

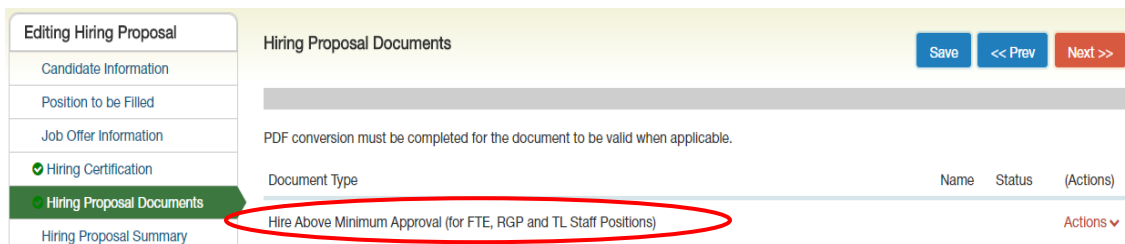
PeopleAdmin Quick Reference Guide
Hire Above Minimum (HAM)

The Hire Above Minimum, or HAM, is a request to HR Classification and Compensation (Class & Comp) to hire a staff employee above the advertised minimum salary rate that was included in the posting. The request is made for a final candidate in the hiring process before the offer is delivered.

- The form needed to request a HAM is the [HR27](#):

The following documentation is needed to support the HAM:

- The selected applicant’s application (checking the box on the form acknowledges the online application, you do not have to print and scan the application with the HR27 form).
 - Listing of comparable positions.
 - Any additional justification for a salary above the advertised rate.
- When all documentation is complete, you may begin the Staff Hiring Proposal using the [quick reference guide](#) for help.
 - Once the Hiring Proposal is routed to HR Class & Comp for approval of the requested base salary, HR Class & Comp will evaluate the request to include a review of qualifications as well as departmental, USC, and state equity. You may be contacted to provide additional supporting information or documentation. Once a determination is made, a PDF detailing HR Class & Comp’s review and approval will be uploaded to the Hiring Proposal Documents section, and an email approval will be sent to the Initiator of the Hiring Proposal.



Document Type	Name	Status	(Actions)
Hire Above Minimum Approval (for FTE, RGP and TL Staff Positions)			Actions ▾

- ****Please do not communicate the offer to the candidate until approved by HR Class & Comp as the amount may change.****