
 - Set/copy/update multiple merit planning rules
 - Assign rules by custom groups
 - Track by version date/name
 - "Model" plans
 - Auto-calculate budgets
 - Review budgets
- To be notified of any approvals or rejections

- To be able to attach documentation (e.g., recruitment / retention agreements)
- To be able to complete a mass compensation update
- To be able to process an ad-hoc compensation update for a terminated employee
- To be able to initiate a sign-on bonus, relocation bonus, retention bonus, tuition reimbursement, temp merits, internal and external equity, uniform allowance, performance merit, cost savings, cell phone reimbursement, specialty pay (e.g., ChoicePoint, K9, reconstruction), board of examiners payout, comp time payout, board member payout, etc.

As Agency Leadership, I want

- To be able to access HR knowledgebase
- To be able to initiate AdHoc adjustment request
- To be able to submit AdHoc adjustment request
- To be able to edit AdHoc adjustment request
- To be able to receive request
- To be able to approve, return, or reject request
- To be able to add comments to request
- To be able to make comp adjustment effective on a future date
- To be notified of any approvals or rejections

As an Employee, I want

- To be notified, if applicable, of a compensation change so I can adjust my withholdings

As an Elected Official, I want

- To have the approval process end without routing to DFM

As DFM, I want

- To be able to receive request
- To be able to approve, return, or reject request
- To be able to add comments to request
- To be able to finalize request
- To be able to send notifications

HR-070-070 Communicate with Employee of Compensation Update

As a Manager, I want

- To be able to review a report/dashboard for compensation updates
- To be able to upload agency provided notice to employee file

As an Employee, I want

- To be able to review compensation updates once approved (including those with future effective dates)

As DHR/Agency, I want

- To be able to review a report of compensation updates
- To be able to upload agency-provided notice to employee file

As Agency Budget, I want

- To be able to review a report of compensation updates

HR-070-080 Monitor Internal Compliance

As DHR/DFM/SCO/Agency, I want

- To be able to generate internal compliance related reports
- To be able to review preliminary data
- To be able to update downstream systems if necessary

As Agency Leadership, I want

- To be able to review internal compliance related reports