Process for Pay Transparency Compliance:

Step 1: The hiring manager submits a job description and salary range information to HR by creating a Hiring Authorization in our applicant tracking system (PeopleAdmin).

Step 2: The Budget Team confirms funding for the salary range of the position.

Step 3: The HR team confirms classification to determine if the position is full time/part and/or civil service/administrator.

Step 4: The HR Team will determine the benefits associated with the position based on the classification.

Step 5: HR team enters salary and benefits information into People Admin. (*HR has established required fields in People Admin for salary range and benefit information*). PeopleAdmin will not allow the HR team to post a position without salary and benefit information.

Step 6: Once the position is posted on the Chicago State University website, HR will review the posted position to make sure we are compliant with the Pay Transparency Law.

Latasha Larry,
Associate Vice President, Human Resources