

UNIVERSITY OF KENTUCKY STAFF SALARY RECOMMENDATION FORM - Campus Pay Scale

Instruction Guide

Candidate Information

- Highest Degree:** The highest degree the candidate completed and the number of years it equates to.
- Other Education:** College or technical school credits the candidate has earned toward an uncompleted degree.
- Combined Education/Experience:** The total years representing education + years/months of experience.
- Recommended Salary:** List the hourly/monthly and annual rate.

Counting Experience

- FULL – TIME:**
- All experience must be in the same field to be counted.
 - Paid experience only (no volunteer work).
 - Internships are not counted if educational credit is earned.
 - Paid internships may be counted as related experience.
- PART – TIME:**
- 35+ hours worked per week- Full credit
 28-34 hours worked per week- 75% credit
 18-27 hours worked per week- 50% credit
 9-17 hours worked per week- 25% credit
 < 9 hours worked per week- No credit given
- ON-CALL:**
 Work counted as 20% of a month

Highest Level of Approval Required

- All forms need to have approval signatures from:
- **Supervisor of the position**
 - **Budget Officer**
- Additional approval signatures will be needed, if the salary is...
- Beyond First Quartile: **Department/Division Head/VPR**
- Beyond Midpoint - Maximum: **EVPFA, Provost or VPR**
- Beyond Maximum: **President**
- Promotion with a 20% or more increase: **EVPFA, Provost or VPR**
- *HR will obtain approval for Provost/EVP and President's office.*

Position Information

All information for this block can be found in the Online Employment System (OES).

Salary Scale

Complete first section for all payroll actions and both sections for promotions or re-evaluations.

HEW Codes

- | | |
|---|-----------------------------------|
| 1 | White (Non Hispanic) |
| 2 | Black (Non Hispanic) |
| 3 | American Indian or Alaskan Native |
| 4 | Hispanic |
| 5 | Asian or Pacific Islander |

Education and Credit Hours

GS = Grade School	0 Years
HS = High School	0 Years
AA = Associate Degree	2 Years
BA/BS = Bachelors Degree	4 Years
MA = Masters Degree	6 Years
PhD = Doctorate Degree	9 Years

Undergraduate Credit Hours: Six months of experience is given for 15 credit hours earned towards undergraduate work; One year of experience is given for 30 credit hours earned towards undergraduate work, etc. [Ex: 90 hours earned is equal to 3 years of experience].

Graduate Credit Hours: Six months of experience is given for 9 credit hours earned towards graduate work; one year of experience is given for 18 credit hours earned towards graduate degree. No additional months of experience are given past 18 additional months towards a graduate degree until the degree is complete. [Ex: An applicant cannot get two years of credit for a Master's degree until the degree is complete no matter how many hours have been earned.

Note: You can only give an applicant credit for one similar type degree. Multiple degrees are not counted. [Ex: Two Bachelor's degrees equal four years of experience.]

Routing

Once a salary recommendation form is completed, you will need to work with your Budget Officer to obtain a list of comparators (individuals in the same job title) if applicable. This will assist in determining the appropriate salary. If no comparators exist in your department, please check the "No comparable positions exist..." box.

The next step is to obtain approval signatures. All forms need minimum approvals which include signatures from the Supervisor of the position and the Budget Officer. If a salary being offered is beyond the first quartile, approval is needed from your Department/Division head. (All positions within Research beyond first quartile require approval signature from the Vice President of Research's Office). Once these approvals are obtained, please send your salary recommendation form to HR Employment.

HR Employment will obtain additional approvals for salaries beyond the midpoint as well as salaries that are promotions with 20% or more of an increase.

Notes and Miscellaneous

- If the salary being offered to the candidate exceeds midpoint or is a promotion with a 20% or more increase, a justification letter must be provided to HR Employment along with the completed salary recommendation form.
- For demotions and lateral transfers, contact HR Employment for assistance in salary calculations.
- **Nepotism:** If your position needs nepotism approval (see HRP&P: 19: Nepotism), a justification letter must be provided to HR Employment along with the completed salary recommendation form.