

Compensation FAQ

Job Descriptions/ Postings:

[Submit a Faculty/Staff Job Form](#): (MySUU > HR Portal > Resources > Submit a Faculty/Staff Job)

Important notes:

- The form will change depending on what is selected.
- When replacing someone, but wanting an updated job description, email the new job description to compensation@suu.edu.
- “Department head” section, put down the department head (usually a direct report to a Vice President). If unsure, please use the “[Employee Org Chart](#)” (MySUU > HR Portal > Resources > Employee Org Chart).
- To add Search Committee Members after submitting the form, email hrrassistant@suu.edu.

Job Descriptions & Job Description Manager: (MySUU > HR Portal > Resources > Job Descriptions)

- To View the most current job descriptions go to the [Job Description Manager](#)
- To get the Job Description Template, look up “SUU HR Compensation” it will be under “Job Descriptions”

Important notes:

- Position Summary should be 1-3 sentences long.
- Percentages *must* be whole numbers (no 0.5%s). Preferably the percentages are divisible by 5.
- Percentages *must* equal 100%.
- You *must* have an other duties that equals at least 5%

Mistake: If there is a mistake in a job description, email compensation@suu.edu. From there the compensation assistant will take care of it.

Job submission step by step:

Compensation Assistant vs HR Assistant- Who does what?

1. Submitting the job request -Compensation
 - a. Where filtering questions can be added- Compensation/HR Assistant
2. Formatting the posting- Compensation
3. Benchmarking- Compensation
4. Starting the Requisition Process- HR Assistant
5. Has to be approved by several people- Neither (HR Assistant can check and see where it's at).
6. Once Process is complete, the job is posted- HR Assistant
 - a. This is where search committee members can be added
7. Posting is active, and interviews are being conducted- HR Assistant can check status but not give answers on the committees decisions
8. Once someone is hired, welcome email- HR Assistant
 - a. You must notify the HR Assistant when an employee is hired

9. Job Description upload/filing and attaching job codes to positions- Compensation

FLSA Changes

- July 1, 2024: \$45,000 January 1, 2025: \$60,000
- 3 tests to qualify for :
 - Have to make a salary.
 - Have to make a certain amount (those numbers are listed above).
 - Duties test “The employee’s primary duty must involve the kind of work associated with the exempt status sought, such as executive, administrative, or professional work”.
- Classified and professional:
 - Classified: Not exempt, is eligible for overtime
 - Professional: Exempt, NOT eligible for overtime
- Important notes and changes:
 - Overtime is measured by more than 40 hours a week. (If an employee works 30 hours per week, and works 35 hours one week, there is no overtime compensation.)
 - People who are now classified/non-exempt submit leave reports every single week. Submissions can begin on Friday (or earlier) and end on Monday. Supervisors can approve starting on Saturday.
 - Certain groups of employees were all moved to be classified/non-exempt to keep everything fair.
 - EX. Recruiters, Academic Advisors, & TRIO Educational Talent Search Advisors
- Employees *have to get supervisor approval* before beginning overtime.
 - If an employee continues working overtime without approval, the supervisor has to have a talk with the employee.
 - If the employee continues, a P.I.P is created.
 - **Travel**

Travel Requests: (MySUU > Apps > Travel)

- In order to get reimbursed for travel, employees must fill out the “Travel Requests” before they go.

Reimbursements will appear in the next paycheck after the travel reimbursement is approved, questions regarding this can go to Accounts Payable call 435-586-7730 OR email accountspayable@suu.edu.

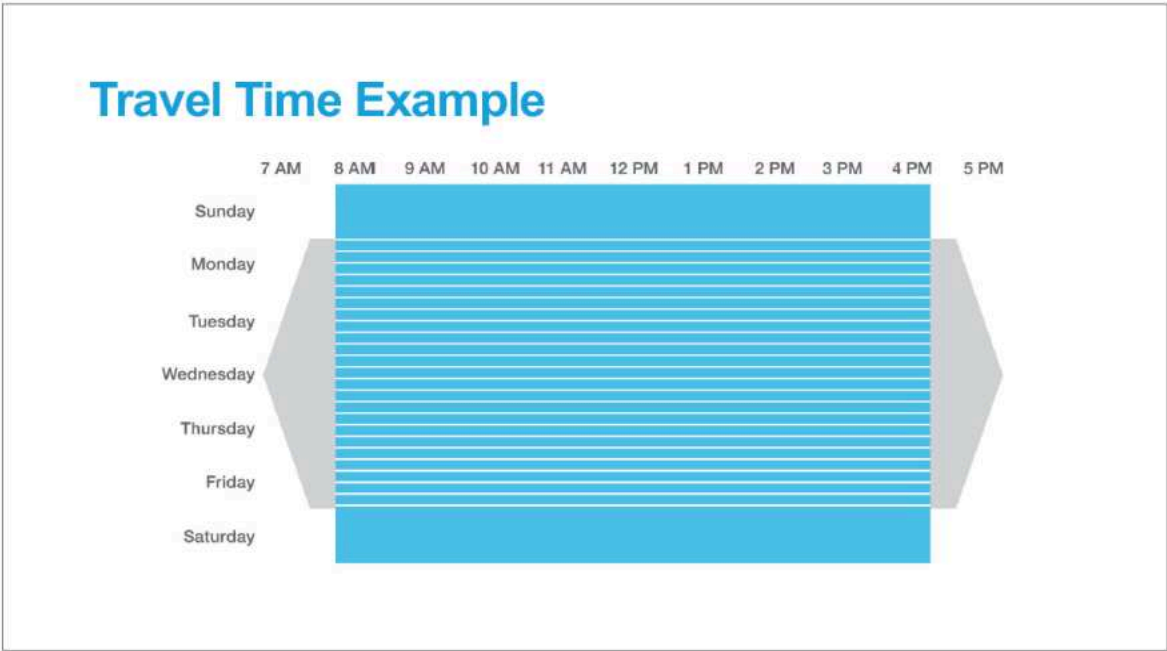
Travel Time-

Pay is offered for non exempt employees, during same day trips, and during business hours.




EX. If taking a 3am flight on a Tuesday, pay is not offered.

EX. If taking a 2pm flight; pay is offered.

EX. If you're driving somewhere for SUU at 3am on a Saturday, you get paid *if you are the one driving the vehicle*.



Travel Time Example

-  Employee regularly works 8:00 a.m. to 5:00 p.m. Monday through Friday
-  Same-day travel to another city that starts before or after the employee’s regular work hours or ends after regular work hours is generally compensable
-  Travel on a day not normally worked, but during hours normally worked is generally compensable.