

Guide To Salary Database Resources in Columbia, SC - 2003

1. Resource -- website. A website maintained by THE STATE newspaper is easy and convenient to use. On a computer, access to the SC State Salary Database may be gained by typing in <http://www.thestateonline.com/salaries/index.php> then a box will come up: Select a state agency. Scroll down to University of South Carolina. Another box is marked SEARCH, so click on that next. All of USC's salaries will come up---from high to low---cutting off at \$50,000. It is unclear when data is updated, but the database seems to be current as of Spring/Summer 2003.

2. Resource -- SC State Library. The building is located on the corner of Senate and Bull Streets, at 1500 Senate Street, a short walk from USC campus. The phone number is 734-8666. The hours of the library are 8:30 am to 5:00 pm, Monday through Friday. Closed on state holidays. Walk inside the front doors to the Information Services Desk on the ground (first) floor. This library receives its salary data reports quarterly from the SC Budget and Control Board (another state agency). The most recent report that they have at the front desk is dated 07/01/03. They expect to receive an updated report in early October 2003. The library staff keeps several past years of salary database reports on hand. No identification card is required, but reports must be used in the library reading room area on the ground floor. Reports are broken down into above and below \$50,000 categories and there is a distinct section for USC figures.

3. Resource -- Thomas Cooper Library. Located at the heart of the USC-Columbia campus, the staff at the Reserve Desk (at Circulation) on the main (ground) floor will provide patrons with computer printouts. A patron is required to surrender his/her identification card until he/she is finished with the records. However, no copies or listings of ID cards are maintained by staff. This salary information is basically generated by Salary Administration on Hampton Street. They provide the salary figures that go to Thomas Cooper Library on a quarterly basis. These salary figures are broken down into administrative and other supplements (as State Library and STATE newspaper figures *are not*) on a quarterly basis, usually beginning in October. The figures are on computer printouts. Cooper Library does not keep salary figures from the past (as the SC State Library does, for several years). Cooper Library staff cannot give out salary figures over the telephone.

4. Resource -- Hampton Street Old BellSouth Building. USC's Salary Administration Office, located in Suite 804, Old BellSouth Building on Hampton Street. Individual salaries are available upon application in accordance with the Freedom of Information Act. This resource is a useful one for the salaries or salary ranges of those employed by USC for less than the full academic year. It is best to apply in person.

** This guide was prepared for distribution on September 2, 2003, by Professor William Thesing (thesingw@gwm.sc.edu) a member of the USC Special Committee on Salary Grievances. This guide may be duplicated.