

HR Compensation

PAR/CRF Attachments for Compensation Review

In order for Compensation to effectively and efficiently review HR requests submitted via Position Authorization Request (PAR) and Compensation Request Form (CRF), certain documentation should be included as an attachment to each request. This document outlines the different types of attachments that should be included for each specific type of PAR/CRF. Any additional documentation not outlined in this document that may assist in the review of HR requests should also be included. Please note there are certain exceptions for UAB Hospital & LLC.

PAR

Type	Resume/CV/ECF ¹	Org Chart	Other
Classify New Position		✓	
Refill Vacancy	N/A	N/A	N/A
Temporary Employee	N/A	N/A	N/A

CRF

Type	Resume/CV/ECF ¹	Org Chart	Other
Reevaluate/Reclassify Existing Position — Filled	✓ ²	✓	
Reevaluate/Reclassify Existing Position — Vacant		✓	
Reevaluate Department for Reorganization		✓	All documentation related to reorganization
Update Job Description Only		✓ ²	

¹ Experience Credit Form

² Not applicable/required for UAB Hospital & LLC

CRF (continued)

Type	Resume/CV/ECF ¹	Org Chart	Other
Create or Update Incentive Plan			Revised or New Incentive Plan Template
Salary Consultation — Market Study	√ ²	√ ²	For UAB Medicine: Market Study Request Form
Salary Consultation — Equity Adjustment	√ ²	√ ²	
Salary Consultation — Lateral Transfer with Increase ²	√	√ ²	
Salary Consultation — Promotional Increase ²	√	√ ²	
Salary Consultation — Competitive Retention Offer	√ ²	√ ²	Offer Letter
Salary Consultation — Request to Compensate for Additional Duties		√ ²	
Salary Consultation — Other	√ ²	√ ²	Pay Plan Template, when applicable
Other	√ ²	√	Dependent on nature of request

¹ Experience Credit Form

² Not applicable/required for UAB Hospital & LLC