

Roles and Responsibilities in the Compensation Process

When the compensation process works effectively, it benefits both the university and its staff. It can only be effective, however, if everyone works collaboratively. Managers, staff and Human Resources all play important roles. Here's an overview of key responsibilities in the review and reward processes:

HR/Compensation

- Promote, support, and administer the compensation program and processes
- Provide tools and resources to managers, helping them make appropriate pay decisions
- Review compensation decisions for fairness and equity across departments and against the marketplace
- Ensure compliance with applicable laws and regulations

Department/divisional leadership

- Review and support requests for compensation awards across departments or divisions
- Provide additional guidance to managers
- Communicate division or department results and key messages to managers
- Recognize and value employees for important contributions

Manager

- Assess employee performance
- Provide answers to employee questions
- Recommend compensation actions
- Seek counsel from and partner with Human Resources
- Ensure compliance with applicable laws and regulations
- Update and maintain accurate job information
- Develop and recognize staff appropriately
- Ensure fairness and equity among employees

Staff member

- Work to meet agreed-upon objectives
- Understand compensation program