

# EQUITY INCREASE Request

**First discuss an Equity Increase with Richard and Jerie in COM-T HR before submitting a request.**

1. Complete Equity Review Request Form and submit to COM-T HR (Richard and Jerie), along with the employee's resume and current job description.
2. COM-T will review and conduct an analysis. If we are in support of the equity increase, we will forward it to UAHS-HR for review and approval. The time frame for this process is up to two weeks or depending on our workflow.
3. If the request is approved, please follow the process below.

## **Process**

- Submit a Job Change (Manager Self Service)
- Request MSS Transactions
- Employment and Job
- Request Employment/Job Change
- Job Data Change – New Request
- Select Modify Job Attributes.

## **Attachments Needed**

- Equity Review Request Form
- Employee's resume
- Employee's job description
- Equity Review Approval Email

## **Notes**

- Include detailed comments or attach explanation memo to describe the reason for the increase.

## **Resources**

[https://ucap.arizona.edu/sites/default/files/Compensation%20Administration%20Guidelines.pdf?\\_gl=1\\*8ywfo\\*\\_ga\\*MTYwMDMzMTEyMi4xNjU5NTM4MDQ1\\*\\_ga\\_7PV3540XS3\\*MTY2MTk3OTQ0MS45NS4xLjE2NjE5Nzk1MTEuNTEuMC4w](https://ucap.arizona.edu/sites/default/files/Compensation%20Administration%20Guidelines.pdf?_gl=1*8ywfo*_ga*MTYwMDMzMTEyMi4xNjU5NTM4MDQ1*_ga_7PV3540XS3*MTY2MTk3OTQ0MS45NS4xLjE2NjE5Nzk1MTEuNTEuMC4w)