



University
of Idaho

HR CONNECT AND COLLABORATE

MARKET RATE AND TARGET
RATE FOR STAFF

- FEBRUARY 11, 2025

Agenda

- I Welcome and Thank You
- I Market Rate
- I Target Rate
- I Examples
- I Reminders
- I Q & A

Market Rate – Position

- I Position Description submitted to PeopleAdmin
- I Market Rate Analysis
 - Bureau of Labor Statistics (BLS)
 - College and University Professional Association (CUPA)
- I CUPA: Data from Universities across the nation
- I BLS: Data with salary information from Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming

Target Rate - Person

I Education

- If any employee completes their degree while in the position and become eligible for the education credit, they should notify HR

I Prior Experience

- Only applicable for like positions

I Time in Service

- Only applicable for consecutive years of service

I Supplemental Time in Position/Responsibility

I Required to hire employees in at a minimum of 80% of target salary

Target Rate Example

JANE VANDAL

- I Master's Degree
- I Two years of Financial Specialist III experience at WSU
- I Non-UI employee
- I Applying to a **Business Specialist III** position at University of Idaho
 - Position requires an Associate's.

Target Rate Calculation

BUSINESS SPECIALIST III

FY25 Market rate at 1.0 FTE: \$66,585

Minimum Target Compa-Ratio 80.000%

Credit for higher education than required: 2.000%

Prior experience: 2.000%

Time in service to UI: 0.000%

Supplemental time in responsibility: 0.000%

Target Compa-Ratio: 84.000%

Annual target salary rounded for Banner: \$55,931.20

Target salary hourly rate: \$26.89

MINIMUM STARTING SALARY (80% of Target Salary) \$\$21.52 Hourly

MAXIMUM STARTING SALARY (125% of Target Salary) \$33.63 Hourly

Target Rate Example

JOE VANDAL

- I Master's Degree
- I Two years of Program Manager I experience at University of Idaho
- I Eight continuous years of service at University of Idaho
- I Applying to a **Program Manager II** position at University of Idaho
 - Position requires a Master's.

Target Rate Calculation

PROGRAM MANAGER II

FY25 Market rate at 1.0 FTE: \$93,172

Minimum Target Compa-Ratio 80.000%

Credit for higher education than required: 0.000%

Prior experience: 0.000%

Time in service to UI: 8.000%

Supplemental time in responsibility: 0.000%

Target Compa-Ratio: 88.000%

Annual target salary rounded for Banner: \$81,993.60

Target salary hourly rate: \$39.42

MINIMUM STARTING SALARY (80% of Target Salary) \$65,594.88

Annually

MAXIMUM STARTING SALARY (125% of Target Salary) \$102,492.00

Annually

Reminders

- I Market rates change every year
 - Target salary calculation may increase every year
- I Target salaries are a data point and salary is determined by the unit/supervisor
- I Target salaries for your direct reports are located here:
<https://banner.uidaho.edu/market-rate/team/directReports>

Other Reminders

I Recruitment

I Benefits

- NEW On-Demand Benefit Orientation for new employees

I Payroll

- **Timesheet Approval** – Please make sure that your employees submit their timesheets and that you approve them timely. The deadline is Tuesday at 5 pm the week after payday.
 - A recurring calendar reminder may be helpful if you tend to get busy and may forget
- **Set up a Proxy** – Please use the proxy function and communicate with your proxy if you need them to approve timesheets for you
- **Ensure EPAF's are processed timely for hires and rehires that you supervise**

I General

- Onboarding new employees – ensure I-9 completed on/before first day of work
- Next session – Medical Compliance on April 15th @ 9:00 am
- How to submit topic suggestions

Questions?