

## **ASU IT Career Banding Calculator**

### **(Effective March 9, 2009)**

#### Background

In April 2007, the campus adopted the concept and use of the career banding calculator to determine IT salaries for alignment with competency assessment, education and experience and the market rate provided by the Office of State Personnel. Initially, ASU was only able to compute salaries based on 75% of the market rate. Effective January 1, 2008 with the assistance of funding from the State, ASU IT career banded positions were brought up to 100% of the market rate. With a restriction of how the funding was allocated, salaries were automatically set to the midpoint of the range within the band. From that point until now, the calculator was being used to determine the proper level, but not to compute the salary.

#### Current Status

With input from the Office of State Personnel and ASU HRS, the calculator has been modified and is ready for further discussion, adoption and use as we move forward. The modifications take into account funding and equity issues with existing staff. That is, the maximum salary within a band and level will not exceed a 2.75% halo of the midpoint. That's where the staff currently reside since the State increase this past July.

#### Highlights of the Calculator

- Enter the name and select the band from a pull down menu
- Enter the assessment ratings for core and functional competencies
- Enter the education and experience (based on input from HRS)
- Employees are given credit for E&E that exceed the minimum for the position (.1% per year)
- The total percent increment is computed benchmarked using mid-point (e.g. Journey 30)
- The salary is calculated based on the % market (currently 100% of 2007 rate)
- For those in the upper range of the scale the halo cap is currently at 2.75% (2008 raise)

#### Spreadsheet formats

For calculation of a new hire or use in small department, use the single calculator sheet

For larger departments and ease of future calculations and analysis, use the multiple sheet format with the positions master table

#### Futures

- Develop an on-line calculator and/or process that determines education and experience from the HR database.
- Develop a series of reports that show the status and provides some analysis tools to show the effects of state increases, market rate changes or halo adjustments.

## **Instructions for the ASU IT Career Banding Calculator**

### Purpose of the Calculator

The calculator uses a standardized method for computing the salary of the IT banded positions to appropriately and fairly determine the compensation. It provides the supervisor a way to enter the assessment rating for each competency and education/experience to calculate the salary. A master table is provided containing the banded positions, minimum experience levels, salary market rates, percent of market and the halo maximum.

### Instructions for using the calculator

Enter the employee's name

Select the banding position from the pull down menu (e.g. Bus. & Tech. App. Analyst)

Note: The form will automatically populate the competency weights)

Enter the rating for each competency (Contributing=1, Journey=2, Advanced=3)

Note: The master table contains the link to the details for each band

Enter the education and experience in years (Information from HRS, from application)

The calculator automatically computes the percent increase/decrease

Note: The total percent score is compared to the level (e.g. Journey=30)

The calculator computes adjusted market salary using the market rate and the percentage factor within the range

A proposed salary is computed using the lesser of the adjusted market salary and the market rate using the halo factor. That is, the salary can't exceed the market rate with the adjusted halo. This is currently set at 2.75% to align with the state increases in July 2008.