



**The University of Texas at Dallas
Naveen Jindal School of Management
COURSE SYLLABUS**

**OBHR 4331
All Sections
Compensation & Benefits Administration
January to May 2024**



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Compensation & Benefits Administration
January 16 to May 10, 2024**

COURSE INFORMATION

Title	Compensation & Benefits Administration
Term	Spring 2024
Dates	16 Weeks (In-Person)

PROFESSOR INFORMATION

Professor	Dr. Dale J. Albrecht
Email address	dale.albrecht@utdallas.edu

Office Hours	JSOM 4.432 Tuesday 2:30-6:30pm Appointments during office hours are not necessary, but it's still useful to give me a heads-up if you're planning to stop by. Other days & times available via appointment, both virtually and in-person.
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Communication Guidance

For all communications, please start with your name and course number. In a typical semester, I have hundreds of students so this information is super useful, and it will enable a much quicker response.

You can email me any day/time of the week. I will get back to you as soon as I can, typically within a day.

COURSE DESCRIPTION

This course focuses on how managers can strategically utilize compensation to attract, retain, and motivate qualified employees. Students will gain an understanding of the multidisciplinary theories underlying pay system design and implementation. Attention will be given to principles underlying successful compensation systems, including internal alignment, external competitiveness, and pay-for-performance.

Prerequisite: OBHR 3330, Introduction to Human Resources

COURSE LEARNING OBJECTIVES/OUTCOMES

After completing this course, participants should be able to:

- Identify the importance of the compensation discipline and how it impacts an organization's stakeholders
- Describe how compensation and benefits impact an organization's ability to achieve its goals
- Create a job description and identify compensable factors
- Analyze a pay grade structure
- Evaluate a sales commission plan for its ability to motivate and achieve organizational goals
- Conduct a benefits open enrollment presentation

REQUIRED MATERIALS

Books: The following are bundled into a cohesive e-book through McGraw Hill Smartbook:

Gerhart, B. (2023). *Compensation (14th ed.)* ISBN: 978-1-264-08090-8 (Selected Chapters)

Martocchio, J. (2023). *Employee Benefits: A primer for human resource professionals (7th ed.)* ISBN: 978-1-260-26048-9 (Selected Chapters)

Note: The publisher's "Connect" subscription is required and included in the electronic textbook purchase. All readings and chapter quizzes will be administered using McGraw-Hill "Connect" and should be accessed through Blackboard. You can purchase this as a bundle in the bookstore or directly from McGraw-Hill. To purchase directly through McGraw Hill, follow these steps:

1. Wait for the class to open on e-learning
2. Click into the "Course Introduction" folder
3. Click on any of the McGraw Hill items
 - i. This will take you to McGraw Hill and you will be asked to register/purchase
 - ii. Ensure that you use your official "net-id email address." (*Do not use the friendly email address*)

COURSE SCHEDULE

PART 1: Compensation Fundamentals					January 16 to March 8	
Dates	Topics	Assignment	Open Date	Due Date	Points	
1/16 – 1/21	Week 01: Gerhart: “The Pay Model,” & “Strategy” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz	1/16	3/8	10	
1/22 – 1/28	Week 02: Gerhart: “Internal Alignment,” & “Job Analysis” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz			10	
1/29 – 2/4	Week 03: Gerhart: “Job Evaluation/Compensable Factors” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz			10	
2/5 – 2/11	Week 04: Gerhart: “Defining Competitiveness & Benchmarking” Reading Quiz (taken on blackboard) Pay Benchmarking Quiz. (based on the benchmarking exercise completed in class) (taken on blackboard)	Smartbook Reading Quiz			60	
2/12 – 2/18	Week 05: Gerhart: “Designing Pay Levels, Mix, & Pay Structures” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz			10	
2/19 – 2/25	“Designing Pay Levels, Mix, & Pay Structures” Group presentations Cont’d.	Group Project 1		2/25	100	
	Week 06: Gerhart: “Pay-for-Performance: Theory & Evidence” Recorded Lecture Reading Quiz (taken on blackboard)	Smartbook Reading Quiz		3/8	10	
2/26 – 3/3	Week 07: Gerhart: “Pay-for-Performance: Types of Plans” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz	3/8	10		

INDIVIDUAL PROJECT 1

Assignment	Open Date	Due Date	Points
Create a Job Description & Identify Compensable Factors	2/5	3/3	100

MID-TERM EXAM

March 4 to 8

Dates	Assignment	Open Date	Due Date	Points
3/4 – 3/8	Mid-Term Exam	3/4	3/8	125

PART 2: Compensation Advanced Topics

March 4 to April 14

Dates	Topics	Assignment	Open Date	Due Date	Points
3/4 – 3/10	Week 08: Gerhart: “Compensation of Special Groups, Esp. Sales” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz	1/16	4/14	10
3/11 – 3/17	SPRING BREAK				
3/18 – 3/24	Week 09: Gerhart: “International Pay Systems” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz	1/16	4/14	10
3/25 – 3/31	Week 10: Gerhart: “Government & Legal Issues in Compensation” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz			10
4/1 – 4/7	Week 11: Gerhart: “Management: Making it Work” Reading Quiz (taken on blackboard)	Smartbook Reading Quiz			10

INDIVIDUAL PROJECT 2

Assignment	Open Date	Due Date	Points
Sales Commission Plan Evaluation	3/11	4/14	100

PART 3: Employee Benefits			April 8 to May 3		
Dates	Topics	Assignment	Open Date	Due Date	Points
4/8 – 4/14	Week 12: Martocchio Chpt 1: "Introducing Employee Benefits" Chpt 2: "The Psychology & Economics of Employee Benefits" Chpt 3: "Regulating Employee Benefits"	e-book Reading	1/16	5/5	10
	Reading Quiz (taken on blackboard)	Quiz			
4/15 – 4/21	Week 13: Martocchio: Chpt 4: "Employer-Sponsored Retirement Plans" Chpt 5: "Employer-Sponsored Health Plans"	e-book Reading			
	Reading Quiz (taken on blackboard)	Quiz	10		
4/22 – 4/28	Week 14: Martocchio: Chpt 6: "Employer-Sponsored Disability Insurance, Life Insurance, and Workers' Compensation" Chpt 7: "Government-Mandated Social Security Programs" Chpt 8: "Paid Time-Off Benefits"	e-book Reading			
	Reading Quiz (taken on blackboard)	Quiz	10		
4/29 – 5/3	Open Enrollment Presentations	Class Presentations	4/1		100

In-Class Group Project 2 – Open Enrollment Presentation

Assignment	Open Date	Due Date	Points
Prepare & present a mock open enrollment meeting. During class the week of 12/3 – 12/9	4/1	5/3	100

FINAL EXAM

May 6 to 10

Dates	Assignment	Open Date	Due Date	Points
5/6 – 5/10	Non-cumulative. Final exam will be on second-half of the semester.	5/6	5/10	155

ASSIGNMENT DETAILS

Slides for Note Taking:

The presentation slides will be posted in advance of class sessions, via e-learning, for the purposes of notetaking. Check the folder for each respective chapter.

Individual Projects:

There are 2 individual projects in the course. See the projects folder on e-learning for additional information.

Group Projects:

There are 2 group projects in the course. Both projects will be completed in class. One is on compensation, and the other is on benefits. The benefits project is a presentation on Benefits Open Enrollment. You will be assigned a group. See the projects folder on e-learning for additional information.

ORIGINAL WORK Expectation:

For any/all assignments, it is expected that your work is originally yours. While you can/should consult external sources for ideation and support, all use of external sources should be cited appropriately according to the APA 7th edition writing style standards. This includes any/all use of artificial intelligence (A.I.). Keep in mind that assignments are reviewed for usage levels of external resources, and this includes A.I. For any assignment, use of external resources should be less than 20%.

GRADING

Assignments	Point Value
Chapter quizzes	140
Pay benchmarking quiz	60
Individual project 1 (Job description & compensable factors)	100
Individual project 2 (Sales commission plan evaluation)	100
Group project 1 (Pay grade structure)	100
Group project 2: Open enrollment presentation	100
Group Project: Peer Review	50
Mid-Term Exam	125
Final Exam (non-cumulative)	155
Participation in-class	70
TOTAL*	1000

Grading Scale			
Letter	Points		Percentage
	Low	High	
A+	980	1000	98-100%
A	940	979	94-97%
A-	900	939	90-93%
B+	870	899	87-89%
B	840	869	84-86%
B-	800	839	80-83%
C+	770	799	77-79%
C	740	769	74-76%
C-	700	739	70-73%
D+	670	699	67-69%
D	640	669	64-66%
D-	600	639	60-63%

COURSE, PROGRAM, and UNIVERSITY POLICIES

Assignment Submission & Make-up's

All assignments should be submitted to the course via eLearning on or before the due date/time listed. Assignments submitted after the due date are subject to rejection or reduced grades as described for the respective assignment in the syllabus and in e-learning. The dates established for the assignments are already designed to provide as much flexibility as possible, which means there are no make-up's except for extenuating medical/personal circumstances. Extenuating circumstances should be discussed with the professor, and to the extent possible, in advance of missing any assignments.

Attendance and Participation

Regular and punctual class attendance is expected. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures. This course uses in-class discussion groups extensively, and missing classes will have a negative impact on your grade. Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The following schedule is used in calculating attendance/absences impact to grade:

Attendance Grading Impact	
Absence in Weeks	Grading Impact
2	No Impact
3	-75 points
4	-180 points
5	-275 points
6	-350 points
>6	COURSE FAILURE

There is not an attendance grade in this class; rather, there is a grade impact for absences. I understand that “life happens” and we’re all prone to missing some sessions. That’s why there’s room for missing without penalty. It’s also true that you must show-up and be present to be successful. Missing class means you’re missing content, and it will negatively affect your learning process. Falsifying attendance records is an ethical issue and a violation of the Comet Creed. Unfortunately, it seems like every semester there are people who think they can “get away” with falsifying their attendance; if you’re going to miss class, that’s your decision; own your decisions and the impact of your decisions.

Class Behavior and Citizenship

Students must be respectful of other student opinions, and disagreements should be handled professionally.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access systems, content, and any recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Sourcing and Plagiarism

Students are expected to write at a professional level. This includes using proper grammar and syntax, having a logical flow, and giving credit to sources of information used in developing reports and papers. Students shall not copy the work of others and represent it as their original work.

All submitted work is subject to plagiarism validation and the University uses databases to automatically identify issues. When plagiarism becomes known, there will be consequences subject to the University's Judicial Affairs. The program will adhere to the decisions and judgement of the judicial affairs process.

Academic Dishonesty

[Academic dishonesty](#) includes but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. All cases of suspected academic dishonesty will be reported to the [Office of Student Conduct](#) for investigation.

Academic Support Resources

The information contained in the following link lists the University's academic support resources for all students. Please see <http://go.utdallas.edu/academic-support-resources>.

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Course Evaluation

The completion of a UTD course evaluation is strongly recommended. A link will be provided via eLearning for completing the course evaluation.

A Final Note

The descriptions, assignments, points, and timelines contained in this syllabus are subject to change at the discretion of the Professor. The Professor will communicate changes to you in advance when possible.