

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
CLASSIFICATION, COMPENSATION, AND PAYROLL: ENTRANCE SALARY



UNIVERSITY SYSTEM  
OF GEORGIA

# Entrance Salary

## CITATION REFERENCE

OFFICIAL TITLE	POLICY ON ENTRANCE SALARY
VOLUME	HUMAN RESOURCES
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## Policy Statement

The salary of a new employee in the University System shall normally be at the beginning salary range level for the classification or position to which the person is appointed. The Chief Human Resource Officer at an institution has the discretion to approve a higher salary level with appropriate review and justification. In addition, pursuant to the Policy on Position Classification, institutions are authorized to develop and administer wage and salary administration programs that may allow the salary of a new employee to exceed the beginning of the salary range.

This policy ensures consistency in compensation practices among institutions of the University System while affording the appropriate level of flexibility needed at the institutional level.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources and management staff within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Salary Range:** The institutionally approved pay range for a position, usually designated by a minimum salary amount and a maximum salary amount.

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### Process and Procedures

Good compensation practices are needed to attract and retain good employees. When determining salaries, various factors should be taken into consideration, including but not limited to: internal alignment and equity, external market conditions, job responsibilities and required qualifications. Before employing an individual at a rate higher than the entry level salary, institutions are strongly advised to review the salary levels of all other current employees in the same or similar classifications.

Institutions are authorized to develop and administer a wage and salary administration program for utilization at the institutional level to ensure consistency in applying this policy.

Each institution shall establish procedures to implement this policy.

### Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Maintain policy, provide guidance to institution human resources officers on effective utilization of policy, and monitor campuses for compliance.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure all hiring managers are aware of the policy. Provide guidance to management on appropriate application of the policy. Ensure that an appropriate process or institutional level policy is in place to facilitate fair and equitable evaluations of requests to extend offers above the minimum of a salary range. Ensure requests are properly evaluated and administered in accordance with policy and applicable federal and state laws. Ensure appropriate documentation is maintained when necessary.	See University System <a href="#">HR Officer Listing</a>

### Appendices (Internal Documents, Forms and Web Links)

- [USG Classification](#)
- [USG Classification Archive](#)
- [masterBCAT](#)

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Related Documents and Resources (External)

- None

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