

# Completing a TSal Form for Temporary Employees

**Contact us:**

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Purpose: The TSal (Temporary Employee Salary Qualification Worksheet) is specifically used by Temporary Solutions or the Employing State Agency to determine the qualifying rate for a temporary employee.

Here are a few points to note:

- Use the [OSHR Job Classifications](#) lists on the OSHR website and a completed State application for this worksheet.
- Only relevant work history from the completed application is considered.
- Work history is accumulative so be sure to record the accurate number of hours worked for each job that is relevant to the temporary position.
- The 1<sup>st</sup> Quartile pay rate may be used to raise the pay rate if the temp meets the minimal job class requirements.
- A default minimum \$15 hour pay rate may be used for entry level assignments even if the temp employee does not fully qualify for that rate.
- Pay rates that exceed the OSHR Salary Schedule or classifications NC21 or above must be reviewed and approved by Temporary Solutions management before an offer is made to the temporary employee.
- State agencies have the flexibility to change the job classification to accommodate the proposed pay rate as long as the job classification aligns with the existing duties and responsibilities of the role, and that the selected candidate or temp employee meets the minimal education and experience requirements (*the previous bullet point still applies*).
- *Executive Order 278* states that directly related, on-the-job experience can be substituted for an academic degree. This does not apply to work that requires a professional degree (such as a law or medical degree).
- Volunteer, unpaid internships, community service can be counted towards work experience as long as the temp employee records that information on their State application. It should include the timeframe and weekly hours that they worked.
- The TSal is a protected spreadsheet with embedded formulas to directly correspond with the OSHR pay grades for each job classification. Only certain fields can be accessed.
- If you have any questions about completing this form, feel free to reach out to the Placement Counselor assigned to the employing State agency.

TSal Examples

- **Scenario 1 – Using the 1<sup>st</sup> Quartile:** John Doe is being hired for a Program Coord I – NC08 position. The hiring agency wants to pay him \$22 an hour. He completed his bachelor’s degree and had six months of work history. His qualifying pay rate is \$17.64. Since **he does meet the minimal E&E, Temporary Solutions can approve the 1<sup>st</sup> Quartile pay rate of \$20.43 an hour.**

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NORTH CAROLINA Office of  
*State Human Resources*  
*Temporary Solutions*

Candidate/Employee Name	John Doe		
PERNR/Last Four of SSN	1234		
Action Type	New Hire		
Job Order No. (if applicable)	12345		
Job classification for this position	Program Coord I		
Pay Grade for this position	NC08		
Pay Grade Range	Minimum	Maximum	
	\$ 17.21	to \$ 30.11	
5% of the minimum of salary range	\$ 0.86		
<u>Additions to minimum based on education &amp; experience</u>	Years		
Directly related experience, education, or training above the specification's minimum standards (months)		6 months	

<b>Preliminary baseline salary from the Baseline Salary Calculator</b>	= \$	<b>17.64</b>
<i>Quartiles (for use in Steps 3 and 4 of salary-setting process)</i>		
Minimum	\$	17.21
Top of Quartile 1	\$	20.43
Midpoint	\$	23.66
Top of Quartile 3	\$	26.88
Maximum	\$	30.11

**Scenario 2 – Changing the Job Class:** Mary Smith is being hired for an Admin Associate II – NC02 position. The hiring agency wants to pay her \$19 an hour. Mary has 6 years of admin work history and 5 years of retail experience. The agency can only consider the admin experience. The salary range for the Admin Assoc II starts out too to bring Mary’s pay rate to \$19 hour. Although Mary exceeds the minimal 12 months of work history, her qualifying pay rate for this job class is \$16.05 hour.

Candidate/Employee Name	Mary Smith		
PERNR/Last Four of SSN	5678		
Action Type	New Hire		
Job Order No. (if applicable)	12345		
Job classification for this position	Admin Assoc II		
Pay Grade for this position	NC02		
Pay Grade Range	Minimum	Maximum	
	\$ 12.84	to \$ 22.47	
5% of the minimum of salary range	\$ 0.64		
<u>Additions to minimum based on education &amp; experience</u>	Years		
Directly related experience, education, or training above the specification's minimum standards (months)		60 months	

<b>Preliminary baseline salary from the Baseline Salary Calculator</b>	= \$	<b>16.05</b>
<i>Quartiles (for use in Steps 3 and 4 of salary-setting process)</i>		
Minimum	\$	12.84
Top of Quartile 1	\$	15.25
Midpoint	\$	17.65
Top of Quartile 3	\$	20.06
Maximum	\$	22.47

Changing the job classification from an Admin Assoc II to an Admin Specialist I – NC08 (which is in the same job family)

<b>Admin Specialist I</b>			
<b>NC08</b>			
	Minimum	Maximum	
\$	17.21	to \$	30.11

Notice the minimum pay grade increased:

<b>baseline salary from the Baseline Salary Calculator</b>	= \$	<b>21.51</b>
<i>(for use in Steps 3 and 4 of salary-setting process)</i>		
Minimum	\$	17.21
Top of Quartile 1	\$	20.43
Midpoint	\$	23.66
Top of Quartile 3	\$	26.88
Maximum	\$	30.11

Now that Mary's qualifying pay rate is \$21.51/hour, Temporary Solutions can approve the proposed \$19 hour pay rate for this assignment.

**Scenario 3 – Substituting Experience for Education:** Jordan Jackson is being hired for a Chemist II – NC18 position. The hiring agency wants to pay Jordan \$34 hour, and she has a bachelor's degree in marketing. For her first job out of college, Jordan began working in a lab and has been there for 10 years. Since Jordan's college degree is not in Chemistry, it cannot be considered to qualify her for this role. However, four years of her work history can be substituted to compensate her for not having a degree in her field of work. Jordan does not qualify for the full \$34 hour, but Temporary Solutions can approve her for \$33.63 hour (just above the 1<sup>st</sup> Quartile).

Candidate/Employee Name	Jordan Jackson		
PERNR/Last Four of SSN	7777		
Action Type	New Hire		
Job Order No. (if applicable)	12345		
Job classification for this position	Chemist II		
Pay Grade for this position	NC18		
Pay Grade Range	Minimum \$ 28.03	to \$	Maximum 49.05
5% of the minimum of salary range	\$ 1.40		
<u>Additions to minimum based on education &amp; experience</u>		Years	
Directly related experience, education, or training above the specification's minimum standards (months)	48	months	
Directly related experience, education, or training above the specification's minimum standards (years)	=	4	year(s)

<b>Preliminary baseline salary from the Baseline Salary Calculator</b>	= \$	<b>33.63</b>
<i>(for use in Steps 3 and 4 of salary-setting process)</i>		
Minimum	\$	28.03
Top of Quartile 1	\$	33.28
Midpoint	\$	38.54
Top of Quartile 3	\$	43.79
Maximum	\$	49.05

**Completing Page 2 of the TSaI – The Conversion Spreadsheet**

This page is used to record the educational and “relevant” work experience for a temporary employee. In this first section, completed college degree education (bachelors, masters, PhDs) is listed here.

Conversion Spreadsheet				
Education Level	HS, College or University Coursework, Major or Degree	Hours Type	Hours	Credit Months
High School				
Undergraduate	Name of Univ		120	48
Graduate				
Doctorate				
<b>Total Education</b>	<b>48</b>	<b>Required Education</b>	<b>48</b>	<b>Educ. Above Min</b>
Licensure/Certification	NC Licence # 123	Expiration:		

**Semester Hours**  
If giving full credit for Undergraduate degrees, enter:  
Associate: 60  
Bachelor: 120

**Graduate (Masters) Degree**  
If credit is being given for a complete Masters degree, enter 48 semester hours. This will give the applicant 24 months credit.

Review the specs for the selected OSHR job class used on the 1<sup>st</sup> page to find out if there are any academic requirements for this role.

**Minimum Education and Experience**  
Bachelor's degree from appropriately accredited institution and one year of experience related to the area of assignment; or an equivalent combination of training and experience.

List as many jobs as possible on the State application that are relevant to the nature of work that the temp employee is being hired to perform. *For example: if the temp is being hired to do accounting work, but they also list part time work as a mechanic on their application, only record the administrative work related to accounting.*

First Day	Last Day	Job Title General Function	PT Hrs	Months	% Credit	Credite
1/1/2016	1/1/2024	Company 1 - Work Title		96.0	100%	96
1/1/2012	1/1/2016	Company 2 - Working Title	29	48.0	100%	34.8
				0.0	100%	
				0.0	100%	
				0.0	100%	

If a previous job had part time hours, be sure to record that information in this column.

<b>Total Experience Credit</b>	<b>130.8</b>	<b>Required Experience</b>	<b>12</b>	<b>Experience Above Minimum</b>	<b>118.8</b>
	10.3 years		1 years		9.9 years
<b>Total Education &amp; Experience</b>	<b>178.8</b>	<b>Required Educ. &amp; Experience</b>	<b>60</b>	<b>Educ. &amp; Experience Above Min.</b>	<b>118.8</b>
	14.8 years		5 years		9.9 years

Lastly, use the yellow “Required Experience” box in this bottom section to record the OSHR job class specs - number of months for work experience required for this role.

**Minimum Education and Experience**

Bachelor's degree from appropriately accredited institution and one year of experience related to the area of assignment; or an equivalent combination of training and experience.

The spreadsheet will automatically calculate the Total Education & Work Experience Credit and populate the amount of experience above the minimum to the first page of this TSaI.