



Hiring Above Midpoint

Pay upon appointment is described in HR Policies - [HR Policy 10.03](#) for University Staff, and [HR Policy 9.03](#) for Temporary Employees. For both employment categories, approving salaries above the midpoint of the range requires prior OHR approval. An offer cannot be made until OHR approval is obtained.

To request an approval for hiring above the midpoint for University Staff or Temporary Employees, email the following to OHR (ohrattachments@ohr.wisc.edu), and copy the Compensation and Titling Representative:

- a salary spreadsheet with all employees in similar titles at unit, division, or campus (add new employee at proposed new rate, and compare to other similarly situated employees)
- Hiring Above Midpoint request (below)

Sample Request

Hiring Above Midpoint

Proposed Position Vacancy ID and employment category: 100514; US

Proposed position/code/level: Medical Program Assistant Senior, 23003, 02-12

Salary min/mid/max: \$16.67/\$21.09/\$25.51

UDDS/Div: A536000; SMPH

Proposed rate: \$21.41

Candidate Name: Susie Smith

Not a current employee (last rate if applicable: \$ _____)

Current Employee Empl ID: XXXXXXXXX

Current UDDS/Div: A536000; SMPH

Current rate: \$19.46/hour

Current Position title/code/level: Medical Program Assistant Senior, 23003, 02-12

Justification: XXXXX has more direct experience than any other applicant, and the ability to quickly assume the duties of the new position with little to no interruptions in service to our outreach clinics/physicians. We evaluated internal equity in the work unit and the proposed rate is well within range with others in this title, and will not cause an inequity.

