

# INCUMBENT REVIEW

*An incumbent review is needed for a promotion and when an existing employee's job duties and responsibilities change significantly. This is typically defined as a change in 30% or more of job duties or responsibilities, or one that affects how the job is mapped to the career architecture.*

*Please review the Compensation Administration Guidelines about Incumbent Reviews.*

## **Process:**

1. Complete Incumbent Review/Promotion Request Form. Send the request to COM-T HR (Richard AND Jerie) for review. The following attachments are needed:
  - Position Description for the new position
  - Employee's Resume
  - Current Career Conversation
  - Completed Incumbent Review Form
2. COM-T HR will review and conduct an analysis. If we support the request, you will be advised to submit a MSS Exception Request and attach the request form, resume, new position description.
3. UAHS-HR and Compensation will review and conduct an analysis. They will advise COM-T of their determination. The time frame for UAHS-HR and Compensation is up to one month.
4. If the Incumbent Review is approved, you will move on to the MSS Job Change transaction:
  - MSS Exception
  - Job Data Change
  - Request Transaction
  - Employment & Job
  - Request Employment/Job Change
  - Job Data Change
  - Position Lifecycle
    - Change date, working title (check box to free form type), salary

## **Attachments Needed**

- Incumbent Review Letter from Compensation

## **Notes**

- An employee must complete 6 months in their current position before an incumbent review can be requested.
- A job may not be considered for remapping more than once in a rolling 12-month period.

## **Resources**

- <https://hr.arizona.edu/supervisors/compensation>
- <https://hr.arizona.edu/sites/default/files/Compensation%20Administration%20Guidelines.pdf>