I. COURSE TITLE: Compensation Administration
   
   Course Code: HURS 8075
   
   Credits: 3

II. COURSE DESCRIPTION:

   Critical analysis of the management aspects related to the principles of compensation and innovation. Comparison of the practices to administer, operate, investigate and design an effective compensation program. Includes investigations or selected topics related to the compensation administration.

III. GENERAL AND SPECIFIC OBJECTIVES:

   By the end of the course the students will be able to:
   1. do research in the field of compensation
      examine the theories, policies and practices developed by academicians and practitioners
   2. apply compensation theory, policy and practice fundamentals in the design of an effective compensation system.
      evaluate compensation theories, policies and practices to develop the PAY Model
      develop compensation policies, objectives and techniques for the specific situation
      justify the selected theory, policies and practice to develop the PAY Model
      judge the relevance of strategic issues and the PAY Model in an organization
   2.5 analyze environmental and regulatory pressures in the field of compensation

IV. COURSE CONTENTS

   A. Introduction
   B. Total Compensation Model
   C. Strategic Perspective
   D. International Consistency: Determining the Structure
      1. Defining Consistency
      2. Job Analysis
      3. Evaluating Work
4. Person-based Structures

E. External Competitiveness: Determining the Pay level, Mix and Structures
   1. Defining Pay Levels, Mix, Structures
   2. Employee Contributions
   3. Pay for Performance: the Evidence
   4. Pay for Performance Appraisals

C. Total Compensation: Employee Benefits
   1. The Benefits Determination Process
   2. Benefits Alternatives
   3. Total Compensation: Employee Benefits
   4. Total Benefits Alternatives

D. Extending the System
   1. Compensation of special groups
   2. Union Role in Wage and Salary Administration
   3. Global Total Compensation

E. Managing the System
   1. Government’s Role in Compensation
   2. Budgets and Administration

V. ACTIVITIES

A. Class discussions
B. Case analyses
C. Group dynamics
D. Paper presentation

VI. TEXTBOOK


VII. RESOURCES

A. Readings:


VIII. COURSE EVALUATION:

A. Evaluation Criteria:

- Class Attendance and Participation 20%
- Case Analyses 10%
- First Research Paper 20%
- Final Research Paper 40%
- Presentation 10%
- Total 100%

B. Policies and Expectations:

1. You must be familiar with the computer e-mail system.
2. You must attend class in order to participate in exercises and discussions. If you miss more than two class meetings, you will lose attendance/participation course credit (points) as follows: 2 points per class missed.
3. All written assignments must be typed. Presentation will be evaluated based on five elements:
   - what (the content)
   - how (the process of information collection)
   - style (the way you present yourself and your work)
   - cooperation (between you and your teammate)
   - time (12-15 minutes)

IX. BIBLIOGRAPHY

A. Books:


B. Periodicals (Journals and Newspapers)

Academy of Management Journal
Administrative Management
Advanced Management Journal
Business America
Business Week
Caribbean Business
Comercio y Producción
Forbes
Fortune
Harvard Business Review
HR Magazine
Human Resource Daily Advisor
Human Resource Executive
Human Resource Management
Human Resource Planning
Human Resource Report
Human Resources Management Review
Journal of Business Ethic
Journal of Business Ethics
Journal of Management Development
Journal of Management Studies
Management Review
Management Science
Management Solutions
Management Today
Money
New York Times
Organizational Dynamics
Puerto Rico Business Review

C. Websites

http://www.businessinsurance.com/ - Business Insurance; Corporate Risk Management
http://www.us.kpmg.com/services/content.asp?l1id=20&l2id=530 - Compensation and Benefits KPMG Analysis
http://www.benefitnews.com/ - Benefit News
http://www.ebri.org/ - Employee Benefit Research Institute
http://www.fed.org/ - Foundation for Enterprise Development
http://www.dc.thompson.com/tpg/pen_ben/ - Pension and Benefits Publications
http://www.stock-options.com/ - Stock Options
http://www.americanpayroll.org/ - American Payroll Association
http://www.erieri.com/freedata/hrcodes/index.htm - HR Codes and Laws
http://www.aspm.org/ - American Society for payroll management
http://www.401khelpecenter.com/ - 401K Help Center
http://prc.wharton.upenn.edu/prc/prc.html - Pension Research Council
http://www.ssa.gov/ - Social Security Administration
http://www.dol.gov/dol/esa/ - Employee Standards Administration
http://www.workinjuryhelp.com/ - Work Injury Help Site
(www.aom.pace.edu) Academy of Management
(www.hoovers.com) Business Research
(www.businessweek.com) Business Week
(www.entrepreneur.com) Entrepreneur
(www.entrepreneurmag.com) Entrepreneur Magazine
(www.fastcompany.com) Fast Company Magazine
(www.forbes.com) Forbes
(www.hbsp.harvard.edu) Harvard Business Review
(www.strategyclub.com) Strategic Management Club Online
(www.interscience.wiley.com) Strategic Management Journal – Wiley InterScience
(www.smsweb.org) Strategic Management Society