



July 20, 2018

TO: Texas A&M AgriLife - On & Off Campus Unit Contacts

SUBJECT: Default Compensation

We are learning the importance of **default compensation** regarding merit and encumbrances. Please be sure to complete the Default Compensation step – do not skip or cancel. Please see the information below related to default compensation in each of the following processes:

- **Create Position**

- Please **create positions first**, then add a requisition or move a person during change job.
- When performing a change job that is a promotion, you will change the Job Profile, not the Position.
- Regardless of when a position is created, ALWAYS enter **Default Compensation** (except for student workers).

- **Edit Position Restrictions**

- When using Edit Position Restrictions, you will be presented with a **Default Compensation** step. Do not skip, cancel, or avoid it. You don't have to change it (although you may want to), but you should complete and submit it normally.
- Edit Position Restrictions changes the position and does not touch the employee at all. Nothing that is related to Edit Position Restrictions and the Default Compensation will affect a worker's job profile, compensation, or the merit process. You must do a Change Job (can change job attributes such as a job profile as well as compensation) or Request Compensation Change (changes compensation but not job attributes) to actually affect what a person is being paid.

**For questions, please contact:** your HR Generalist at 979-845-2423