

Pay grades update for FY2024

Compensation structure update

K-State's compensation structure is intended to ensure employees are receiving market competitive pay – meaning comparable to what someone might be paid for similar duties and responsibilities at other organizations. As the market shifts, so must our structure. With that in mind, each year our staff conducts an analysis to determine what changes, if any, need to be made in order to keep pace with the market.

K-State has accepted and approved a 2 percent increase in the compensation structure (pay grade minimum, midpoint, and maximum benchmarks) for university support staff and unclassified professional staff – not including unclassified professionals who also hold faculty status. This change will take effect at the start of FY24 (June 11, 2023).

Please note this increase represents a change in the compensation structure. This does not represent a change in individual pay for employees currently compensated above the FY24 pay grade minimum.

Why is this important?

Compensating staff within their assigned pay grade helps to ensure we are staying competitive within our labor market. Exceptions to paying within the assigned pay grade mean we are either underpaying or overpaying and can result in retention or morale challenges. For that reason, it's important to ensure base salary falls between the minimum and maximum of the pay grade for a given position.

Staff Pay Grades – FY24

The Compensation and Organizational Effectiveness [Staff Pay Grades webpage](#) contains the full list for all pay grades. If you have additional questions, please contact hrcomp@ksu.edu.

Hiring managers must ensure offers are made within the new range. Depending on when the recruitment started, it may still have an FY23 range listed in the position announcement.

For more information on best practices, contact your [Talent Acquisition Strategic Partner](#).

Adjusting PDs and Requisitions

Adjusting PDs and recruitments to reflect the compensation structure update

Staff pay grades are being updated effective at fiscal year 2024 (FY24) start - June 11, 2023. When submitting position descriptions (PDs) for review and approval, be sure to use new FY24 rates. New rates will be reflected in PageUp at FY24 start - June 11, 2023. A listing of FY24 staff pay grades can be found on our [website](#).

With updates to the university's compensation structure, recruitments currently in-process will be impacted. Departments/colleges/units planning to conduct new recruitments near fiscal year start should account for these structure updates and ensure adequate funding is available for the position. Compensation and Organizational Effectiveness is monitoring PDs and working to ensure FY24 rates are reflected on all PDs submitted after May 10, 2023. Job requisitions currently in-process will be monitored by Talent Acquisition.

When converting a PD to job requisition, be sure to use new FY24 rates. If you have questions about a current job requisition in-process or about the appropriate rates to use for new job requisitions, contact your [Talent Acquisition Strategic Partner](#).

Managing offers

Hiring managers should consider the staff pay grades increase when making salary offers for recruitments. Hiring managers are required to offer salaries at least at the pay grade minimum regardless of fiscal year in which the salary is offered. HCS encourages hiring managers to make salary offers consistent with new FY24 rates.

Should an employee be offered a salary at or above the current pay grade minimum for FY23, but below the pay grade minimum effective in FY24, it is the responsibility of the department/college/unit to fund the below minimum cost-effective June 11, 2023.

Questions related to the staff pay grades increase can be directed to Compensation and Organizational Effectiveness at hrcomp@ksu.edu.