

## 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 2017-2018 fiscal year salary schedule. If you have any questions regarding this calculator, please contact UHR Compensation Programs at [salaryiu@iu.edu](mailto: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/SSOD who makes \$12.21 an hour. Enter "12.21" in cell G6 and then tab out of the cell. You will see 4% appear in cell H6. The relative position of the SSOD 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/SSOD to Office Services Asst Sr/SSOF. To calculate the pay rate that will maintain the relative position of 4% within the SSOD range, enter "4" in cell I8 and tab out of that cell. You will see cell J8 show a new pay rate of \$14.22. In other words, the relative position of \$14.22 in the SSOF range is 4%, just as the relative position of \$12.21 is 4% of the SSOD 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.