

**September 22, 2022**  
**Comp Corner**  
**Edition #4**

**UAP 3500 Ready for Review**

Welcome back to the Comp Corner. This week, we're trying to make dollars and "sense" of how the Education and Experience Calculator scores work with the SPET to provide a salary range for UNM staff.

But first, the proposed revisions to Policy 3500: Wage and Salary Administration, which we discussed in the 1st Edition of the Comp Corner back on September 8, are now available for a 30-Day review and public comment. We encourage you to review the draft policy here and provide your feedback. We'll discuss UAP 3500 more in future editions, so stay tuned.

**SPET Inputs**

The SPET prompts users to enter information related to the hiring action or individual salary review. This information includes relevant items such as employee name and the education and experience score(s) from the Education and Experience Calculator we discussed in the September 9th Comp Corner (Edition #3). Once the data is input for the individual into the SPET, it will be saved—no need to re-enter, however you should keep the education and experience scores updated in the SPET as those do not update automatically.

**SPET Outputs**

Once you've input the information, the SPET will calculate a salary range based on the individual's specific qualifications. The SPET also provides a comparative analysis among all staff with the same job classification and identifies if the proposed salary will create internal inequities. The SPET will flag any staff that may need salary adjustments to resolve the inequity.

Each department works with leadership to identify and address any inequities. After this, the action is submitted to HR and proceeds per the normal HR process. The SPET output can be printed, emailed, and/or saved as an electronic document, making it easy to share data with those who need to know.

**Paying Outside the SPET Range**

If a unit wants to pay above the range listed on the SPET, simply enter the required information into the justification section and send the request to HR for review and approval.

**NOTE:** The SPET provides ranges that include above midpoint. Above midpoint justifications will no longer be needed if the selected salary is within the SPET-provided range.

A common question HR has received is: What if there is not enough money in the budget to pay within the required range? It is important for the University to pay our staff appropriately. When budget limitations exist, department initiators and HR agents should consult with their leadership to address equity, with the intent to support fair and equitable pay practices within the organization. However, departments can provide justification to pay below the required range, as an exception.

**SPET Tip**

Start calculating education and experience scores for staff in positions that have high turnover—doing the work in advance will help make entering information into the SPET much easier!

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