



## 5.1.3 Starting Salaries for Staff Positions

### Policy Statement

Starting salaries for staff positions are set forth in the [UGA Pay Plan](#) maintained for all staff position titles. Personnel starting in staff positions may be employed for their classification up to the Annual Entry Maximum within a 6 month time period. Exceptions above the Annual Entry Maximum may be authorized by Human Resources. All exceptions of this nature must be approved in writing by Human Resources before an offer is made.

### Forms/Instructions

[UGA Pay Plan](#)

[Request for Salary Action form](#)

Units should prepare personnel documents using the reason code "Q" Other with the statement "Utilize Base + 15% within first 6 months. To view an example click here; [Base + 15% Applied during first six months of employment](#).

### Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: [hrweb@uga.edu](mailto:hrweb@uga.edu)

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[← Starting Salaries for Faculty and Administrative Officers](#) | [Time away from work](#) [→](#)

### Policy Dates

Effective Date:

Date Last Updated: 01/03/2015

Date of Last Review:

Date of Approval:

Previous Version of Policy: