

Payscale Structure Documentation

Recommended Sheet Formats

1. Payscale Overview Sheet

Grade	Min Salary	Midpoint Salary	Max Salary	Job Titles
A1	\$30,000	\$35,000	\$40,000	Assistant, Clerk
B1	\$40,001	\$47,000	\$54,000	Analyst, Coordinator
C1	\$54,001	\$63,000	\$72,000	Manager, Specialist

2. Annual Adjustment Sheet

Year	Adjustment (%)	Effective From
2022	3.0%	01-Jan-2022
2023	4.0%	01-Jan-2023
2024	3.5%	01-Jan-2024

3. Job Title Mapping Sheet

Job Title	Grade	Payscale Code
Assistant	A1	PSA1
Manager	C1	PSC1
Coordinator	B1	PSB1

4. Allowance & Benefit Sheet

Allowance Type	Eligibility	Amount / % of Salary
Transport	All Grades	\$100 / month
Meal	B1 and above	\$60 / month
Performance Bonus	C1 only	Up to 10%

Important Notes

- Payscale documents should be reviewed annually and updated as necessary.
- Ensure confidentiality and restrict access as appropriate.
- Job titles and grades must be kept consistent across all HR records.
- Regular audits help maintain accuracy and compliance with policies.
- Ensure all legal and regulatory standards for pay equity are observed.

