

5.8 STUDENT PAY RATE ADJUSTMENTS

Overview

The procedures described in this section are to offer guidance in implementing pay increases for students with Assistant II, III, and IV classifications. (Assist. I positions are moved into Assist. II title.)

Policy Summary

Classification and Recruiting Above the Minimum

Service Centers have authority to determine the classification of Assistant II and III positions, and they have the flexibility to recruit up to 10% over the base pay rate for those classifications without the Career Center negotiations or approval. The Career Center reviews all ER requests and will inquire about a pay rate recommendation that is inconsistent with similar positions. Student Assistant IV classifications are determined by the Career Center.

Recruiting Above 10% of the Base Pay Rate

If the recommended pay exceeds 10% of the base pay rate, the Service Center must receive ER approval from the Career Center before that job is posted, and once approved, the “Internal Comments” section on the ER should include: the percentage over base pay; % over in cents; the actual pay rate; the rationale; and “approved by _____ on ____ date.”

Movement Through the Salary Range

All three Student Assistant classification levels allow for movement through the salary range, whereby the Service Centers may grant increases up to 25% in a single fiscal year based on either merit performance or “unit specific” considerations (e.g., difficulty retaining incumbents; assumption of greater independence). Service Centers have the authority via OEU to implement increases up to 10% of base pay with supportive documentation for their own records (e.g., supervisor request performance evaluation). The PAN comments (reviewed by the Career Center) should include: rationale, % of increase, increase in cents, and pay rate.

If over 10% of base pay the increase will require *prior approval* by the Career Center, and the PAN comments should include: rationale; % increase; increase in cents; pay rate; and “pre-approved by _____ on ____ date.”

Please refer to [Section 5.9, Student Reclassification](#), for student pay increases involving reclass to a higher title code. Consult the Career Center Student Policies and Procedures manual located at <http://www2.ucsc.edu/careers/staff/policy.html> for complete compensation guidelines.

Before you Start

Be sure the Service Center documentation or pre-approval (required for pay increases over 10% of base pay) is in place before you begin.

Data Entry

Enter data for differential adjustments on the EAPP function.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) function is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON function you may:

- Correct errors directly on the ECON function.
- **F3 Return** to the last data entry function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

You may now start another appointment or distribution level action.

Disposition of Forms

- If the increase is within 10% of the base pay for the classification, documentation initiating the action (e-mail, supervisor request, revised job description) is required according the Service Center procedures; however, documentation is not required for the Career Center)
- If the increase exceeds 10% of the base pay, the Career Center requires email or some written documentation for tracking pre-approval of these pay increases.