# **DOCUMENTATION REQUIREMENTS FOR SAP PROCESSES**

**Equity Review**

**Relevant Section of the Contract:** Appendix B (PSSAP Manual) IVH: Equity Increases

Paperwork Requirements\*

1. Appendix #5: Request for Equity Review
* Must include salary sought
	+ - * Consider salaries of others in similar positions across UMass
			* To the extent possible, staff salary sought should match the salary being recommended by department head
1. Job description
2. Justification for salary sought
	* + - Include any relevant history (e.g., member was promoted from another position at UMass, member has obtained additional degree(s) or certification while in position)
3. Memo of justification from Department Head
4. Resume
5. Org Chart

Once all documents have been completed and signed off on please give to your HR person to be uploaded into page up. Once the documents are uploaded and approved it will go to total comp and put in their que. This is the date for any and all retro so its important to get these in asap.RHH HH

*\*Required forms are available in the PSU Contract. PDF and Word versions of the forms can be downloaded from the SAP page on the PSU website:* [*https://www.umass.edu/psumta/amherst-sap-committee*](https://www.umass.edu/psumta/amherst-sap-committee)

**Position Classification Review**

**Relevant Section of the Contract:** Appendix B (PSSAP Manual) IIB-iii: Position Classification Review

Paperwork Requirements\*

1. Appendix #1: Position Description Worksheet – completed by member
* Worksheet follows the 13 elements for classifying a position
* Form gets attached in PageUp
* Technically, Appendix #1 is optional and not used when grading a position
	+ Strongly recommend that employees complete this
	+ This information will help SAP Stewards to provide feedback about position and how it might be graded
	+ Information in Appendix #1 could also help if the case were to go to an appeal
1. Appendix #2: Position Description – completed by member in collaboration with supervisor
* Updated job description
* Information on this form gets entered directly in PageUp
* Should be agreed upon and signed by the employee, department head, and division-level HR
1. Appendix #3: Request for “Off-Cycle” Review
* Request for Position Classification Review
* Information gets entered directly in PageUp
* Requires review by and signatures from employee’s supervisor, department head, and administrative officer
* Requires incumbent’s existing position description
1. Other helpful materials:
* Letter of support from supervisor highlighting increased responsibilities that have been added since original Position Description
* Org Chart
* Memo of justification from yourself
* Resume

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