Support Staff Percentile Calculator Instructions

The Support Staff Percentile Calculator can be used to determine the relative position of a specific salary rate within a salary range OR to determine a new salary rate based on the relative position of a current salary rate within the salary range on the Support Staff Salary Schedule. This calculator can also be used as a tool to set an appropriate starting wage in relation to similar positions within your department/unit.

The appropriate formulas have been built into the spreadsheet and reflect the current fiscal year salary schedule. If you have any questions regarding this calculator, please contact UHR Compensation Programs at salaryiu@iu.edu or 812-855-7321.

How to Use the Support Staff Percentile Calculator

1. To calculate the relative position of an employee's pay rate, enter the pay rate in column H of the employee's classification level or grade.

   Example: Jane is an Office Services Asst/SS0D who makes $11.97 an hour. Enter “11.97” in cell H8 and then tab out of the cell. You will see 4% appear in cell I8. The relative position of the SS0D range for Jane’s pay rate is 4%.

2. To maintain the same relative position when there is a promotion, the relative position should be entered in column J of the relevant classification level or grade.

   Example: Jane is promoted from Office Services Asst/SS0D to Office Services Asst Sr/SS0F. To calculate the pay rate that will maintain the relative position of 4% within the SS0D range, enter “4” in cell J10 and tab out of that cell. You will see cell K10 show a new pay rate of $13.94. In other words, the relative position of $13.94 in the SS0F range is 4%, just as the relative position of $11.97 is 4% of the SS0D range. The relative position of the range has been maintained with the promotion.

**REMEMBER:** The rates reflected on this calculator are reviewed and adjusted annually based on the new fiscal year, so use discretion when saving the file to a PC.