THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

Compensation and Classification Philosophy

Purpose: To provide consistent guidance for Compensation and Classification related requests and approvals.

- Approval Deadline
  - Service Center Deadline
    - CFAES Payroll Processing Calendar is available on our website (https://hr.cfaes.ohio-state.edu/hraservice-center/hr-service-center/cfaes-payroll-processing-calendar-0)
    - Typically 3 days prior to the university payroll deadlines
  - Lead time
    - Ensures timely processing
    - Generally three day lead time if sufficient.
      - If the request is more complex, a notification to the HRP will be sent by the Compensation and Classification Manager.

- HRA Ad-Hoc to Compensation and Classification Manager
  - Attachments
    - Appropriate attachments should be attached to all HRAs prior to initiating ad-hocs
    - Any changes to a position require the college approved position description template
  - Ad-Hoc Approvals (*resource available)
    - Who should be ad-hoc for approval?
  - Comments
    - Additional Information section of the HRA should be utilized to provide additional detail for the request
    - Do not duplicate information captured in the required HRA fields
- Salary Data
  - Pricing
    - Review Salary Grade Tables (https://hr.osu.edu/services/compensation/salary-grade-tables/#63) as a guide
    - Conduct salary study to assess current equity (excluding outliers)
      - Internal Equity
      - External Equity
      - On occasion, external market data is needed beyond the university data
        - Examples
          - Unique positions where there are no comparisons in the college or university.
          - Faculty equity
        - Consult Compensation and Classification Manager
  - Proactive vs. Reactive
    - Importance of sound position pricing
      - Avoids internal bidding wars
      - Addresses potential inequities sooner