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 2016-2017 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 $12.09 an hour. Enter “12.09” 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 $14.08. In other words, the relative position of $14.08 in the SS0F range is 4%, just as the relative position of $12.09 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.