

DIRECTIONS FOR PAY SCALE MODEL TEMPLATE

The step rate pay scale template is a very structured compensation system, that is common in union environments, such as teaching or manufacturing. This template is set up to make it easy to budget, model and implement a step rate pay system.

The template contains many formulas to make it easy for you! Unless you want to edit a formula or customize a field, you can stick with the green and light green sections that are color coded so you know where to enter your data.

Green – where you can enter data that is vital for the formulas to work.

Step 1) – Start with the first Enter Steps Tab

In this tab, you can enter your Grades or Levels, and identify how many steps per grade you want to include, by filling out the below chart:

- Enter “Min” and “Max” on the first part of this tab.
- Indicate the # of steps per Grade you want tracked.
- Set your # of Months to Achieve Each Step (Set for all ten steps as shown below).
- The rest of the page will auto-fill based on the numbers you enter to the succeeding tabs.

*Can list up to 10 Grades and max of 10 Steps

Grades or Job Levels	Min	Max	# of Steps per Grade
A	20.00	25.00	10
B	23.00	27.00	10
C			10
D			10
E			10
F			10
G			10
H			10
I			10
J	30.00	35.00	10

# of Months to Achieve Each Step			
Step	Years	Months	Label
Step 1	Start	0	Start is set to Min
Step 2	0.5	6	6 Months
Step 3	1	12	1 Year
Step 4	1.5	18	18 Months
Step 5	2	24	2 Years
Step 6	2.5	30	2.5 Years
Step 7	3	36	3 Years
Step 8	4	48	4 Years
Step 9	5	60	5 Years
Step 10	6	72	6 Years

*# of months has to match as all EE formulas are tied to this.

Grade	Steps	# of Months to Achieve Each Step	Amount at Each Step	# of EE's in Each Grade/Step	Annualized Cost of Step Rate Adjustments	Count of EE's At or Above Step Rate	Count of EE's Over Grade Max	Grade - Step
A	1	Start is set to Min	20.00	0	0	0	0	A-1
	2	6 Months	20.56	5	7,205	1	0	A-2
	3	1 Year	21.11	0	0	0	0	A-3
	4	18 Months	21.67	0	0	0	0	A-4
	5	2 Years	22.22	0	0	0	0	A-5
	6	2.5 Years	22.78	0	0	0	0	A-6
	7	3 Years	23.33	0	0	0	0	A-7
	8	4 Years	23.89	0	0	0	0	A-8
	9	5 Years	24.44	0	0	0	0	A-9
	10	6 Years	25.00	1	8,944	0	0	A-10
B	1	Start is set to Min	23.00	0	0	0	0	B-1
	2	6 Months	23.44	0	0	0	0	B-2
	3	1 Year	23.89	0	0	0	0	B-3
	4	18 Months	24.33	0	0	0	0	B-4
	5	2 Years	24.78	0	0	0	0	B-5
	6	2.5 Years	25.22	1	0	0	1	B-6
	7	3 Years	25.67	0	0	0	0	B-7
	8	4 Years	26.11	0	0	0	0	B-8
	9	5 Years	26.56	0	0	0	0	B-9
	10	6 Years	27.00	0	0	0	0	B-10
C	1	Start is set to Min	0.00	0	0	0	0	C-1
	2	6 Months	0.00	0	0	0	0	C-2
	3	1 Year	0.00	0	0	0	0	C-3
	4	18 Months	0.00	0	0	0	0	C-4
	5	2 Years	0.00	0	0	0	0	C-5
	6	2.5 Years	0.00	0	0	0	0	C-6
	7	3 Years	0.00	0	0	0	0	C-7
	8	4 Years	0.00	0	0	0	0	C-8
	9	5 Years	0.00	0	0	0	0	C-9
	10	6 Years	0.00	0	0	0	0	C-10

Step 2) Enter the Employee details in the Employee Detail Tab

In order to model the step increases, you'll need to paste you employee information in the first columns, including date of hire.

- Fill in the light green cells from columns A to L.
- Make sure to add a **Hire date** for each employee as most formulas will use this date to populate data to other cells.
- Indicate the **Salary Grade** so the grade **min** and **max** will populate.
- At the top of the page: Enter the 'Monthly End Date' to show the steps as of the indicated date – if you want to see all step increases as of a certain month, you will need to enter the last day of that month. For example, to see all step increases due in January, I would enter 1/31.

Your Name or Business name																			*Monthly End Date:					
																			Enter Overtime Estimate:	2/28/2023		*Be sure to enter the last day of the month you want checked		
																			5%			Cost of Step Adjustments	Additional Adjustments	Total Annualized Cost
																					74,161	0	74,161	
Empl #.	Employee Name	Job Title	Hire Date	Current Hourly Rate	Salary Grade	Grade Min	Grade Max	Over Step or Over Max	Months Slotted based on Effective Date	Step Review Date	Step Review Month	Step Review Year	Estimated Overtime Hours	Next Step	Grade & Step	Target Step Rate	New Hourly Rate	Hourly Adjustment Cost Increase	Cost of Step Adjustments	Additional Adjustments (enter annualized)	Total Annualized Cost			
1234567	exA	Prod Worker	1/1/2017	21.00	A	20.00	25.00		72	1/1/2023	January	2023	104	10	A-10	25.00	25.00	4.00	8,944		8,944			
1237456	ExB	Prod Worker	3/1/2020	29.00	B	23.00	27.00	Over Max	30	9/1/2022	September	2022	104	6	B-6	25.22	29.00	0.00	0		0			
1240345	exA	Prod Worker	8/1/2022	19.00	A	20.00	25.00	Below Min	6	2/1/2023	February	2023	104	2	A-2	20.56	20.56	1.56	3,478		3,478			
1243234	ExC	Prod Worker	8/1/2022	21.00	A	20.00	25.00	At or Above Step	6	2/1/2023	February	2023	104	2	A-2	20.56	21.00	0.00	0		0			
1246123	exA	Prod Worker	1/1/2017	26.50	J	30.00	35.00	Below Min	72	1/1/2023	January	2023	104	10	J-10	35.00	35.00	8.50	19,006		19,006			
1249012	ExB	Prod Worker	3/15/2020	29.00	J	30.00	35.00	Below Min	30	9/15/2022	September	2022	104	6	J-6	32.78	32.78	3.78	8,447		8,447			
1251901	exC	Prod Worker	6/1/2022	28.00	J	30.00	35.00	Below Min	6	12/1/2022	December	2022	104	2	J-2	30.56	30.56	2.56	5,714		5,714			
1254790	ExB	Prod Worker	1/1/2023	25.00	J	30.00	35.00	Below Min	6	7/1/2023	July	2023	104	2	J-2	30.56	30.56	5.56	12,422		12,422			
1257679	exA	Prod Worker	6/1/2023	25.00	J	30.00	35.00	Below Min	6	12/1/2023	December	2023	104	2	J-2	30.56	30.56	5.56	12,422		12,422			
1260568			9/1/2023	20.00	A	20.00	25.00		6	3/1/2024	March	2024	104	2	A-2	20.56	20.56	0.56	1,242		1,242			
1263457			10/1/2023	20.00	A	20.00	25.00		6	4/1/2024	April	2024	104	2	A-2	20.56	20.56	0.56	1,242		1,242			
1263458			12/1/2023	20.00	A	20.00	25.00		6	6/1/2024	June	2024	104	2	A-2	20.56	20.56	0.56	1,242		1,242			

- At the top of this page, you will also see a place to enter estimated overtime, this is reflected in the annualized totals.

Step 3) Review the Detail Summary page

This tab will show the detailed summary of the employee data based on the date you entered, as the Monthly End Date, from Employee Detail Tab:

Monthly Summary of Step Increases									
Month Selected: February2023									
*Based on Monthly E									
Empl #.	Employee Name	Job Title	Hire Date	Current Hourly Rate	Grade & Step	Target Step Rate	New Hourly Rate	Hourly Adjustment Cost Increase	Step Review Date
1240345	exA	Prod Worker	8/1/2022	19.00	A-2	20.56	20.56	1.56	2/1/2023
1243234	ExC	Prod Worker	8/1/2022	21.00	A-2	20.56	21.00	0.00	2/1/2023