



DataOnDemand

How-To Guide

Exempt Status Comparison Report

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Exempt Status Comparison Report

CUPA-HR's [Professionals in Higher Education](#) survey collects data on over 400 positions that are found in functional areas such as human resources, admissions, financial aid, student affairs, accounting, and facilities management. The primary responsibilities of these positions require professional-level expertise, and therefore also typically require a baccalaureate degree or professional licensure. A subscription to Professionals [DataOnDemand](#) provides access to the Exempt Status Comparison report, as well as all other reports for Professionals.

The Exempt Status Comparison report displays the respective salaries by exemption status of employees of the same position. Specifically, median and average salaries are reported separately for exempt and non-exempt incumbents of the same position. In addition, the report shows the breakdown of the proportion of incumbents with an exempt versus non-exempt status for each position, as well as the number of incumbents and institutions that have contributed to the statistics displayed. If your institution [participated](#) in our Professionals survey in the most recent year, you will see your institution's data side-by-side with your comparison group's data for each position you reported.

Why should you use this report? The Department of Labor (DOL) minimum threshold for salaries of exempt employees under the Fair Labor Standards Act (FLSA) is [in flux](#), and automatic updates to the final rule are on the horizon. Although most of the positions in our Professionals Survey have traditionally been exempt, many professional employees are being reclassified as the DOL increases the minimum salary threshold. Your institution may be wondering how peer institutions handle certain positions, specifically whether they classify them as exempt or non-exempt, as well as the typical salaries that are paid to an exempt employee and a non-exempt employee in a certain position. What's more, you may want to determine how salaries and exempt status have changed over time, especially after the last salary threshold increase in 2020.

Let's imagine you work at Demonstration University and you want to generate the Exempt Status Comparison report for the positions of student admissions counselor, graduate program admissions coordinator, and student financial aid counselor. You also participated in the Professionals survey for academic year 2023-24 and reported those positions. All data shown in this how-to guide are fabricated and intended for demonstration purposes only.

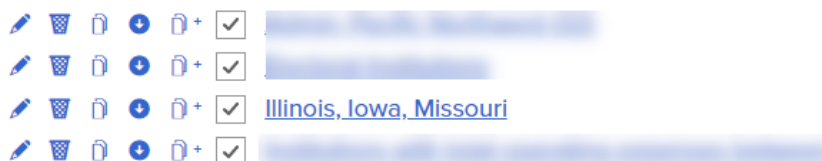


Step 1: Create a Comparison Group

To yield meaningful data on the Exempt Status Comparison report, you first need to create a comparison group to benchmark against. A comparison group is a peer group of institutions based on either your own custom criteria or your own individually selected institutions. To learn how to do this, choose the [Using the New Group Wizard](#) or [Creating a New Group From Scratch](#) [tutorials](#), respectively. Then log in to [Surveys Online](#) to get started.

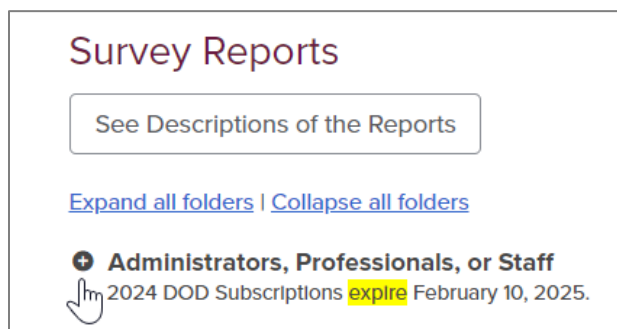
At Demonstration University, we've created a comparison group that includes institutions in Illinois, Iowa, and Missouri. This comparison group is shown below. In the Comparison Groups home page on [Surveys Online](#), navigate to *DataOnDemand* > *Comparison Groups*.

● Your Personal Groups

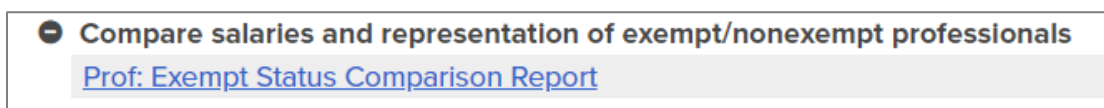


Step 2: Open Exempt Status Comparison Report

Once you have a comparison group and are logged in to [Surveys Online](#), navigate to *DataOnDemand* > *Survey Reports*. Be sure to expand the menu for *Administrators, Professionals, or Staff* by clicking the plus sign. If you see a minus sign, your menu is already expanded.



Next, scroll down the list to find and select:



Step 3: Select Report Parameters

Select the comparison group you created for this report using the dropdown menu. Next, select the academic year of interest, as well as desired output format. (Note that output format can also be selected after an HTML report is generated.)

REPORT PARAMETERS

FOCUS INSTITUTION
Demonstration University (Not classified)

COMPARISON GROUP
Illinois, Iowa, Missouri

YEAR
2023-24

OUTPUT FORMAT
 HTML (Standard Web Page) PDF CSV

Next, select your positions of interest. There are several ways to do this. First, under *Positions to Include*, you have the option to 1) select only the positions your institution reported in the report year, 2) select all professionals positions, or 3) reset your selections by deselecting all positions. Notice in the screenshot below the three boxes corresponding to each of these functions.

Positions to Include

Check positions reported by focus Institution in selected year Check all visible Uncheck all visible

In addition, in the *FIND POSITIONS* box, you can search for positions by position title or by position number (see screenshot below). To select positions, add a checkmark. To view the full list of position titles, descriptions, and position numbers, view the Professionals [Survey Participation and Information Template](#).

SAVED SELECTIONS

Admissions & Financial Aid Positions for Exempt Status Report

Load Selection Delete Selection

[410150] Campus Chaplain

Admissions, Financial Aid, and Enrollment Management Professionals

[411100] Deputy Head - Student Admissions

[411105] Head - Student Admissions for College - School

[411110] Student Admissions Counselor

[411115] Graduate Program Admissions Coordinator

[411120] Head - Campus Graduate Admissions

[411130] Head - Medical School Admissions

[413100] Deputy Head - Student Financial Aid

[413110] Student Financial Aid Counselor

This "Positions to Include" preset will be linked to Demonstration University and made available to all users at that institution.

Save Selection

TIP

If you have a group of positions that are grouped meaningfully, it is recommended that you save those positions to avoid selecting them each time you generate a report.

To do this, select your positions by adding a checkmark to each. Next, select *Save Selection* under the box that lists the positions. Next, select your saved group in *SAVED SELECTIONS*, and click *Load Selection*.

Finally, click on *Go To Report* to generate the report.



Step 4: Interpret Your Report

Once you generate your report, you will see a header at the top of the report summarizing your selected *Report Parameters* and a *Key* that describes the abbreviations found in the data table. The *Policies* section provides an explanation of CUPA-HR's data confidentiality rules for data displays. When you see empty cells with no data in your report, it is generally because either the data are unbalanced or not enough data were reported for that position in your comparison group.

In the data table, the top row of the table provides statistics across all positions. This might be useful particularly if you selected positions that are grouped meaningfully. The first set of columns titled Focus denote your own institution's data if you participated in the Professionals survey and reported the selected positions. The second set of columns denote your selected comparison group's statistics. Below is the data table of the report we generated for Demonstration University.

Position	Focus							Comparison Group Statistics									
	Exempt			Non-Exempt			Total NP	Exempt					Non-Exempt				
	Median Salary	Average Salary	%	Median Salary	Average Salary	%		Median Salary	Average Salary	%	NP	NI	Median Salary	Average Salary	%	NP	NI
Across all positions	49,000	49,471	77.8	48,400	48,400	22.2	9	47,431	51,851	72.2	850	72	43,069	46,751	27.8	328	43
[41110] Student Admissions Counselor	49,000	48,600	75.0	47,800	47,800	25.0	4	45,254	47,532	80.7	562	68	44,578	43,782	19.3	134	23
[41115] Graduate Program Admissions Coordinator	55,000	55,000	100.0				1	53,588	54,989	83.3	100	28	45,027	46,187	16.7	20	6
[41310] Student Financial Aid Counselor	48,000	48,500	75.0	49,000	49,000	25.0	4	47,487	50,631	51.9	188	43	40,873	42,942	48.1	174	36

When reviewing salaries, it is recommended that you focus on the median salary figures as these are not influenced by very large or small values in the dataset. The average salary figures are influenced by very large/small values by virtue of its calculation.

Note that the reported salary figures are base salaries only. Therefore, the salaries in the data table do not account for overtime pay or any additional forms of compensation. In addition, all salary figures are 12-month salaries. When incumbent pay is reported in the Professionals survey, hourly, part-time, and part-year wages must be converted into full-year, or annualized salaries. These calculation details can be found in the [Professionals Survey Participation and Information Template](#).

TIP

If you are interested in seeing the data table sorted (e.g., from smallest to largest), select *Export to CSV* at the very top of the report in Surveys Online. This will allow you to sort in Excel.

Finally, under the data table, you will see a list of all institutions that are in your comparison group.