

# EQUITY REVIEW

**THE HRMS REVIEW EQUITY PROCESS** is for the initiation of individual salary actions related to changing external market conditions, bona-fide retention situations, and/or internal salary inequities that cannot be managed through the annual merit program or addressed during the campus bi-annual equity call.

## HRMS REVIEW ROLES

### DEPARTMENTAL HR COORDINATOR

Responsible for initiating Equity Review actions by preparing review action details and ensures proper procedures for review and approval at the departmental level are met.

### ORGANIZATIONAL HR COORDINATOR

Responsible for ensuring Equity actions are appropriate based on UC Policy, UCR Local Procedures and organizational standards before routing to Human Resources for review. The Organizational HR Coordinator may add or edit any unlocked fields of the review action and ensures proper procedures for review and approval at the organizational level are met.

After the HR Classification Analyst has made a recommendation is additionally responsible for finalizing the request based on the HR Recommendation.

### HR CLASSIFICATION ANALYST

Responsible for the analysis and recommendation of Equity Review actions submitted by the Organizational HR Coordinator. The HR Classification Analyst ensures that reviews are appropriate based on UC Policy and UCR Local Procedures.

When applicable ensures that Proposed Job Description details align with the classification standards as described in either the Systemwide Career Tracks Job Standard or Series Concept, UCR specific standards, and that the classification determination is consistent across the campus.

## REVIEW EQUITY PROCESS MAP

Roadmap represents an ideal business process and does not account for actions that may need to be checked out, returned, canceled, appealed, and/or withdrawn.  
 Note: All Review types require that the employee has a current classified job description for their current position.



=Handoff



= action is done offline, not in HRMS



= action in HRMS

### DEPARTMENTAL HR COORDINATOR

From the HRMS Review landing page click the "Initiate New Review" tile.



Complete the fields in the "Initiate a New Review" pop-up box, select "Equity" from the "Review Type Requested" and click "Create Review."



### DEPT/ORG HR COORDINATOR

Complete all relevant fields known, including those specified in the Required Fields banner. <sup>1</sup>



On the "Review Attachments" tab upload attachments specified in the Required Fields banner and as indicated in the Review Info & Rationale questions.



### HR CLASSIFICATION ANALYST

To proceed with the requested salary review select "Submit to HR Classification Analyst." <sup>1,2</sup>



Ensures the "Equity Review Certification" criteria is met, reviews & approves all details of request are completed fully.



### ORGANIZATIONAL HR COORDINATOR

To proceed with the review of the requested salary select "Submit to Org HR Coordinator." <sup>2</sup>

Reviews all details of the Equity request and makes updates if necessary.

Complete all fields specified in the Required Fields banner. To proceed with the equity recommendation select the recommendation corresponding to the HR Analysis written. <sup>2</sup>



### ORGANIZATIONAL HR COORDINATOR

Review the HR Recommendation on the "HR Review & Analysis" tab. If the Org concurs select "Accept HR Recommendation;" a comment will be required upon routing.



### DEPARTMENTAL HR COORDINATOR

After the Equity Review case has been Finalized/HR Recommendation Accepted, if a salary change was approved submit the approved salary action change to be processed in UCPATH PeopleSoft.



COMPLETE

<sup>1</sup> Required Fields only must be satisfied before routing to the HR Classification Analyst.

<sup>2</sup> From the "Review & Submit" tab select the appropriate check out/routing action; a comment will be required upon routing.