Hourly vs. Salary Rates in a Job Announcement

When creating a job announcement, departments will find a field in the Position Announcement Template where they can plug in the Anticipated Hiring Pay Range. When entering this information, departments are encouraged to use the pay range associated with the Nonexempt or Exempt classification of the position, as determined by the Compensation and Organizational Effectiveness Team on the position description (PD).

Anticipated Hiring Pay Range:	*(enter anticipated hiring pay range – if none, use pay grade minimum to midpoint)*

- **Nonexempt Positions** – list the hourly pay range
  - Example*: $15.00-$20.00 per hour*
- **Exempt Positions** – list the biweekly or annual salary pay range
  - Example*: $1,500-$2,000 biweekly*
    - Biweekly rate used for **term** appointments
  - Example*: $50,000-$55,000 annually*
    - Annual rate used for **regular** appointments

What's the difference between Nonexempt and Exempt?

A Nonexempt employee must be paid overtime and is protected by FLSA regulations. An Exempt employee is not entitled to overtime pay, according to the Fair Labor Standards Act (FLSA). Therefore, listing an annual rate for a Nonexempt employee can be misleading as an employee may work more or less than their scheduled hours, which would impact their final pay.

For more information on the FLSA, visit our HCS website.

Faculty Pay Rates in a Job Announcement

Faculty positions are not reviewed by the Compensation and Organizational Effectiveness Team. The majority of the faculty jobs are considered Exempt, meaning the job announcements will typically list the appropriate biweekly or annual salary range as determined by their budget fiscal officer (BFO).

If you have questions, please contact your Talent Acquisition Strategic Partner.

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