



UMKC Salary Increase & Extra Compensation Authorization Guidelines

*****BE ADVISED: It is expected that very few salary increase requests will be submitted or approved during FY21*****

The following positions do not require completed Salary Increase Authorization Forms:

- Work Study positions
- Medical Residents (monthly spreadsheet required)
- Dental Fellows (monthly spreadsheet required)

Criteria

When a salary action (other than those shown above) results in a pay increase that totals \$500 or more per semester, a Salary Increase & Extra Compensation Form requesting prior authorization will be required as follows:

- For any pay increase, temporary or permanent
- For any one time addition to pay

Process Overview

1. The Salary Increase Authorization & Extra Compensation Form must be completed and approved **prior** to any work being performed and **prior** to communicating with the employee.
2. All forms must contain the signature of the HRBP/HRF for the funding unit, the Executive for the funding unit (Dean, Director, Unit Head), the HRBP/HRF of the home department and the Executive for the funding unit if the employee's home department is different from the funding unit, and the Fiscal Officer for the funding unit.
3. The completed form is to be scanned and uploaded to Box in the Salary Increase Authorization Process folder for the appropriate unit.
4. The requests will be reviewed by Human Resources. The HRBP/HRF or Dean/Vice Chancellor may be contacted for clarification or questions.
5. HR will return scanned copies of the form via email with the decision indicated on the form.
6. If approved, departments should follow the normal guidelines for processing the associated transaction.

Notes

- Requests for extra compensation should align with the Collected Rules and Regulations guidelines in [360.010 Extra Compensation](#).
- **Counter offer:** due to the nature of a counter offer, these are likely to be more urgent and will therefore be handled off cycle. Please email Emma Satterfield when the counter offer has been uploaded to Box.
- Only limited pay adjustments will be allowed. These limited pay adjustments may be applied depending on the availability of resources, however simply having resources is not in and of itself adequate justification for providing increases.



- For temporary pay increases attach an unsigned MOU using the appropriate template available on the HR website.
- Payments made through additional pay should not exceed one month in duration. Payments exceeding a duration of one month should be processed as a concurrent appointment.