IN-RANGE – EQUITY (SHRA/CSS)

If you have an employee that is not in a career banded position that you feel has a salary that is not equitable with others in the same classification and you would like to submit a request for an increase for this employee, this would be considered an In-range – Equity. In order to submit this action you will need to follow these steps:

- Submit a Career Progression/In-Range Action via People Admin for approval and processing. The action must be routed through the appropriate channels for approval (i.e. Division, Budget, etc.) before submitting to Human Resources.

- Once the action has been reviewed, you will be contacted by the consultant with their recommendation. Recommendations for changes will be made at this time and this will be your opportunity to discuss the results and provide additional justification.

Upon approval of the action, an e-mail notification will be sent disclosing the results.

If the action is approved, the e-mail notification will request that the personnel representative in the appropriate area submit an Electronic Personnel Action Form (EPAF) in Banner HR to update the employee information. Upon receipt of this e-mail this person will need to log on to Self Service Banner via One Stop by using their Pirate ID and password to gain access in order to initiate the EPAF.

The EPAF Approval Category will be a Career Progression or Inrange Salary Adjustment, CG0009. The Job Change Reason will be 00703, Inrange Equity SHRA Only.

The Personnel Effective Date for the EPAF will be the date that the action was made effective by the consultant.

The job effective date will coincide with the next payroll cycle. Please reference the payroll schedule in order to determine the correct date to use for your EPAF.

Once you have submitted your EPAF through the proper routing and it has been approved, you will receive an e-mail notification confirming the approval.

Please make sure to check with your budget representative to determine if you will need to submit a position change form (PCF). The PCF is only submitted when the funding source is changing, the percentages of funding on the source are changing, or the total salary will be more that the position is currently budgeted at in the system. If you have questions regarding this form, please contact your budget representative.