

**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 Even one day off and the 9-month pay group and pay basis is no longer applicable for the hire.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<br><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.