

Market pay adjustments

Schools and divisions are required to reference benchmarking data to justify **market** pay increase requests. The Compensation office can provide internal and external benchmarking data.

Market pay adjustments may be facilitated at any time, but are often processed during the annual compensation review and budget approval process.

Departments may use the pay increase approval request form available on the Human Resources Administration site or any alternative document (e.g., memo, spreadsheet) acceptable to the Provost and Senior Vice President for Academic Affairs or Senior Vice President for Administration. Transactions and documentation of review and approval may be audited to confirm appropriate approvals have been obtained.

Approval requirements

- Proposed adjustments and pay levels based solely on market comparisons **up to and including 5%**

1. “One level up” mandatory review and recommendation
2. School/division mandatory review and recommendation
3. Review and approval by Compensation office

- Market pay adjustments **in excess of 5%**

1. “One level up” mandatory review and recommendation
2. School/division mandatory review and recommendation
3. Review and recommendation by Compensation office
4. Final approval by the Provost and Senior Vice President for Academic Affairs for:

- a. all schools/divisions reporting to the Provost and Senior Vice President for Academic Affairs) and
- b. divisions reporting to the Senior Vice President for USC Health or the

Senior Vice President for Administration (for **all** other divisions) or his/her designee. The Compensation office will coordinate the approval process.