Utilizing the On-line Special Compensation System
Special Compensation Adjustments

Performance Award (PA) - a discretionary award to an employee in recognition of performance that consistently EXCEEDS performance expectations

In-grade Adjustment (IGA) - recognizes an employee’s growth in the band as evidenced by demonstration of significant increase in complexity of responsibility in the same or new functional area still characteristic of the band

Annual Consideration

Maximum Adjustment - 8% (Any combination of PA and/or IGA)

Subject to availability of funding (Program Pays) and appropriate approval
Performance Award

- Maximum 8%
- Lump sum cash bonus (no increase to base salary)
- Sustained Exceptional Performance
- See Administrative Procedure A9.170 for additional information
Eligibility Criteria

- Performance Award
  - Receives an overall Exceptional Performance Rating for the standard evaluation period for which the nomination is made.
  - Has six (6) months service in the current position.
In-grade Adjustment

• Base Pay Increase
• Frequency of Consideration: Annual
• APT - Generally 2%, but in exceptional situations up to 4%*
• See Administrative Procedure A9.210 for additional information

* IT Demonstration Project limits IGA to 2%.
Eligibility Criteria

- In-grade Adjustment
  - Receives an overall Performance Rating of Meets Expectations or Exceeds Expectations for the standard evaluation period for which the nomination is made.
  - Has six (6) months service in the current position.
**Timeline**

**November 28, 2003**: Deadline for Supervisors to electronically submit completed nominations

**December 8, 2003**: Deadline for Personnel Representatives to electronically submit recommendations

**December 15, 2003**: Deadline for Fiscal Officers to electronically submit recommendations

**January 5, 2004**: Deadline for Deans/Provosts/Directors to electronically submit recommendations

**January 19, 2004**: Deadline for Chancellor/Vice President Review Committees to electronically submit recommendations to OHR for approval/disapproval for positions assigned to Bands C & D and IT positions.

**January 30, 2004**: Deadline for Chancellor/Vice President Review Committees (Positions in Bands A & B) and OHR (Positions in Bands C & D and IT positions) to render final decisions and electronically notify appropriate parties.

*Suggested Internal Deadline Only.
Supervisor’s Guidelines

- Guidelines loaded on OHR web site and SCA system
- Recommends inclusion of pertinent information in support of performance award and/or in-grade adjustment
- Performance Award Benchmarks (available as reference in SCA system)
- Guidelines for In-grade adjustments (available as reference in SCA system)
Submitting a Nomination
Instructions for Supervisors

• After completing the Performance Evaluation process, Supervisors who wish to submit a SCA nomination should proceed with the following steps:
  1) Log on to the Special Compensation System
  2) Click on blue text that reads Nominate...
  3) Click on button marked “SCA-Nom” for the employee who you wish to nominate
  4) Indicate Percentage Award (In-grade and/or Performance Award) and click “Next Page”
  5) Indicate justification for nomination in proper text box (one box marked In-grade and one box marked Performance Award); click “Next Page”
  6) Certify accuracy of nomination and certification statement by checking the box and clicking submit.
Auto E-mail Notification
Information for Reviewing Parties

For your convenience, the Special Compensation system has been designed to provide electronic notice of a pending action and a copy for information automatically. The auto e-mails will be disseminated in accordance with the routing established for your department by your designated personnel representative. Auto E-mail that will be sent by the system follows:

1) SCA - Copy for Information - provides the party that is taking action on the nomination a copy of what he/she submitted

2) SCA - Requires Action - notifies the party at the next level in the review process of a pending nomination that requires his/her action

3) SCA - Notification - notifies all parties of the approving authority’s decision
Tracking an SCA Nomination

Instructions for Reviewing Parties

• After taking action in the SC System, you may track the progress of a SCA nomination by proceeding with the following steps:
  1) Log on to the Special Compensation System  
  2) Click on blue text that reads View...  
  3) Click on button marked “View Progress” for the record that you wish to view  
  4) Click button marked “Back to Position List” to return to position listing
Taking Action on an SCA Nomination
Instructions for Reviewing Parties

• After receiving e-mail notification of a pending nomination, reviewing parties should proceed with the following steps:
  1) Log on to the Special Compensation System
  2) Click on blue text that reads Take Action...
  3) Click on button marked “SCA - APPR” for the record that you wish to view
  4) View “history” of the aforementioned nomination, click continue
  5) Indicate level of agreement (concur, agree with amendments/comments, or unable to confirm) and click “Next Page”
Additional Resources

The Special Compensation system web page provides you with links to additional resources that you may refer to for information.

- **APT SCA Info** - provides information pertinent to the APT SCA process
- **APT Broadband Home** - provides general information on the APT Broadband Classification and Compensation System
- **IT SCA Info** - provides information pertinent to the SCA process for Information Technology Specialists
- **IT Demonstration Project** - secured website that provides general information on the IT Demonstration Project
In addition, you may also contact the following for additional assistance:

1) Your designated personnel representative

2) Office of Human Resources via e-mail at:

uh-broadband-l@hawaii.edu
Closing Thoughts...

- Performance Award (PA)
- In-grade Adjustment (IGA)
- Annual Consideration
- Maximum Adjustment - 8% (Any combination of PA and/or IGA)
- Subject to availability of funding (Program Pays) and appropriate approval

Thank you