

**University of South Carolina
Division of Human Resources
Quick Guide: Pay Basis, Pay Group, Rate Code and FLSA
Status**

Please reference the following for guidance on how to select the appropriate **basis on position descriptions and hiring proposals in PeopleAdmin**. Selecting the appropriate basis is crucial in ensuring the employee’s pay is accurate in HCM.

- 9 months – This basis is only applicable if the appointment is exactly 8/16/xxxx through 5/15/xxxx. Even one day off and the 9-month pay group and pay basis is no longer applicable for the hire.
- 10.5 months – This basis is used when the employee is only working 10.5 months out of the year. The out of basis time must be documented in the offer letter. *Only used for FTE, RGP, or TL positions.*
- 11 months – This basis is used when the employee is only working 11 months out of the year. The out of basis time must be documented in the offer letter. *Only used for FTE, RGP, or TL positions.*
- 12 months – This is the basis for the bulk of FTE, RGP and TL Staff. This basis should also be used for any salaried temporary hire (FLSA status is exempt) excluding those on the exact 9-month basis listed above. TFAC hired for just one semester must have a 12-month basis.
- Hourly – This should be used for temporary employees paid an hourly rate and with an FLSA status of non-exempt.

The grid below outlines key fields in PeopleAdmin (FLSA, pay basis, and pay type) along with the corresponding fields in HCM Job Data (Pay group and rate code) for all employee types.

Employee Type	PeopleAdmin Hiring Proposal Fields			HCM Job Data Fields	
	FLSA Status	Pay Basis	Pay Type <i>(this field only appears on temporary hiring proposals)</i>	Pay Group <i>(all new hires after 4/1/2019 are on a pay lag. Only lag pay groups listed below)</i>	Rate Code
FTE, RGP & TL Staff	Non-Exempt or Exempt	9 months	N/A	P09, L09, IT3	SC9
FTE, RGP & TL Staff	Non-Exempt or Exempt	10.5 months	N/A	P12, L12, IT1	SC105
FTE, RGP & TL Staff	Non-Exempt or Exempt	11 months	N/A	P12, L12, IT1	SC11
FTE, RGP & TL Staff	Non-Exempt or Exempt	12 months	N/A	P12, L12, IT1 (or P28 for law enforcement only)	SC12
Temp Staff	Non-Exempt	Hourly	Hourly	HRL	NAHRLY
Temp Staff	Exempt	12 months	Salaried	T12	SC12
FTE, RGP & TL Faculty	Exempt	9 months	N/A	P09, L09, IT3	SC9
FTE, RGP & TL Faculty	Exempt	10.5 months	N/A	P12, L12, IT1	SC105
FTE, RGP & TL Faculty	Exempt	11 months	N/A	P12, L12, IT1	SC11
FTE, RGP & TL Faculty	Exempt	12 months	N/A	P12, L12, IT1	SC12
Temp Faculty	Exempt	9 months	Salaried	P09, L09, IT3	SC9
Temp Faculty	Exempt	12 months	Salaried	T12	SC12
Students	Non-Exempt	Hourly	N/A	HRL	NAHRLY
Students	Exempt	12 months	N/A	T12, IS1	SC12

Notes:

- 12-month = 52 weeks, 11-month = 47 weeks, 10.5-month = 45 weeks, 9-month = 39 weeks
- Employees hired on a 10.5 or 11-month basis will be paid over 12 months, so they are always placed in a 12 month pay group.
- Employees hired prior to 4/1/2019 are paid current, current pay groups are not reflected in the above grid.
 - If an existing employee paid current changes position type (i.e. FTE to RGP) they will move to a pay lag.