

# RETENTION INCREASE

*A retention offer may be made to an employee with a current regular appointment when the employee can produce evidence of a genuine offer of employment. The college or division should coordinate the retention offer with the compensation team prior to making the employee an offer. When a retention offer has been offered and accepted, any future retention offers will be considered an exception and must follow the process for an exception request.*

The department should ask the employee to provide the offer of employment that cites the compensation. Then, email Richard Chavez and Jerie Schulz in COM-T HR and include:

- The retention increase request
- Written justification by the department
- Offer letter the employee received

We will review the request and determine if the offer can be matched. If it is supported, the department will be notified and advised to process the transaction using the following these steps:

- UAccess
- Request MSS Transaction
- Employment and Job
- Request Employment/Job Change
- Select Job Change
- Enter employee information
- Modify Job Attributes
- Click empty box next to Empl Rcd#; Continue
- Enter Effective Date
- Select "Retention" as the Reason; enter new amount
- Confirmation Compensation

## **Attachments Needed**

- Justification Memo that describes the reason for the request.
- Letter of Offer from other company or department

## **Notes**

## **Resources**

- [https://ucap.arizona.edu/sites/default/files/Compensation%20Administration%20Guide%20lines.pdf?\\_gl=1\\*\\_1abdusj\\*\\_ga\\*MjEyNzkyNDMyNi4xNjU2MDc4ODc4\\*\\_ga\\_7PV3540XS3\\*\\_MTY2MjEzNDUyOS4yOC4xLjE2NjlxMzU3MjcuNjAuMC4w](https://ucap.arizona.edu/sites/default/files/Compensation%20Administration%20Guide%20lines.pdf?_gl=1*_1abdusj*_ga*MjEyNzkyNDMyNi4xNjU2MDc4ODc4*_ga_7PV3540XS3*_MTY2MjEzNDUyOS4yOC4xLjE2NjlxMzU3MjcuNjAuMC4w)