



SACRAMENTO STATE

Classification & Compensation

Compensation Requests – Service Levels

Additional information and resources can be found on our [website](#).

Request Type	C&C Review Service Level*	Additional Information
Staff Compensation		All requests require justification memos and supporting documentation. Any requests submitted without appropriate documentation may be returned and may result in significant delays to the Classification and Compensation review process**.
<ul style="list-style-type: none">• Staff In-Range Progression request• Additional Increase Request <i>(Management and Employee Initiated)</i>	30 business days	
<ul style="list-style-type: none">• Staff Bonus• Stipend Requests	16 business days	
MPP Compensation		
<ul style="list-style-type: none">• MPP Bonus Request	30 business days	
<ul style="list-style-type: none">• MPP Equity Increase Request	30 business days	
Recruitment Related Request		
<ul style="list-style-type: none">• Request Above Minimum (RAM) <i>(MPP and Staff)</i>	48 hours	

**Service Levels are standardized goals for the C&C Department, timelines outlined in the Collective Bargaining Agreements supersede.*

***Processes for all compensation related requests can be found via the Electronic Compensation (E-Comp) system- Instructions Tab.*