PROMOTION & SALARY INCREASE PROCESS FOR ADMINISTRATIVE PROFESSIONALS AND FACULTY

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SHEVAUN FESTERVAND • BRIGID HINTERBERGER • BECCA MCCARTY
Definitions

- **Talent Management System (TMS)**
  - The online applicant tracking tool used to house position description, recruit and hire applicants, and promote individuals through an Alternative Appointment Request.

- **Position Description**
  - The detailed qualification requirements and duties for a position, including the minimum and preferred qualifications, as well as the essential job duties. Housed in the TMS.

- **Alternative Appointment Request (AAR)**
  - Under certain circumstances, the multiple goals of the University may be served by the utilization of alternative hiring processes. There are different types of alternative appointment requests such as search waivers (direct hires), reappointments, and title or status changes with expanded duties. Housed in the TMS.

- **Hiring Proposal**
  - The final process utilized to conduct a background check and upload the signed offer letter in the TMS.
Definitions

- **Oracle Action**
  - The action taken in the HR Oracle system which provides the details of the position. It is the last step of the hiring or promotion process.

- **Salary Raise Exercise (SALX)**
  - The mechanism by which colleges, departments, and units enter salary increases for the new fiscal year for Faculty and Administrative Professionals. Housed in HR Oracle system. Process begins February of every year and concludes June 30th of every year and is overseen by the Office of Budgets.

- **Request for Individual Salary Adjustment Outside of the Annual Merit Cycle form (aka Salary Adjustment form, Off-Cycle Salary form, Out of Cycle Salary form)**
  - The form that is filled out to request a salary increase outside of the standard salary increase exercise process. This process is governed by the Provost’s Office. These forms can be submitted from July 1st through January 30th of every year.
Promotion?

Modify/Create a Position Description

HR Reviews Classification and Approves

1. New / Different Position
   - AAR - Direct Hire
     - TMS
       - Submit AAR with rationale
       - Individual Applies
       - Hiring Proposal / Offer Letter
     - Oracle Action

2. Change in Duties / No Change in Classification
   - No AAR
   - Oracle Action

3. Change in Duties / Change in Classification
   - AAR – Title Change / Expansion of Duties
     - TMS
       - Submit AAR with rationale
       - Individual Applies
       - Hiring Proposal / Offer Letter
     - Oracle Action
No Off-Cycle Salary Form
- Not included in SALX
- Salary is increased through the completion of a Hiring Proposal / Offer Letter and Oracle action.

Promotion?

Modify/Create a Position Description

HR Reviews Classification and Approves

Updating Salary

1. New / Different Position

Updating Salary

2. Change in Duties / No Change in Classification

Updating Salary

3. Change in Duties / Change in Classification

- Off-Cycle Salary Form
  - Through the SALX process
  - Salary is increased through the completion of a Hiring Proposal / Offer Letter and Oracle action.

- Through the SALX process
<table>
<thead>
<tr>
<th>Criteria</th>
<th>TMS Position Creation</th>
<th>TMS Position Modification</th>
<th>TMS Posting (AAR) and Hiring Proposal</th>
<th>Oracle Action</th>
<th>Off Cycle Salary Adjustment Form or SALX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase in duties (30% or greater) that results in a classification change as determined by HR CCA* (not part of Research Associate/Scientist series)</td>
<td></td>
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<td>X</td>
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<tr>
<td>Duties change (30% or greater) that doesn’t result in a classification change as determined by HR CCA* (with a salary increase)</td>
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<td>X</td>
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<tr>
<td>Research Associate I→II, II→III or Research Scientist I→II with or without salary change (Salary form: <a href="http://provost.colostate.edu/faculty-administrative-professionals/">http://provost.colostate.edu/faculty-administrative-professionals/</a>)</td>
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<tr>
<td>Placement of position into AP classification framework with less than 30% change in duties</td>
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<td>Rehire into the same position with a break in service</td>
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<td>Change in employee group only (Faculty/AP/SC)</td>
<td>X</td>
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<tr>
<td>State Classified to Admin Professional conversion (<a href="http://www.hrs.colostate.edu/compensation/state-class-exemption-changes.html">http://www.hrs.colostate.edu/compensation/state-class-exemption-changes.html</a>)</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Change in employment category only (from Regular or to Regular)</td>
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<td>X</td>
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<tr>
<td>Change in employment category only (Special to Temporary or Temporary to Special)</td>
<td>X</td>
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<td>X</td>
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</tbody>
</table>
Salary adjustments must be processed and approved through all steps by the date payroll runs (around the 15th of the month) for the month of the effective date. If TMS actions, including AARs, are connected to a salary adjustment, they must also be completed and approved on time.

All references to the 30% change in duties as the cutoff are based on the Provost Office’s Salary Adjustment Procedures available to view at: [http://provost.colostate.edu/faculty-administrative-professionals/](http://provost.colostate.edu/faculty-administrative-professionals/)

<table>
<thead>
<tr>
<th>Employee moving to new position (outside of a search) via a Direct Hire promotion (Alternative Appointment Request, Direct Hire)</th>
<th>TMS Position Creation</th>
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<th>Oracle Action</th>
<th>Off Cycle Salary Adjustment Form or SALX</th>
</tr>
</thead>
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<tr>
<td>Department transfer only (Contact <a href="mailto:HR_CCA@mail.colostate.edu">HR_CCA@mail.colostate.edu</a> to initiate the process in TMS)</td>
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<td>Change in working title with less than 30% change in duties (with a increase in salary)</td>
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<tr>
<td>Change in working title with less than 30% change in duties (without an increase in salary)</td>
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<td>Change in FLSA status only without salary change</td>
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<tr>
<td>Change in salary with less than 30% change in duties (Salary form: <a href="http://provost.colostate.edu/faculty-administrative-professionals/">http://provost.colostate.edu/faculty-administrative-professionals/</a>)</td>
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# Contacts for Offices

| Human Resources | AP Position Descriptions Oracle | http://www.hrs.colostate.edu
|                 | HR CCA: hr_cca@mail.colostate.edu | HR Records: hr_records@mail.colostate.edu |
| Office of Equal Opportunity | Postings* Hiring Proposals* AARs* | http://www.oeo.colostate.edu
|                 | *AP & Faculty | oeo@mail.colostate.edu |
| Provost | Off-Cycle Salary Forms | https://provost.colostate.edu/ |
| Office of Budgets | Salary Raise Exercise (SALX) | https://budgets.colostate.edu/ |
THANK YOU!

Questions?