

# Compensation

## PERSONA DESCRIPTION



- The information included on this change impact view is applicable to Compensation Managers, Budget Partners, HR Directors, HR Specialists, HR Partners, and Managers.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

## KEY CHANGES

- Compensation change requests will be initiated and completed within GA@WORK. Either HR or the Employee's Manager will initiate the step to propose a compensation change or compensation hire in GA@WORK.
- HR will submit requests for compensation changes. The Budget Partner will review the request. If the request is approved, GA@WORK will inform the Employee of approval.
- If default compensation needs to be changed, the HR Partner will be the initiator. The HR Partner, Compensation Partner, or Compensation Admin will change the default compensation. In GA@WORK, you can track a dollar amount and assign a compensation grade and grade profiles to positions. This information can be used to default into downstream hiring processes or serve as a reporting mechanism.

## TERMINOLOGY CHANGES (1/2)

- **Compensation Step (Compensation)** - A specific monetary amount within a grade or grade profile. Steps defined on a grade profile override any steps defined on the grade.
- **Compensation Package** - A grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that you can assign to workers as a set.
- **Compensation Plan (Salary Administration Plans)** - A component of pay that you use to assign monetary amounts to a worker's pay. For example, a salary, an allowance, or a bonus.

## TERMINOLOGY CHANGES (2/2)

- **Compensation Rule (Earnings Program)** - Guidelines for determining which workers are eligible for which components of compensation.
- **Grade Profile** - Allows Employees to be assigned a specific compensation (between a minimum and maximum) to Employees using the same grade.
- **Compensation Grade** - The standard compensation range for a given job or job level grades, and grade profiles that can be explicitly tied to job profiles for defaulting purposes. A compensation grade is a grouping of compensation grade profiles.
- Salary Admin Plans will now be called **Compensation Grades**.

## What are benefits of **Compensation** in GA@WORK?

- There is transparency in requests and in changes.
- When an Employee goes to their compensation page, the Employee will be able to view their compensation history.

## What could be challenges to **Compensation** to adopt GA@WORK?

- It is a new way of doing business – compensation change requests will be initiated and completed within GA@WORK. This replaces paper finalizations and approvals.
- The process to change default compensation will be initiated within GA@WORK. Budget Checks will not be used in GA@WORK. Instead, new hires will be sent to the position budget finance role, where the budget partner will look at the notification manually, review, adjust budget as needed etc., and approve/deny requests.

## What is not changing?

- Compensation changes must be approved.