

**September 8, 2022**  
**Comp Corner**  
**Edition #2**

**Welcome Back!**

Welcome back to the Comp Corner, a limited-edition bulletin where we try to make dollars and “sense” of staff compensation practices. This week we’re going to talk more about the Salary Placement and Equity Tool (SPET) and some of its features.

**Reminder: What HR is Working to Achieve**

As a reminder, HR Compensation has been working to enhance existing staff compensation policies and processes with three goals in mind:

- Offer greater flexibility in staff pay practices and compensation actions;
- Offer more competitive salaries for current and future staff employees; and
- Work to address compression and pay inequities within Level 3 departments and organizations.

**What is the SPET?**

The SPET is an automated tool designed to provide a competitive salary range based on education and related experience for staff employees. It also assesses internal equity across the Level 3 organization to ensure that staff employees within the same classification with similar levels of education, experience, and responsibilities are paid similarly. That means HR agents, when using the SPET, will need to think more broadly about staff pay—across the entire Level 3 org—instead of at the unit level.

**How is the SPET Used?**

The tool is designed to be used by departmental HR representatives, HR agents, liaisons, and/or designees and will replace the equity grids currently in use. With more opportunities to review staff pay, there are more opportunities to pay staff competitively.

Plus, the SPET can be used by departments for ad hoc salary reviews when there are concerns with current employees’ salaries—policy exceptions for departmental reviews will no longer be required.

The SPET will be used for all staff hires (including rehires), reclassifications, career ladders, transfers, and salary placement reviews.

The SPET will not be used for in-range adjustments, counteroffers, or retention offers. It is designed to be used with staff employees only; not for faculty or student employees.

**How Does the SPET Work?**

In a nutshell, the HR liaison enters prompted information for specific, qualifying personnel actions and the SPET computes a pay range based on the individual’s education and relevant experience. Departments should pay employees within the SPET range provided, which may be above mid-point.

As long as the salary is within the SPET range, no prior HR approval will be required. The department can still pay outside of the SPET range with additional justification and review.

To mitigate potential compression, the tool also highlights any actual or possible pay inequities

between staff within the same classification.

**When Can I Begin Using the SPET?**

The SPET will be available for use once the updates to UAP 3500 and expanded pay practices are approved and training has been completed. We'll share a more definitive timeline when we see how the policy review process progresses.

Check back in next week to learn more about how to review an individual's qualifications and translate that information into useful data for the SPET.

Questions? Comments? Ideas for topics? Contact the Comp department at [Comp@unm.edu](mailto:Comp@unm.edu) or 505-277-0610.