

FY27 UAB Academic and Administrative Compensation Guidelines

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Summary of Changes from FY26 to FY27

This summary provides an overview of the changes made to the FY27 UAB Academic and Administrative Compensation Guidelines and the key components that may be the most useful. As compensation matters arise throughout the fiscal year, these guidelines will assist with your decisions and next steps. Contact information is available at the end of this document.

Key Changes

- **Minimum Wage:** No change in minimum wage practices or policy. This new section has been added to the FY27 Compensation Guidelines for clarity and consistency.
- **Merits for FY27:** A decision regarding a merit pool for Workgroups A and F (non-clinical) for FY27 will be determined by January 1, 2027.
- **ACT Document Reason and Component Reason:** This content has been added in several topic sections where related, providing consistency and accuracy in personnel action documentation.
- **Additional Duties Pay:** Clarification regarding additional duties pay.
- **Secondary Assignments:** A new section on secondary assignments has been added to provide consistency and accuracy in personnel action documentation.

Introduction

As Organizational Leaders continue to assess how to best invest limited institutional resources, it is imperative that the University implement and promote faculty and staff compensation practices that effectively support our most important asset — our people. To assist our academic and administrative units with these decisions, the following Compensation Guidelines are provided for the FY27 budget year. The latest version of this document will be posted to the UAB HR Compensation website and will supersede any printed or electronic copies.

Workgroups

The UAB Academic and Administrative Compensation Guidelines were developed to provide compensation guidance to workgroup A and where indicated, also for workgroup F. Faculty compensation guidelines are available through the Provost Office. The UAB Medicine Guidelines, published by UAB Medicine HR, will provide compensation guidance for Workgroup C.

- **Workgroup A** includes all non-clinical Heersink School of Medicine staff; staff in all other UAB Schools and Colleges, as well as all UAB administrative departments and the Department of Athletics.
- **Workgroup C** includes staff in the Heersink School of Medicine who provide direct patient care or support clinical work as a regular part of their job, most staff in the University of Alabama Health Services Foundation (HSF); as well as all staff in the UAB Hospital and Hospital LLC, Health System (UABHS), UAB St. Vincent's, and Callahan Eye Hospital.
- **Workgroup F** includes faculty positions across the institution (including the Heersink School of Medicine).

Detailed information on Workgroups can be found at uab.edu/humanresources/home/wfgroups.

Minimum Wage

The University of Alabama at Birmingham (UAB) establishes and maintains a minimum wage for eligible employees to support its commitment to attracting, retaining, and rewarding a highly qualified workforce. While the federal minimum wage is currently \$7.25 per hour, UAB maintains an institutional minimum wage of \$15.00 per hour for eligible employees. UAB periodically reviews its minimum wage in consideration of labor market conditions, competitiveness, institutional priorities, and available resources.

The UAB minimum wage of \$15.00 per hour applies to:

- Regular Full-Time employees (Assignment Category 01)
- Regular Part-Time employees (Assignment Category 03)

The minimum wage does not automatically apply to other employee categories, including but not limited to:

- Temporary employees (Assignment Category 02)
- Irregular employees (Assignment Category 04)
- Student employees (Assignment Category 06)
- Federal Work Study employees (Assignment Category 11)

Compensation for these employee groups will be administered in accordance with applicable compensation practices, departmental funding, and institutional guidelines.

Department leaders are responsible for:

- Ensuring compliance with established minimum wage requirements.
- Processing approved pay adjustments in accordance with Human Resources guidance.
- Evaluating budgetary impacts associated with minimum wage and related compression adjustments.
- Consulting with Human Resources regarding implementation questions or unique compensation situations.

FY27 Merit Pool

As Dr. Watts and senior leadership routinely express, our people are UAB's most important assets. To that point, merit increases have been and continue to be a high priority. Over the years, UAB has consistently evaluated opportunities to recognize employee contributions through merit-based compensation while balancing the financial needs and priorities of the institution.

Like FY26, any approved merit increases for FY27 would be effective January 1. While University leadership anticipates considering a merit recommendation, a final decision will be made closer to the January effective date following a review of the FY27 budget and financial performance. This approach will allow for a better assessment of funding available to colleges, schools, and central units and will enable University leadership to make a fiscally responsible decision that supports UAB's long-term mission and priorities.

Fixed Increment Payment (FIP)

A FIP is a merit-based lump sum payment awarded in lieu of, or in combination with, a merit increase. A FIP is only allowed in merit-approved years, is based on individual performance of job duties during a defined review period and is used when the individual reaches the maximum of the pay range. In merit-approved years, a FIP can also be used to replace a merit increase where reoccurring funding is an issue, such as a set grant. The criteria for FIPs are defined below.

- The process for determining the amount of an employee's FIP should be consistent within the established merit criteria.
- A FIP may be granted to the same employee in subsequent years if the same circumstances exist. Such payments in subsequent years are not automatic. The employee's circumstances must be reviewed annually, and the employee must fulfill the same conditions each year, including a rating of 'Meets Expectations' or above as reflected on the performance evaluation documents.
- Employees whose merit increase would place them above the maximum of the salary band for their assigned classification may receive:
 - » A merit increase for that portion of the total merit increase which would bring them to the maximum of the pay range for their assigned classification, AND
 - » A FIP for that portion of the total merit increase that is above the maximum of the pay range for the person's assigned classification.
- Employee must not be in a probationary status.
- FIPs are prorated by assigned FTE in Oracle for employees that are not full-time. Departments can choose to pay FIPs in a lump sum payment or in equal biweekly or monthly installment payments over a period of up to 12 months within the merit year.
- A completed performance evaluation is required. Links and additional details can be found on the Performance Management website at uab.edu/performancegmt.
- Details for FIPs must be submitted via CRF-Other for Compensation review and approval.
- FIP payments are initiated by an approved ACT document.
 - » ACT Document Reason: **Nonrecurring Element** with Component Reason: **Fixed Increment Pay**
 - » Comments: *(Please provide approved CRF #)*

Exceptional Performance Payment (EPP)

An EPP is a lump sum payment in recognition of exceptional performance associated with documented unexpected or unassigned duties and responsibilities that significantly impacted departmental operations. An EPP can also be a lump sum payment in lieu of merit only where reoccurring funding of a base rate merit increase is an issue. EPPs are not appropriate for recognizing a permanent change in job duties and responsibilities (reference the New Position/Reclassification section). EPPs require approval from the Provost, Vice President-Finance, Vice President-Administration, or their designee.

EPPs are available to those Colleges/Schools/Departments that have identified funding resources and meet the criteria outlined below.

- Employee's most recent performance evaluation (within the last 12 months) must reflect a performance rating of 'Meets Expectations' or above.
- A completed performance evaluation is required. Links and additional details can be found on the Performance Management website at uab.edu/performancegmt.
- EPPs may not be used as across-the-board lump sum payments.
- Approved EPPs must be funded at the department level.
- Employee must not be in a probationary status.
- Details for EPPs must be submitted via CRF-Other for Compensation review and Provost, Vice President-Finance, Vice President-Administration, or their designee's approval.
- EPP payments are initiated by an approved ACT document.
 - » ACT Document Reason: **Nonrecurring Element** with Component Reason: **EPP Program**
 - » Comments: *(Please provide approved CRF #)*

Faculty Merit/Promotion/Tenure

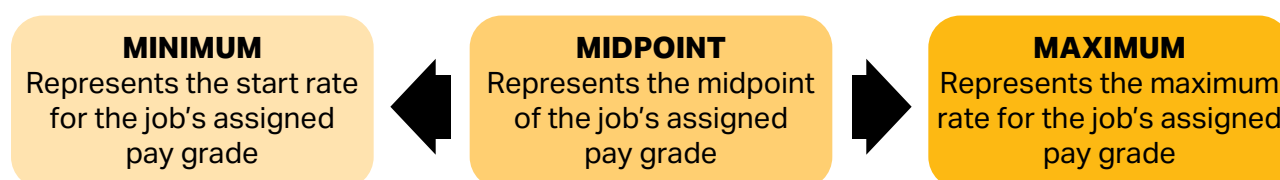
- Colleges/Schools/Libraries determine the amount of salary increase to be awarded to eligible faculty based on merit, pending the announcement of a University-wide merit pool.
- Except for the use of the online evaluation system, the same guidance applies for faculty merit increases:
 - » All merit increases must align with individual performance. Performance of at least "Satisfactory" or its equivalent is necessary for a merit increase.
 - » Merit increases must be based solely on performance and should not be used to address market or equity issues, which are handled through separate processes.
 - » Individual merit increases greater than 5% require prior approval from the Provost, Vice President-Finance, Vice President-Administration, or their designee.
- Colleges/Schools/Libraries have separate guidance for salary increases related to faculty promotions or the awarding of tenure. These increases are separate from, although they may occur concurrently with, merit increases. Promotion and tenure increases may be funded with the endorsement of the appropriate College/School/Library Dean.
- Faculty merit increases will be effective January 1, 2027, subject to the announcement of a University-wide merit pool. Promotion and tenure increases will be effective October 1, 2026.

Reoccurring Funding Requests

With the implementation of the new UAB budget model in FY19, Central/Provost departments, including Honors College, Graduate School and Libraries, must provide an explanation of how any additional funding requirements will be met by the requesting department. Comments and explanation must be provided on the CRF in the position description box, the financial tab and/or the general comment box. For any requests not previously approved as part of the Budget Governance review process, departments will need to understand that funding for additional compensation-related expenses must be identified from existing budgets.

Pay Ranges

Pay ranges are established to set guidelines for minimum and maximum compensation rates for jobs. A pay structure is a family of pay ranges in order of value.



- The UAB General Pay Range structures are posted on the HR Compensation website at uab.edu/humanresources/home/compensation/paystructure.
- All full-time and part-time regular status employees must be paid at least the minimum of the assigned pay range.

Faculty Pay Ranges

- Colleges/Schools/Libraries submit proposed salary ranges to Provost each year for approval, based on most recent discipline-specific market data. Ranges are used to help ensure retention where appropriate and do not necessarily change yearly.
- Proposed salary range changes should be submitted to the Provost Office by August 1.

Title Guidelines

The UAB compensation and classification structure provides classification titles that are descriptive of the work performed, consistent within assigned job families, and titled within the character limitations of the HRIS operating system. All official and functional (working) titles must be approved through UAB Compensation before use. Compensation guidelines on the use of working or functional titles can be found at uab.edu/humanresources/home/compensation/compensation-guidelines.

Offer Process/Hiring/Salary Determination

Starting rates should align with Compensation Guidelines, considering total relevant paid work experience (UAB/UAB Medicine and external), grade minimum, internal equity, and pay ranges. Once a hiring decision is made, contact the recruiter immediately—before extending an offer—to ensure the process is reviewed and approved in accordance with policy and procedure. The recruiter will use the compensation calculator tool to guide the hiring manager on an appropriate compensation offer within an approved swim-lane (minimum, target, and maximum) to maintain equity and market competitiveness.

For internal lateral transfers involving a salary adjustment outside the provided swim-lane, a Compensation Request Form (CRF) must be submitted before extending an offer. Please refer to the Lateral Transfers section for further guidance.

Talent Acquisition is responsible for making the official employment offer. Once accepted, a confirmation of appointment or transfer letter will be sent to the candidate and copied to the hiring department. See the [UAB Manager's Recruitment Toolbox](#) on the Talent Acquisition website.

Compensation Calculator Tool

Talent Acquisition and HR Compensation utilize a compensation calculator tool to provide hiring managers guidance on compensation offers and will also include an appropriate swim-lane from minimum to maximum compensation, for the purpose of maintaining equity and market competitiveness. The Compensation Calculator is authorized to be used by Central HR employees only. Hiring managers must work directly with a recruiter in Talent Acquisition for candidate offers.

- Approved offers by Talent Acquisition do not require a CRF submission.
- A CRF is required for compensation offer exceptions above the Talent Acquisition provided swim-lane max.
- Compensation offers below the swim-lane minimum do not require a CRF when department funding is an issue in reaching the swim-lane minimum.
- Pay grade minimums must be met for compensation offers.
- Additional funding will not be provided to reach swim-lane minimums.

Equity Adjustments

Equity adjustments address pay differences among UAB employees in similar roles within and across Colleges/Schools/Departments. Compensation will review equity adjustment requests submitted via a Compensation Request Form (CRF) to ensure alignment of internal pay practices.

Compensation evaluates factors such as the education and experience of employees and/or candidates to support pay differentiation. Documented performance ratings over time can also be used to support pay differentiation.

Approved equity adjustments are not centrally funded and must be covered by the requesting department. Before submitting an equity request, Colleges/Schools/Departments, including central units, must identify and specify the available funding amount within the CRF submission.

All of the following must be met regarding approved equity adjustments:

- Details for equity adjustments must be submitted via CRF, indicating the funds available for equity adjustments, for HR Compensation review prior to Provost, Vice President-Finance, Vice President-Administration, or their designee's approval.
- Equity adjustments may be requested via CRF throughout the year. An org chart and résumé (s) should be submitted with all Equity CRFs.
- Approved equity decisions from Compensation are valid for six months from the approved effective date in the CRF. After six months, a new CRF submission is required.
- All equity adjustments greater than 15%, for faculty and staff, may be reviewed for possible retirement implications. Employee may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.
- Equity Adjustments are initiated by an approved ACT document.
 - » ACT Document Reason: **Equity Increase** with Component Reason: **Equity Increase**
 - » Comments: *(Please provide approved CRF #)*

Faculty Equity Adjustments

- Equity and market adjustments will be considered on a case-by-case basis to address significant inequities. Colleges, schools, and libraries are advised to defer non-urgent reviews until further notice.
- Faculty equity adjustment requests must be submitted to Faculty Affairs for Provost approval. Additional guidance for faculty can be found at uab.edu/faculty/images/resources/faculty-equity-retention-guidelines.docx.
- All faculty equity adjustments must be submitted to the Office of the Provost and be approved before an ACT document is submitted in Oracle.

Market Adjustments

Market adjustments address job specific pay differences as compared to markets external to UAB. Market adjustments are reviewed separately from equity adjustments and merit increases. When a job is shared across multiple departments, market adjustments must be supported by all department leaders. Market adjustments must be funded at the department level. For Colleges/Schools/Departments (including central units) specific market requests, funding must be identified prior to the submission of market review requests. The available funding amount must be specified within the CRF submission. Compensation will provide recommendations to best address critical market concerns.

All of the following criteria must be met regarding market adjustment reviews:

- Details for market adjustments must be submitted via CRF, indicating the funds available for market adjustments, for HR Compensation review prior to Provost, Vice President-Finance, Vice President-Administration, or their designee's approval.
- HR Compensation will assess the external market data. When available and applicable, departmental requests for market adjustment reviews should include the following data:
 - » Org chart
 - » Current number of positions
 - » Current number of vacancies
 - » New hires within the last 12 months
 - » Voluntary terminations within the last 12 months
 - » Average time to fill vacancies
 - » Total offers extended
 - » Total offers declined due to salary
 - » Current recruitment strategy
- Retirements, lateral transfers and involuntary terminations do not support market adjustment reviews.
- Approved and implemented market adjustment requests must not be resubmitted for two years after implementation unless prior approval is received from Provost, Vice President-Finance, Vice President-Administration, or their designee's approval.
- All market adjustments greater than 15%, for faculty and staff, may be reviewed for possible retirement implications. Employee may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.

Faculty Market Adjustments

- Equity and market adjustments will be considered on a case-by-case basis to address significant inequities. Colleges, schools, and libraries are advised to defer non-urgent reviews until further notice.
- Faculty market adjustment requests must be submitted to Faculty Affairs for Provost approval. Additional guidance for faculty can be found at uab.edu/faculty/images/resources/faculty-equity-retention-guidelines.docx.
- All faculty market adjustments must be submitted to the Office of the Provost and be approved before an ACT document is submitted in Oracle.

Retention Salary Adjustments

Retention salary adjustments are related to employees who are being actively recruited outside of the department or where there is compelling evidence that a pre-emptive action, such as matching an offer, is necessary to prevent the loss of a valued employee. All of the following criteria must be met regarding retention salary adjustments:

- Retention salary adjustments may be requested under established Compensation procedures using the CRF process and will be reviewed on a case-by-case basis.
- Both review and approval are required from College/School/Department VP, Dean or designee.
- Supporting documentation such as offer letter, résumé, a current org chart for equity analysis, etc., should be submitted for review.
- If a retention offer is accepted and the new rate causes internal equity issues, the department will be responsible for the additional cost.
- All retention adjustments greater than 15%, for faculty and staff, may be reviewed for possible retirement implications. Employees may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.
- Retention Salary Adjustments are initiated by an approved ACT document.
 - » When the adjustment is related to Equity: ACT Document Reason: **Equity Increase** with Component Reason: **Equity Increase**
 - » When the adjustment is related to an Exception Approval: ACT Document Reason: **Salary Schedule Adjustment** with Component Reason: **Salary Schedule Adjustment**
 - » Comments: *(Please provide approved CRF #)*

Faculty Retention Offer Adjustments

- Faculty retention offer salary adjustment requests must be submitted to Faculty Affairs for Provost approval. Additional guidance for faculty can be found at uab.edu/faculty/images/resources/faculty-equity-retention-guidelines.docx.
- All faculty retention offer adjustments must be submitted to the Office of the Provost and be approved before an ACT document is submitted in Oracle.

Promotional Increases

A promotion occurs when an employee applies and is selected for a posted position with a greater pay range midpoint. A promotion may occur within the employee's current department or when an employee moves to a different department. Departments should seek advisement from Talent Acquisition on posting requirements and offer letters. Promotional increases must adhere to the following criteria:

- Staff promotions will not require a CRF if supported by the Talent Acquisition provided swim-lane.
- Promotional offers to employees must be at least the minimum of the new pay range.
- Internal equity should be considered when determining promotional increases.
- Promotional adjustments greater than 15%, for faculty and staff, may be reviewed for possible retirement implications. Employees may be required to sign documentation acknowledging that increases of 15% or more may be audited by TRS prior to or at the time of retirement.
- Contact the Provost Office for guidance on faculty promotions.

Lateral Transfers

A lateral transfer occurs when an employee applies for and is selected for a posted position at the same or lower job grade, regardless of job title. Lateral transfers may take place within the same department or across departments. HR Compensation and Talent Acquisition cannot create a competitive advantage for one department over another. If a hiring manager wants to request an offer exception, a CRF must be submitted to HR Compensation. All exception requests will be reviewed by HR Compensation and Senior Leadership. A CRF is required for compensation offers above the swim-lane max. Compensation offers within the swim-lane provided by Talent Acquisition do not require a CRF. Compensation offers below the swim-lane minimum do not require a CRF when department funding is an issue in reaching the swim-lane minimum.

- Managers should consider internal equity when determining any increase or decrease in pay for lateral transfers.
- Compensation offers within the swim-lane provided by Talent Acquisition do not require a CRF.
- Compensation offers below the swim-lane minimum do not require a CRF when department funding is an issue in reaching the swim-lane minimum.
- A CRF is required for compensation exceptions offers above the swim-lane max. Such exception requests require review by HR Compensation and support from the appropriate College, School, or Department VP, Dean, or their designee.
 - » Requests to retain an employee's current salary that exceeds the Talent Acquisition provided swim-lane maximum is considered an exception request and must be submitted via CRF for review and approval by HR Compensation. Maintaining a current salary with a lateral transfer is not guaranteed and will be reviewed on a case-by-case basis.
- HR Compensation will review with the appropriate UAB senior administrator (e.g., Provost, Vice President-Finance, Vice President-Administration, or their designee) for final approval, as needed.
- If a manager is attempting to match a hiring offer, they must follow the Retention Salary Adjustment Guidelines.

Probationary Salary Adjustments

All workgroup A employees will undergo a probationary period upon commencement of employment per HR Policy 602. A Probationary Salary Adjustment is a pre-approved and pre-determined adjustment to an employee's base rate after satisfactory completion, as evidenced on a documented performance review, of a defined probationary period. Probationary salary adjustments are not common or required and therefore must be documented in a pre-approved departmental pay plan. Probationary salary adjustments included in an offer letter or pre-employment agreement should be supported by the pre-approved departmental pay plan.

- Probationary salary adjustments must be submitted via CRF using the 'Salary Consultation - Other' distinction and reviewed by HR Compensation with support from the applicable College/School/Department VP, Dean or designee.
- Probationary adjustments and pay plans must be funded by the College/School/Department and approved by appropriate VP, Dean or designee.
- Probationary Salary Adjustments should not create internal inequity and not create a premium on new hire rate.
- Probationary increases must be supported by documented employee performance of 'Meets Expectations' or above.
- The Pay Plan Request template should be attached to the CRF. It is provided in a PDF format in the [Compensation Toolkit](#) on the HR Compensation website.
- Probationary Increase Adjustments are initiated by an approved ACT document.
 - » ACT Document Reason: **Probationary Increase** with Component Reason: **Probationary Increase**
 - » Comments: *(Please provide approved CRF #)*

Additional Duties Pay

Additional duties and responsibilities are temporary new duties and responsibilities that significantly broaden the type of work the employee performs and require the employee to exhibit new job skills and/or perform more complex tasks that are beyond their previous standard level job scope. An increase in volume to the employee's normally assigned duties generally does not meet the definition of additional duties. In situations where these duties and responsibilities become permanent, a reclassification review may be warranted. See the New Positions/Reclassifications section of this document.

- Requests for additional duties pay must be reviewed by College/School/Department VP, Dean or designee prior to submission via CRF for HR review and approval.
- The supervisor of the additional duties is responsible for verifying and attesting that the employee meets the minimum qualifications required to perform the additional duties.
- Requests for additional duties compensation must be reviewed and approved by Compensation prior to the employee accepting or performing any work associated with the additional duties.
- Additional duties must be within the same organizational unit/college/school, temporary in nature (six months or less) and approved prior to the work being performed.
- Additional duties do not include payment for duties that are at a lower job grade than the requesting job title (i.e. Manager performing duties of a team member while recruiting for the vacancy or any higher graded job performing lower graded duties and responsibilities).
- Additional duties payments are between 5% and up to 15% of the employee's base pay per pay period (monthly or biweekly) and dependent upon the scope and complexity of the additional duties.
- Compensation makes the final determination of assigned percentage.
- Communication to the employee regarding additional duties pay cannot be communicated to the employee until the submitted CRF is approved.
- Additional duties can be extended one time by Compensation approval before a new CRF is required to be submitted.
- Additional Duties Payments are initiated by an approved ACT document.
 - » ACT Document Reason: **Nonrecurring Element** with Component Reason: **Additional Duties**
 - » Comments: *(Please provide approved CRF #)*

Secondary Assignments

A second assignment is a temporary work assignment that is separate and distinct from an employee's primary position and requires the employee to perform duties that are substantially different from those assigned in their primary organization or primary role. Second assignments are intended to address short-term business needs and provide departments with flexibility when specialized expertise or support is required. A second assignment is not intended to compensate employees for an increase in volume of work associated with their primary position or for duties that would otherwise qualify as additional duties within the same organizational unit/college/school.

Faculty teaching arrangements and instructional assignments administered through established Provost Office processes are excluded from these guidelines and must follow applicable academic policies and procedures.

- Requests for second assignments must be reviewed and approved by the employee's primary supervisor prior to the employee accepting or performing any work associated with the second assignment.
- The duties associated with a second assignment within the same organization must be substantially different from the employee's primary position and must represent a distinct body of work that would normally be assigned to a separate position.

- Second assignments should not overlap with an employee's regular work hours.
- If the proposed assignment is within the employee's home department, Additional Duties Pay guidelines must be followed rather than the Second Assignment process.
- If the proposed assignment is within the same School, College, Division, or Central Function as the employee's primary position, Additional Duties Pay guidelines are to be followed. In such cases, funding allocations should be managed through appropriate financial journal entry processes rather than through a second assignment arrangement.
- The supervisor of the second assignment is responsible for verifying and attesting that the employee meets the minimum qualifications required to perform the secondary role. As second assignments may occur outside of the standard recruitment and selection process, a signed Secondary Assignment Qualification Attestation form must accompany the ACT document submission.
- Compensation associated with a second assignment should be based on the nature, scope, responsibilities, and market value of the secondary assignment and should not be determined as a percentage of the employee's primary position salary.
- Compensation will review and approve all ACT documents for proposed second assignment pay arrangements to ensure consistency, internal equity, and compliance with compensation policies.
- Communication regarding compensation for a second assignment may not be made to the employee until all required approvals have been obtained to include review and approval by Compensation of payment amount.
- Second assignments are temporary in nature and require documented start and end dates. Extensions may require additional review and approval by Compensation. At the end of the secondary assignment, the department needs to process the following ACT document:
 - » Document Reason: **End Assignment**
- Compensation, Human Resources, and Payroll reserve the right to review second assignment requests for compliance with applicable wage and hour regulations, including Fair Labor Standards Act (FLSA) requirements. Additional review may be required when an exempt employee is assigned to a nonexempt secondary role or when a nonexempt employee is assigned to an exempt secondary role.
- Second assignments to an employee with an exempt primary assignment may work either an exempt or nonexempt secondary assignment. Lump sum payments are the recommended payment method.
- Second Assignments to an employee with a nonexempt primary assignment may work either an exempt or nonexempt secondary assignment and must be paid an hourly rate for both the primary and secondary assignment. The submission of a CRF for the creation of an hourly version of the exempt role may be required if the role does not already exist.
- Second assignment payments are initiated through an approved ACT document with all required supporting documentation attached, including supervisor approvals and qualification attestations.
- ACT Document:
 - » Assignment Category: An **04 Irregular** assignment category is common for most cases.
Note: Additional approvals from entity leadership and Benefits are needed for additional assignments involving opposite entities (UAB employee with LLC additional assignment, LLC employee with UAB additional assignment, etc.)
 - » Document Reason: **Additional Assignment**
 - » Component Reason: **Additional Assignment** — use for secondary assignments that are paid.
 - » Component Reason: **No Recurring Pay** — use only when no salary is associated with the secondary assignment, i.e., faculty members or physicians needing a campus appointment.
 - » A signed Secondary Assignment Qualification Attestation form must accompany the ACT document submission. It is provided in a PDF format in the [Compensation Toolkit](#) on the HR Compensation website.
- Additional Assignments ACT documents are initiated by the primary assignment organization and reassigned to the secondary assignment organization for processing.
- Second assignments may be terminated at the discretion of the primary assignment supervisor if they interfere with primary job responsibilities or quality of work in primary assignment declines.
- Second assignments should not be allowed if an employee is not currently meeting expectations on their current performance evaluation.

Incentive Plans

The purpose of an incentive plan is to motivate and reward employees for exceeding normal job expectations in support of departmental and institutional goals. Incentive plans are not special pay plans that provide a flat award, differential or premium pay. Incentive plans result in a taxable compensation award to an employee. Incentive plans contain SMART goals that are Specific and understood, Measurable with performance data, Achievable, but also challenging, Relevant to the participant's job and UAB initiatives and Time bound with a specific start and finish date. An incentive plan proposal should include the specific situation or background summary of the issue(s) being addressed, the objective or purpose of the proposed plan, a proposal or recommendation on how the plan will be used, an analysis of the advantages and potential adverse consequences, employee eligibility requirements, cost justification and a proposal of how payment is made and payout timing.

- Previously established incentive plans must be submitted via CRF for recertification prior to the expiration date of the existing incentive plan.
- New incentive plan proposals must be submitted via CRF for approval to be considered for implementation.
- Incentive plan costs must be funded at the department level.
- HR Compensation will review and submit to the appropriate UAB senior administrator (Provost, Vice President-Finance, Vice President-Administration, or their designee's approval) for final approval.
- The Incentive Plan Request template should be attached to the CRF. It is provided in a PDF format in the [Compensation Toolkit](#) on the HR Compensation website.
- Incentive Plan Payments are initiated by an approved ACT document.
 - » ACT Document Reason: **Nonrecurring Element** with Component Reason: **Incentive Sep Pay**
 - » Comments: *(Please provide approved CRF #)*

Pay Plans

The purpose of a pay plan is to provide additional compensation to employees for specific circumstances or achievements that are not covered by incentive plans. These plans include pay differentials, single payment awards, probationary period plans, and premium pay as examples. Pay plans recognize unique contributions, special skills, or challenging work conditions that go beyond regular job responsibilities. Pay Plans must be preapproved before implementation and submitted via CRF using the 'Salary Consultation - Other' distinction and reviewed by HR Compensation with support from the applicable College/School/Department VP, Dean or designee.

- Pay Plans must be funded by the College/School/Department and approved by appropriate VP, Dean or designee.
- Pay Plans must not create internal inequity.
- HR Compensation will review and submit to the appropriate UAB senior administrator (Provost, Vice President-Finance, Vice President-Administration, or their designee's approval) for final approval.
- The Pay Plan Request template should be attached to the CRF. It is provided in a PDF format in the [Compensation Toolkit](#) on the HR Compensation website.
- Additional payments from an approved Pay Plan are initiated by an approved ACT document.
 - » ACT Document Reason: **Nonrecurring Element** with Component Reason: **Special Compensation**
 - » Comments: *(Please provide approved CRF #)*

Special One-Time Payment

A special one-time payment is a single lump sum payment or award generally not associated with customary work performance or job expectations.

- Special one-time payments must be submitted via CRF using the 'Salary Consultation - Other' distinction and reviewed by HR Compensation with support from applicable College/School/Department VP, Dean or designee.
- HR Compensation will submit to the appropriate UAB senior administrator (Provost, Vice President-Finance, Vice President-Administration, or their designee's approval) for final approval.
- An approved Special One-Time Payment is initiated by an approved ACT document.
 - » ACT Document Reason: **Nonrecurring Element** with Component Reason: **Supplemental Compensation**
 - » Comments: *(Please provide approved CRF #)*

New Hire

A new hire occurs when an external or prospective employee applies and is selected for a posted vacant position.

- New hires do not require HR Compensation approval if working directly with Talent Acquisition and an offer is made within salary range.
- The recruiter in Talent Acquisition will use a compensation calculator tool to provide the hiring manager guidance on a compensation offer and will also include an appropriate swim-lane of minimum, target and maximum compensation, for the purpose of maintaining internal equity and market competitive offers.
- New hires may proceed in accordance with established UAB and departmental policies provided funding is available.
- Internal equity must be considered when determining new hire pay rates.
- See the Reoccurring Funding Requests section of this document regarding position funding.

New Positions/Reclassifications

Classifying a New Position is the process of establishing a position number and title for a department. A Reclassification is the process of changing the job classification associated with a vacant or filled position within the same department.

- Classify New PARs are used when the department has a need to create a new position. This may or may not be a job classification already established at UAB. These requests will be reviewed by HR Compensation to determine the appropriate job title and pay grade.
- Reevaluate/Reclassify Vacant CRFs are used to reassign the job classification of a vacant position. This may or may not be a job classification already established at UAB. These requests will be reviewed by HR Compensation to determine appropriate job title and pay grade.
- Reevaluate/Reclassify Filled CRFs are used to reassign the job classification of an incumbent. This may or may not be a job classification already established at UAB. These requests will be reviewed by HR Compensation to determine the appropriate job title and pay grade. Once an incumbent has been reviewed for reclassification, the incumbent is not eligible for review again for a minimum of twelve (12) months.
- Review and approval are required from College/School/Department VP, Dean or designee.
- See the Reoccurring Funding Requests section of this document regarding position funding.

Refill Vacancy

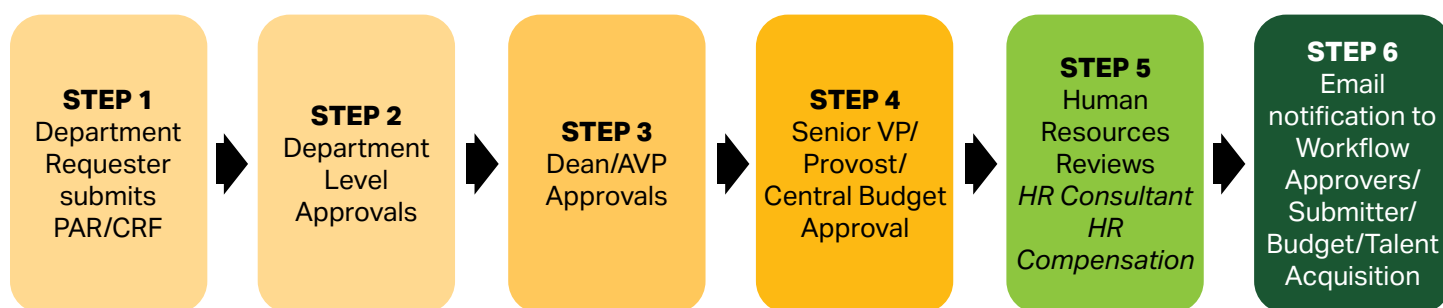
A Refill Vacancy is utilized when using the same job classification (job title, job grade, etc.) associated with a vacant position number within the same department.

- A Refill Vacancy requires working directly with your assigned HR Consultant.
- The recruiter in Talent Acquisition will use a compensation calculator tool to provide the hiring manager guidance on a compensation offer and will also include an appropriate swim-lane of minimum, target and maximum compensation, for the purpose of maintaining internal equity and market competitive offers.
- Please reference the Reoccurring Funding Requests section of this document regarding position funding.

PAR/CRF System

The Position Authorization Request/Compensation Request Form (PAR/CRF) system is used by departments to request approval within their departmental reporting structure and from HR Compensation to establish new positions, to reclassify existing vacant and filled positions and to request salary consultations. Budget Administration uses the PAR/CRF to assign the approved positions in Oracle. Talent Acquisition uses the PAR/CRF to post assigned vacant, new and/or reclassified vacant positions. HR Compensation uses the PAR/CRF to ensure continuity of positions and internal equity of employees within the schools and departments.

General PAR/CRF Approval Process



The target review time period for HR Compensation to complete their due diligence reviews is ten (10) business days or two weeks from when it reaches Compensation. While most Compensation reviews will be completed within this target period, some requests are more complex and may require reviews and approvals outside of Compensation's scope of responsibility, which can extend the review process time.

Follow the links below for PAR/CRF Resources:

- [PAR/CRF Guide](#)
- [Login to the PAR/CRF System](#)
- [Where can I find my PAR/CRF?](#)
- [Where is my submitted document?](#)
- [UAB Electronic Forms Dashboard Quick Guide](#)
- [PAR/CRF Attachments for Compensation Review](#)

Additional Compensation and Classification Resources

HR Compensation has established a Compensation related contacts web page to offer access to additional guidance. From this website, you will be able to contact the HR Compensation staff by email or phone, the Payroll Services team, your assigned HR Consultant and Campus Time & Attendance assistance. Visit HR Compensation's [Contact Us](#) page or use the QR code to access additional information.

Any questions or concerns regarding these guidelines should be directed to your HR Consultant or HR Compensation.



Review and Approval Processes

The following is a summary of review and approval processes for FY27 compensation actions:

VP/Dean or Designee Approval Only

(Does NOT require CRF)

- Graduate assistantship with annual stipend increase
- New hire with a Talent Acquisition proposed salary
- Resident progression increase
- Salary share adjustments between two or more funding sources where the total salary does not change (e.g. HSF/UAB/VA/UABHS)
- Staff promotions with a Talent Acquisition approved salary
- Student salary adjustment
- Irregular salary adjustment
- Secondary assignments

VP/Dean or Designee Approval After Initial Review/Approval by HR

(Requires CRF)

- Reclassifications
- Requests for new positions
- Salary exceptions above the salary approved by Talent Acquisition
- Lateral transfers with increases above the salary approved by Talent Acquisition
- Additional duties pay

UAB Senior Administrator Approval (Provost, VP-Finance, VP-Administration, or designee) After Full HR Review/Approval and Endorsement by Appropriate VP, Dean, Director or Designee

(Requires CRF and higher approval)

- Faculty tenure/promotions – does not require CRF
- Incentive Plans and Pay Plans – new plans or previously approved plans
- Market or equity adjustments
- EPPs
- Retention salary offers
- Special one-time payments