Benefits System Flowchart

HRMC/Performance Evaluation Team	Compensation & Benefits Specialist	Employee	Payroll	VP Admin, VP for Affairs & VP for Finance

Compensation & Benefits Specialist:

(Start)

↓

Acquire Req. Folder and or Performance Report.

↓

Obtain Salary Scale

↓

No Violation of NSO.

↓

Has violations? — Yes →

No ↓

Salary Add-ons

↓

Employee qualifies for Add-ons? — Yes →

No ↓

HRMC/Performance Evaluation Team:

Requirements or Performance Report

Salary Scale

Nature of Action

Employee:

Insights for his/her salary.

Payroll:

Verifies by Payroll

VP Admin, VP for Affairs & VP for Finance:

Decision for endorsment.

↓

Still endorse employee's reapplication? — Yes / No

No ↓

(A)

Nature of Action

Approves Nature of Action.

End.

(A)