

## Guidance Document

### Hiring Salary Adjustments

*Approved January 12, 2021*

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#### Statement

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This procedure is set forth to provide guidance on Hiring Salary Adjustments. Hiring Salary Adjustments are increases that may be given within six (6) months after the end of the six (6) months of service for newly hired, internally promoted or reclassified employees who have specific skills and experience above the minimum qualifications required for their position. This increase is not based on performance.

The responsible Human Resources unit is based on the type of position: The Division of Human Resources and Organizational Effectiveness (HROE) is responsible for staff positions. The Division of Research is responsible for non-faculty research positions (including TAMUG). Texas A&M University at Galveston (TAMUG) Human Resources is responsible for TAMUG staff positions.

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#### Procedures and Responsibilities

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1. GENERAL
  - 1.1 Internal equity with other positions in the department should be considered before implementing a Hiring Salary Adjustment.
  - 1.2 Use of Hiring Salary Adjustments within each division of the University is at the discretion of the respective Vice President and is not considered to be an entitlement.
    - 1.2.1 The Provost and Executive Vice President serves as the approver for academic units and others within the authority of the Provost that do not have a Vice President. The President serves as the approver for units reporting directly to the President that do not have a Vice President. The Vice President for Research serves as the approver

for non-faculty research positions. This approval authority may be delegated further.

- 1.3 The effective date for the new rate of pay will be on or after the beginning of the pay period in which the employee is paid and the request receives final approval from the appropriate Human Resources unit. No pay increase may be retroactive, in accordance with [Standard Administrative Procedure 31.01.01.M7.01, Retroactive Pay Increases](#), Article III, Section 53 of the Texas Constitution prohibits the payment of retroactive increases to State employees.

## 2. CRITERIA

- 2.1 A Hiring Salary Adjustment increase may be approved for an employee if all of the following criteria are met:
  - 2.1.1 A newly hired, internally promoted or reclassified employee who have specific skills and experience above the minimum qualifications required for their position.
- 2.2 Requests for a Hiring Salary Adjustment must be submitted to the appropriate Human Resources unit within six (6) months immediately following six (6) months of service.
  - 2.2.1 Texas A&M positions: The appropriate Human Resources unit will review the request for compliance in Workday with the instructions provided in the [Hiring Salary Adjustment Comment Template](#).
  - 2.2.2 Division of Research positions: The Division of Research will review the request for compliance in accordance with the instructions provided in the [Hiring Salary Adjustment Memo](#).

## 3. APPROVAL

- 3.1 Approval documentation shall be submitted through administrative channels to the appropriate approvers and contain the Position ID and Title, the employee's name and UIN, hire date, current salary, proposed salary, proposed effective date of salary adjustment and a justification statement indicating that the employee has specific skills and experience above the minimum qualifications required for their position.
- 3.2 System Wide Pay Plan Positions (SWPP):

Texas A&M position

- 3.2.1 Lower Band or up to 10%: Department Heads may approve requests for salary rates within the lower band or up to 10% higher than the employee's current salary rate, whichever is higher, not to exceed the pay plan maximum. Colleges and divisions may require additional budgetary approval above the Department Head.
- 3.2.2 Middle Band: Requests for rates exceeding those outlined in section 3.2.1 that are in the middle band, must have the approval of the appropriate Vice President or designee.
- 3.2.3 Upper Band: Request for rates exceeding those outlined in section 3.2.1 that are in the upper band, above the pay plan maximum or for all other staff position rates, must have the approval of the appropriate Vice President or designee and the Vice President for HROE or designee.

Division of Research positions:

- 3.2.4 Lower Band or up to 10%: Department Heads may approve requests for salary rates within the lower band or up to 10% higher than the employee's current salary rate, whichever is higher, not to exceed the pay plan maximum. Colleges and divisions may require additional budgetary approval above the Department Head.
- 3.2.5 Middle or Upper Band: Requests for rates exceeding those outlined in section 3.2.4 that are in the middle band or upper band, must have the approval of the appropriate Vice President or designee and the Vice President for Research or designee.
- 3.2.6 Rates exceeding the pay plan maximum: Request for rates exceeding the pay plan maximum, must have the approval of the appropriate Vice President or designee, the Vice President for HROE or designee and the Vice President for Research or designee.

TAMUG positions:

- 3.2.7 TAMUG positions: Request for Hiring Salary Adjustments must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG research position rates exceeding those outlined in 3.2.4, must also have the approval of the Vice President for Research or designee.

3.3 Excluded Positions:

- 3.3.1 Texas A&M and Division of Research positions: Department Heads may approve requests for salary rates up to 10%. Colleges and

divisions may require additional budgetary approval above the Department Head.

- 3.3.2 Texas A&M positions: Requests for rates exceeding 10%, must have the approval of the appropriate Vice President or designee and the Vice President for HROE or designee.
- 3.3.3 Division of Research positions: Requests for rates exceeding 10%, must have the approval of the appropriate Vice President or designee, the Vice President for HROE or designee and the Vice President for Research or designee.
- 3.3.4 TAMUG positions: Request for Hiring Salary Adjustments must have the approval of TAMUG Human Resources and the COO of TAMUG. TAMUG research position rates exceeding 10%, must also have the approval of the Vice President for Research or designee.

#### 4. PROCESSING

- 4.1 In Workday, the department will submit a Request Compensation Change and select "Hiring Salary Adjustment" as the reason. Approval documentation shall be submitted as an attachment or a comment within the request.
  - 4.1.1 For guidance refer to:
    - 4.1.1.1 The [Request Compensation Change business process in Workday](#) located on the HROE Website under Compensation. Or,
    - 4.1.1.2 visit "[Workday Help](#)" in your Single Sign On (SSO) menu for a Request Compensation Job Aid.
- 4.2 A copy of the approval documents will be placed in the employee's personnel file.

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#### **Related Statutes, Policies**

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[System Policy 31.01: Compensation](#)

[System Regulation 31.01.01: Compensation Administration](#)

[University Rule 31.01.01 M7: Employee Compensation Administration](#)

[Standard Administrative Policy 31.01.01.M7.01: Retroactive Pay Increases](#)

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## Contact Office

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For information or clarification on this guidance, contact [Human Resources and Organizational Effectiveness, Classification & Compensation](#) at 979.845.4170 or by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

For information on Research Titles, please refer to the [Research Titles and Staffing webpage](#) or contact the Division of Research at 979.458.4956 or by email at [ResearchStaffing@tamu.edu](mailto:ResearchStaffing@tamu.edu).

For information regarding Health Science Center positions contact: [Human Resources](#) by email at [hschr@tamu.edu](mailto:hschr@tamu.edu)

For information regarding Texas A&M at Galveston positions contact: [Human Resources](#) at 409.740.4532 or by email at [hr@tamug.edu](mailto:hr@tamug.edu)

**OFFICE OF RESPONSIBILITY:**  
[Human Resources and Organizational Effectiveness](#)