



WSU Shared Governance Transition Status Update Spring, 2021

*Does not include the Industry, Defense and Programs (IDP) Division Information regarding IDP will be provided by IDP Human Resources

2013 WSU strategic plan established a goal (7): Assessments, Rewards and Incentives

2015-2016 WSU engaged outside resources (CBIZ) to begin this work

2018-2019 Faculty pay review committee established to collaborate with HR in the transition of tenured faculty to market-based compensation

2019-2020 ‡ oy
market-

Fall 2019 Provost and VP Finance and Administration hosted multiple leader briefings to outline phase II of the transition (remaining positions)

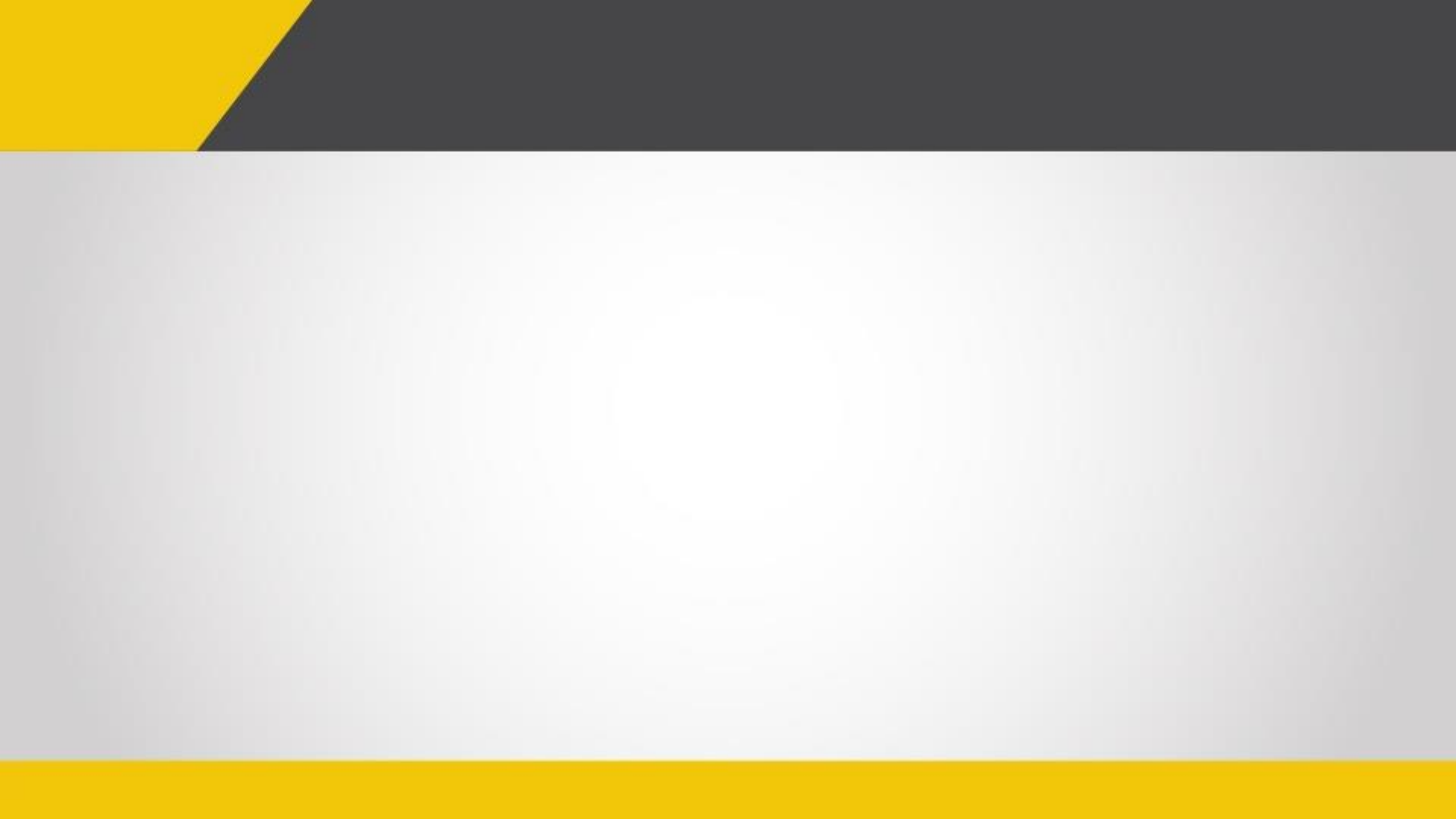
Spring 2020 Pandemic (!!)

There are seven steps to complete the transition: (From previous Briefings)

1. Define the jobs that are needed at the University
2. Create uniform and consistent job descriptions that are placed in a catalog
3. Map the existing positions to the new job catalog based on job duties
4. Compare each job to comparable jobs in external market, develop new compensation structure and assign pay range and exempt/non-exempt classification
5. k -set to assess placement within the pay range
6. Implement compensation administration guidelines
7. Budget dollars in FY22 and annually thereafter (multi-year plan to implement pay changes)

- Job catalog (uniform and consistent job descriptions, including physical requirements for jobs)
- Map current employees to the job descriptions in the job catalog
- Compensation software implementation (PayFactors)
- Compensation Administration Guidelines
- Complete the load of all jobs into compensation software

- Complete the load of employee data into the compensation software
- Conduct market review for jobs
- Develop and establish compensation structure (excluding faculty)
- Assign pay range and FLSA exemption classification for all jobs (excluding faculty)
- Complete pay analysis



The transition to market-based compensation establishes an annual compensation cycle and use of the Compensation Administration Guidelines to administer the plan*

- At the beginning of each Calendar year, Human Resources will market price jobs, adjust the compensation structure as needed, analyze employee base pay and apply the agreed upon methodology to prioritize base pay changes
- HR will partner with the budget department during the budget cycle to identify funding available for pay changes
- If funding is available, pay changes will be made in accordance with prioritization
- If no funding is available, no pay changes will be made

*Positions funded by external grant will be processed according to the grant

- There will be criteria and a process for base pay requests that do not occur in accordance with the annual pay cycle. These are referred to as "off cycle" base pay adjustments and are exceptions that must be approved. These incidences should be few but will occur
- Base pay changes other than approved "off cycle" changes have been suspended to allow a transition to market-based compensation and align to the annual pay cycle process

Compensation Administration Guidelines are being developed for use in administration of the compensation plan

Establishes WSU philosophy on compensation

Moves the accountability of annual base pay increase recommendations to Human Resources (annual cycle)

- Establishes guidelines for leaders to use in the determination of base pay for new hires
- Establishes guidelines for leaders to use for base pay

April

Implementation status update provided to University leadership and governance groups (Council of Deans; Academic Forum; Faculty Senate; WSU Employee Senate)

Leaders receive confirmation

on the process and the form to request a working title(s), if needed

Employee briefing conducted (recorded; available on demand)

May

Routine implementation status updates published in WSU Today

June

Several resource materials are available to keep you apprised of this work and assist you during this transition. A webpage dedicated to this work is established on the HR website which contains:

- Leader Talking Points

- Frequently Asked Questions

- The presentation used for all University briefings on this transition
- HR business partner assignments as well as contact information

This web page will be updated as the transition occurs.

www.wichita.edu/MarketBasedCompensation