



## Guidance for Managers on choosing an Hourly Administrative rate

When hiring an Administrative Hourly Paid Employee, you are required to choose a rate of pay appropriate to the work being done. This document provides guidance to assist you in making this decision. The Hourly Administrative range has 11 rates as per the Table below:

Admin Hourly Rate Range	€17.17	€20	€25	€30	€35	€40	€50	€60	€70	€80	€95
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These Administrative rates are to be used for hourly administrative work in your School / Unit. Adhoc value rates are no longer to be used. The National Minimum wage of €13.50 remains as a stand-alone rate.

The table below is for illustration and guidance purposes only to give an indication of where each rate falls in relation to the University Administrative grades from EA upto SAOI.

**Important Note:**

*The higher rates (pt 8 to pt 11 in green on both tables) can only be used in exceptional circumstances for highly skilled staff (e.g. Legal expertise, treasury management expertise etc). The UMT have asked that a note on the use of higher rates be brought to the meeting in approx 6 months. In order for this request to be accommodated, you are required to email the justification for the higher rate to [hrhelpdesk@ucd.ie](mailto:hrhelpdesk@ucd.ie).*

		1/3/2025	1/3/2025	1/3/2025	1/3/2025
		1/3/2025	Hrly rate_range of scale	Average Annual Range of scale	Hourly Rates Guide
Minimum Wage					€13.50
EA	pt1	€31,714.00	€17.37	€31.5K - €47K	Rate 1 - €17.17
	Max	€47,950.00	€26.26		Rate 2 - €20
SEA	pt1	€46,241.00	€25.32	€46K - €56K	Rate 3 - €25
	Max	€56,268.00	€30.81		
AOII	pt1	€50,974.00	€27.91	€50.5K - €65K	Rate 4 - €30
	Max	€65,154.00	€35.68		
AOI	pt1	€52,292.00	€28.63	€52K - €70.5K	Rate 5 - €35
	Max	€70,784.00	€38.76		
AOIA	pt1	€70,611.00	€38.66	€70.5K - €82.5K	Rate 6 - €40
	Max	€82,512.00	€45.18		
SAOIV	pt1	€69,344.00	€37.97	€69K - €110K	Rate 7 - €50
	Max	€110,099.00	€60.29		
SAOIII	pt1	€90,378.00	€49.49	€90K - €127K	Rate 8 - €60
	Max	€127,636.00	€69.89		
SAOII	pt1	€108,935.00	€59.65	€108.5K - €145.5K	Rate 9 - €70
	Max	€145,610.00	€79.73		
SAOI	pt1	€142,869.00	€78.23	€142.5K - €180.5K	Rate 10 - €80
	Max	€180,621.00	€98.90		Rate 11 - €95