



<b>File Name</b>	Pay Rate Change - Adjustment.doc
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## Pay Rate Change - Adjustment

### Concept

#### Description:

**Adjustment, Across the Board, Equity or Longevity Increase**, etc. increases that do not result in a change in position number, are administered through Job Data with the action of Pay Rate Change.

This process is only used for employee records that do not include a salary step. For pay rate change due to a change in step - see *Pay Rate Change - Step* process.

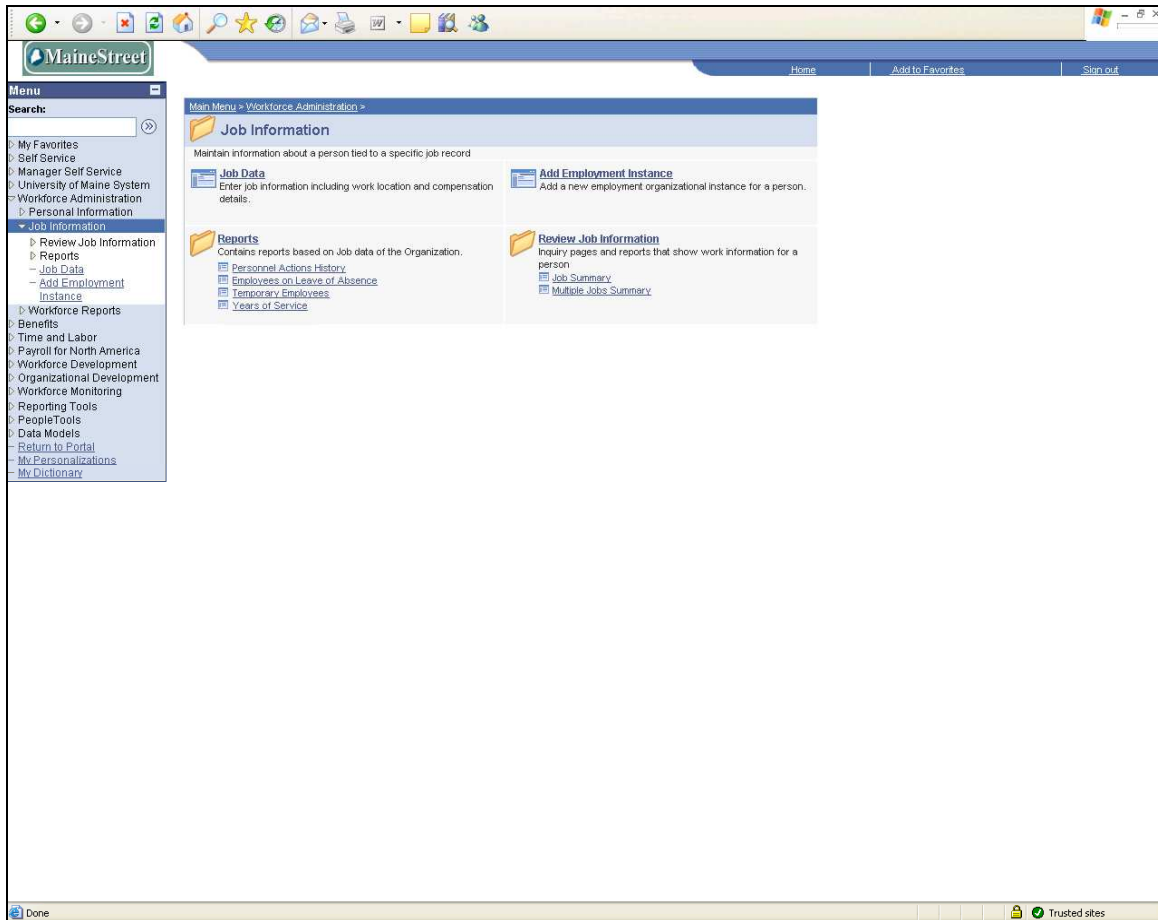
For **Promotion** or **Reclassification**, see appropriate process.

# Process Document

## HRMS: Pay Rate Change - Adjustment



### Navigation:



Step	Action
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- |    |   |
|----|---|
| 1. | Click the <b>Workforce Administration</b> link. |
| 2. | Click the <b>Job Information</b> link.          |
| 3. | Click the <b>Job Data</b> link.                 |



### Procedure:

**Job Data**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID: begins with [ ]  
Empl Rcd Nbr: = [ ]  
Name: begins with [ ]  
Last Name: begins with [ ]  
Second Name: begins with [ ]  
Alternate Character Name: begins with [ ]  
Middle Name: begins with [ ]

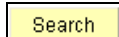
Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
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4.	To search for an existing employee record, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
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5.	Click the <b>Search</b> button.
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If multiple employee records are listed, click on the appropriate employee record.

# Process Document

## HRMS: Pay Rate Change - Adjustment



Pay Rate Adjustment EMP ID: 0099999 Empl Rcd #: 0

Work Location: Find First 1 of 2 Last

HR Status: Active Payroll Status: Active

Effective Date: 12/01/2008 Sequence: 0 \*Job Indicator: Primary Job

Action / Reason: Pay Rate Change Adjustment

Last Start Date: 07/01/2007 Termination Date: Future

Expected Job End Date: 04/30/2009

Position Number: 00020203 Research Engineer Position Entry Date: 07/01/2007

Override Position Data  Position Management Record

Regulatory Region: USA United States

Company: UMS University of Maine System

Business Unit: UMS05 University of Maine

Department: OCE UM Civil & Environmental Eng Department Entry Date: 08/29/2004

Location: 000100 ORONO CAMPUS

Establishment ID: UMS05 University of Maine

Date Created: 10/16/2008

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

### Step Action

6. Click the **Plus (+) key** to add a new job row.
7. Enter the **Effective Date** of the pay rate change.
8. The **Sequence** field defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
9. Click the **Drop-down Arrow** to select from the **Action** list.
10. Click the **Pay Rate Change** list item.
11. Click the **Drop-down Arrow** to select from the **Action/Reason** list.
12. Select the appropriate **Reason** code from the list of valid values.
13. Click the **Compensation** tab.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Paty Adjustment EMP ID: 0099999 Empl Rcd #: 0

Compensation Effective Date: 12/01/2008 Effective Sequence: 0 Job Indicator: Primary Job  
 Action / Reason: Pay RT Chg Adjustment Future

Compensation Rate: 3,286.984410 \*Frequency: M Monthly

Comparative Information  
 Change Amount: 95,737,410 USD Monthly Compa-Ratio: 1.13  
 Change Percent: 3.000

Pay Rates  
 Annual 39,443,812,920 USD Daily 151,706,973 USD  
 Monthly 3,286,984,410 USD Hourly 18,963,372 USD  
 Ann Ben RT 38,294,964 Salbase 38,294.96

Default Pay Components

Pay Components  
 Amounts Controls Changes Conversion Customize | First | 1 of 1 | Last

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAANNL	0	3,286.984410	USD	M		

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Previous tab Next tab Refresh Update Display Include History

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Step	Action
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14. Click the **Changes** tab in the Pay Components section of the panel.
15. Enter the percent change into the **Change Percent** field or dollar amount change in the **Change Amount** field.
16. Click the **Calculate Compensation** button.
 

Calculate Compensation

This will re-calculate the compensation rate and the amounts in the **Pay Rates** section of this panel.
17. Click the **Amounts** tab to review the changed comp rate for accuracy.
18. Click the **Save** button.
 

Save



Step	Action
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19. **Additional Information:**

**To add another Pay Rate Change on the same effective date with a different reason code:**

- 1) Repeat this process to add another Pay Rate Change with a different reason code on the same effective date.
- 2) Be sure to increase the sequence number to the next higher number.

**EXAMPLE:**

Employee receives a merit increase of 3% and an adjustment of 2%:  
Job Row Effective-dated 1/1/09  
Sequence 0  
Pay Rate Change - Equity Increase 3%  
Job Row Effective-dated 1/1/09  
Sequence 1  
Pay Rate Change - Adjustment 2%

**NOTE:** In this example, the two increases that happened on the same day are cumulative. The impact on pay will be more than the total 5% change.