

Personnel Reps:

Each year we send an updated Excel file which allows you 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. The appropriate formulas have been built into the spreadsheet. Save the file. (You may want to delete last year's file.)

When using the file:

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 a Department Secretary/SSOD who makes \$11.02 an hour. If \$11.02 is entered in column G6 and then tab out of that cell, 6% will appear in column H6. The SSOD range penetration for that 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 Department Secretary/SSOD to Administrative Secretary/SSOF. To calculate the pay rate that will maintain the SSOD 6% range penetration, enter 6 in column I8. If you tab out of that cell, column J8 will show a new pay rate of \$13.62. In other words, \$13.62 is 6% into the range for SSOF, just as \$11.02 is 6% into the range for SSOD. The range penetration has been maintained.

Do not save the file with these entries.

If you have questions, please contact Anita Dollens at adollens@indiana.edu .

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