UNIVERSITY OF WISCONSIN – MADISON
JUSTIFICATION FOR DISCRETIONARY COMPENSATION ADJUSTMENT (DCA) AWARDS   (Instructions)

As of 2/1/08, the Office of Human Resources will no longer accept paper DCAs. We have implemented an online DCA system, and future DCAs will need to be submitted electronically. Please contact your HR Representative regarding the electronic DCA process. Thank you.

Division/Unit:

EMPLOYEE & CLASS:		START DATE CURRENT CLASS:		DCA Effective Date:	

Criteria	Justification (provide details-attach additional information as necessary)	Increase	Base Bldng./ Lump Sum
New Duties- Employee has new duties that have been newly assigned or were an evolution of the originally assigned functions. The duties are permanent, and are of a greater scope, impact, and/ or complexity compared to the previous functions.			
Increased Significant Competencies- Demonstrates increased and significant competencies which are directly related to the permanent assignment. *(This category may not be used for those employees covered by the WPEC bargaining agreement)*			
Merit/Performance- Employee has sustained a high level of performance and the expectation is that it will continue. *(This category may not be used for any employees covered by a labor agreement with broad banding)*			
Pay Equity- Based on a pay equity analysis, awards may be granted for unique circumstances, retention, or to assist in resolution of pay inequities (equity data needs to be provided).			
Retention/Market Influences Skill sets an employee utilizes are in high demand in other organizations (private and/or public) requiring an adjustment to be made for retention strategies (market data provided to illustrate this fact).			

Old Base Salary	New Base Salary	# of Pay Range Steps	Prior DCA Pay Range Steps Granted in Current FY*	*Cumulative Awards Exceeding 2 WRPS in a FY must be approved by OSER. Employees are restricted to four within pay range steps in a fiscal year.

Approvals (Delegated Requests):

Recommended by: Supervisor	DATE	Reviewed by: Division/Director	DATE	Approved by: Officer	DATE

Approvals (Non-Delegated Requests):

Approved by: UW System Admin.	DATE	Approved by: OSER		DATE