

PMRC Guidelines (Effective 4/20/23)

POSITION REQUESTS		COMPENSATION RELATED REQUESTS		
PMRC Required	PMRC Not Required	Central Comp Review Required	VC HR Required	Main Campus Central Comp/ VC HR Not Required
<ul style="list-style-type: none"> • All staff positions on Core Campus Support funds (career, contract, limited, floater) • Positions within the Career Tracks Job Families of Human Resources and Information Technology, and Job Titles within the Payroll Job Function, regardless of funding source, must go to PMRC for approval. (This does not apply to Academic HR Analysts in Health Sciences.) 	<ul style="list-style-type: none"> • Non-core funded positions (career, contract, limited, floater) • Casual/restricted (student) positions 	<ul style="list-style-type: none"> • Appointment salaries (career, contract) if greater than 10% above the previous incumbent's salary (if position was previously filled) or the 25th percentile of the salary range (if position is new) • Base building salary increases (reclasses, equity actions), stipends, and lateral transfers with same classification or demotions (lower salary grade transfers) 	<ul style="list-style-type: none"> • Staff compensation actions (equity adjustments, stipends, salary offers and reclassifications involving salary adjustments) where the unit and Central Comp is not in alignment 	<ul style="list-style-type: none"> • STAR Awards • Appointment salaries for limited

Notes:

- Hiring freeze went into effect 2/28/23 for staff positions on Core Campus Support funds (either fully or partially). Core Campus Support includes tuition and fees, state appropriation, and other unrestricted resources such as indirect cost recovery, investment income, and ground lease revenues (<https://budgetoffice.uci.edu/pdf/budget-fund-categories.pdf>). Exceptions to hiring freeze require PMRC approval.
- Non-core funded: Any fund source that is not tuition and fees, state appropriation, and other unrestricted resources such as indirect cost recovery, investment income, and ground lease revenues. Non-core funds include but are not limited to endowment, gift income, and contract and grant support.
- For any compensation decision, it is also important to consider the impact to internal equity.
- Approved Exception: Due to the nature of their business, Intercollegiate Athletics does not need to go through PMRC for existing contract renewals/replacement requests at the same level.