1-1 Department needs to develop a new position or make change to an existing position

1-2 Departmental Hiring Manager (HM) discusses with departmental leader about potential new position including new role expectations, start date, budget and potential org structure changes before contacting HR

1-3 Is this for a new position or changes to an existing position?

New

1-4 HM downloads the Position Evaluation Form (PEF) from Compensation.Kennesaw.edu selecting Resources, then click on Position Evaluation Form

Changes

1-5 HM downloads the Position Evaluation Form (PEF) from Compensation.Kennesaw.edu selecting Resources, then click on Position Evaluation Form

1-6 If departmental leader has approved & supports moving forward with the new role, HM contacts Human Resources Business Partner (HRBP) to discuss steps for new or reclassified position

1-7 HM fully completes PEF

1-8 HM gains appropriate required signatures to indicate approvals PRIOR to submission to HRBP

1-9 HM emails SIGNED PEF to the HRBP with current and proposed org charts and the orginal PEF Microsoft Word doc

1-10 HRBP reviews signed PEF to ensure that requested appropriate information & signatures are included and form is complete

1-11 Is PEF complete?

Yes

1-12 If not complete or more info is needed, HRBP returns appropriate PEF to HM and contacts for clarification

1-13 HM completes missing information and returns appropriate PEF to HRBP

1-14 HRBP reviews appropriate PEF and attachments to validate information provided is relevant to the role discussed

1-15 If all information on PEF + justification is complete, HRBP sends appropriate PEF to the Compensation Team (Comp Team)

Compensation Review Process Part 2
HR Compensation Team (Comp Team) receives the Position Evaluation Form (PEF) via the comp review email; Comp Team date stamps documents on date of receipt.

Comp Team double checks to make sure packet is complete; if information is missing, Comp Team contacts Human Resources Business Partner (HRBP) to alert them about the missing info.

If packet is complete:

Request role with recommended changes.

Existing role accepted by HM.

Comp Team sends reviewed job description (JD) and pay grade assignment to the HRBP.

Comp Team notifies HRBP of decision.

HRBP contacts Hiring Manager (HM) to resolve* and when complete, returns docs to Comp Team.

*refer to steps 1-9 through 1-13 in Part 1 of the Compensation Review Process.

HRBP contacts HM to explain there is an existing position that matches the need.

Comp Team reviews completed packet initiating the 10-day Service Level Agreement; Comp Team evaluates the position to determine if there is a comparable role on campus already; if not, the Comp Team researches pricing for comparable positions within the industry and KSU.

Comp Team notifies HRBP of decision.

HRBP contacts HM to explain there is an existing position that matches the need.

HRBP works with HM to clean up final edits as needed.

HRBP submits finalized JD to Comp Team.

If existing position will work, HRBP communicates appropriate salary range to HM.

Compensation Review Process complete.

Copies of JDs can be accessed here.