

Setting SHRA Pay/Compensation

Compensation for SHRA Career Banded employees (new hires and existing employees) is based on four “Pay Factors”:

- **Financial Resources** - funding available
- **Appropriate Market Rate** - the market rate assigned to the competency level of the position and demonstrated by the employee
- **Internal Pay Alignment (Equity)** - the consistent alignment of salaries among employees who demonstrate similar competencies in the same banded class or in relation to other relevant positions
- **Required Competencies** - the functional competencies that are required based on business need and demonstrated by the employee

Salary Increases Allowed

Career Banding Salary Administration policies allow for salary increases for Promotion, Reclassification, Career Progression (such as Competency Level Change), Labor Market, and Equity. Salary adjustments may also be appropriate in some cases of Horizontal/Lateral Transfer.

To request and process SHRA adjustments, please follow these instructions:

Promotion or Horizontal/Lateral Transfer: Following the recruitment, establish a desired salary using the pay factors and request via the Hiring Proposal in PeopleAdmin.

Reclassification (to a different title/band), Career Progression/Level Change, or Within Level Salary Adjustment: Contact your Talent Consultant and discuss the changes to the position. Based on the information provided, the Consultant will advise on options of submitting a reclassification request, a level change request, or a salary adjustment. We'll also advise on the minimum amount of information needed to expedite your request.

Labor Market or Equity: Contact the Compensation Consultant in Talent Solutions at 5-4291 or njgrisak@ncsu.edu to launch a market or equity review for your employees. Once adjustments are endorsed via email, salary adjustment actions will be processed in the HR system on your behalf.

Temporary Adjustment for Assuming Additional Duties (such as covering for a vacant position): Contact the Compensation Consultant in Talent Solutions at njgrisak@ncsu.edu to provide the details of the request (employee name, reason for assuming duties, salary adjustment amount requested). After a consultation with you, any necessary documentation will be created within HR and the endorsed adjustment will be entered in the HR system on your behalf.

We anticipate that the removal of salary adjustment restrictions will increase the number of requests and we will address requests as quickly and effectively as possible. If you have questions, please feel free to contact your [Talent Consultant, the Compensation Consultant, or David Perryman, Assistant Director for Talent Solutions](#). More information about our services is available on our website at http://www.ncsu.edu/human_resources/tos/index.php.