

## Instructions

The Support Staff Percentile Calculator can be used to determine the range penetration of a specific salary rate OR to determine a salary rate when looking for a specific range penetration on the Support Staff Salary Schedule. This calculator can also be used when looking to set an appropriate starting wage in relation to similar positions within your department/unit.

The appropriate formulas have been built into the spreadsheet to be reflective of the current fiscal year salary schedule. If you have any questions regarding this calculator, please contact UHRS Compensation at [salaryiu@indiana.edu](mailto:salaryiu@indiana.edu) or 5-7321.

## How to Use the Support Staff Percentile Calculator

1. To calculate the range penetration of an employee's pay rate, enter the pay rate in column G of the employee's classification level or grade.

Example: Jane is an Office Services Asst/SSOD who makes \$11.20 an hour. Enter \$11.20 in column G6 and then tab out of the cell. You will see 6% appear in Column H6. The SSOD range penetration for Jane's pay rate is 6%.

2. To maintain the same range penetration when there is a promotion, the current range penetration should be entered in column I of the relevant classification level or grade.

Example: **Jane is promoted from Office Services Asst/SSOD to Office Services Asst Sr/SSOF.** To calculate the pay rate that will maintain the SSOD 6% range penetration, enter 6 in column I8 and tab out of that cell. You will see column J8 show a new pay rate of \$13.04. In other words, \$13.04 is 6% into the penetration range for SSOF, just as \$11.20 is 6% into the penetration range for SSOD. The range penetration has been maintained with the promotion.

**\*\*REMEMBER:** If you save this calculator on your PC, the rates reflected will be reviewed and adjusted annually based on the new fiscal year.