PeopleAdmin Quick Reference Guide

Hire Above Minimum (HAM)

The Hire Above Minimum, or HAM, is a request to HR Classification and Compensation to hire an 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 candidate’s application
- Listing of comparable positions
- Any additional justification for a salary above the advertised rate

1. To pull the candidate’s application, log into PeopleAdmin, [https://uscjobs.sc.edu/hr](https://uscjobs.sc.edu/hr), using SSO Authentication with your network ID and password.

2. Navigate to the Application Tracking Module from the drop down in the top right corner of the screen. Hover over Postings and select the position type associated with the posting the candidate is to fill. Search for the posting and select it to view. Select the Applicants tab on the posting. Select the appropriate candidate. From the Posting view, you may use the options to the right of the screen to view, print, and/or save the application.

3. When all documentation is complete, the form should be forward to HR Classification and Compensation, located at 1600 Hampton Street, Suite 801.

4. HR Classification and Compensation 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, an email approval will be sent to the requesting HR Contact. The approval email is now a required document that must be attached to the Hiring Proposal. The Hiring Proposal will be returned and not processed, if this email is not uploaded to the documents section.

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