



Process Document HRMS: Pay Rate Change - Step

File Name	Pay Rate Change - Step.doc
Document Created	10/29/2008
Last Changed by	Ann M. Flood
Status	Final

Pay Rate Change - Step

Concept

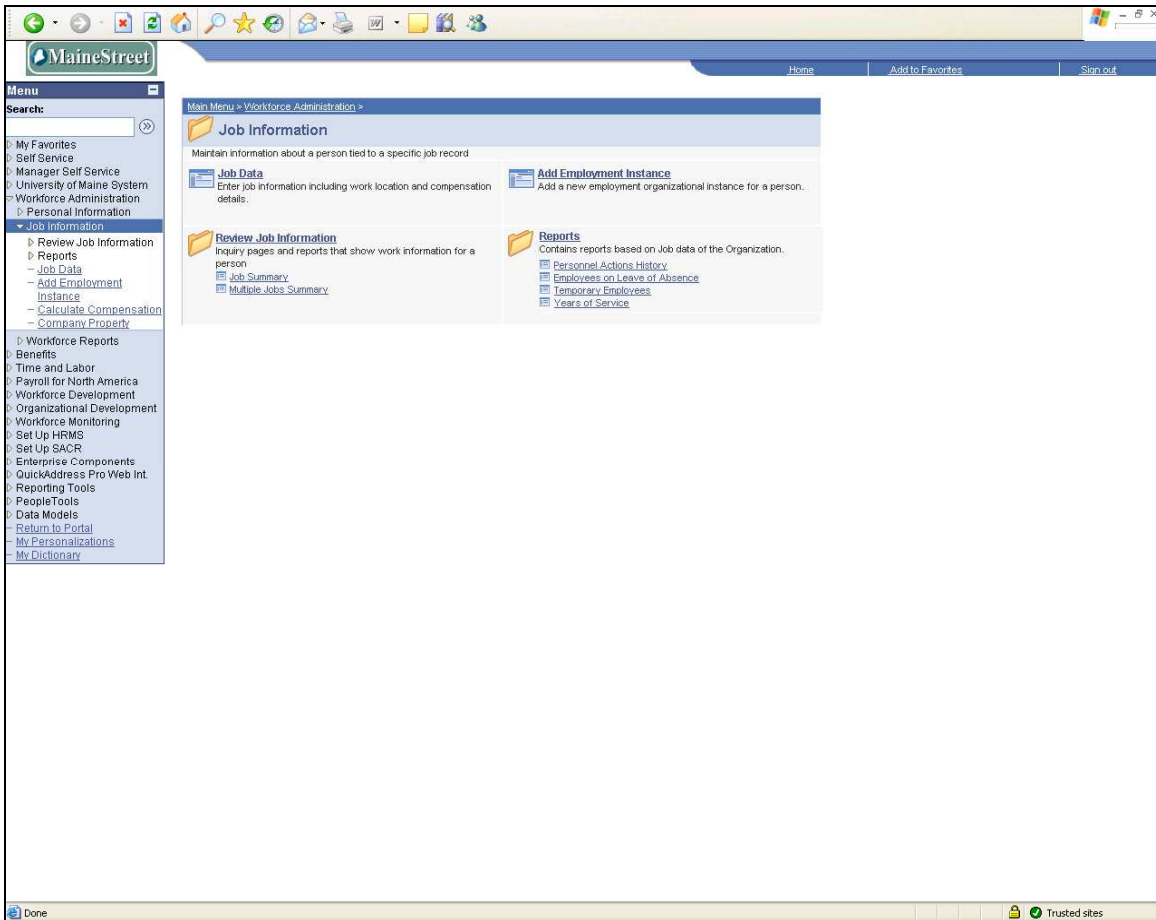
Description: Designated Salary Administration Plans have grades with associated steps. An employee within one of those grades may or may not have a step assigned to their job record.

Process Document

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Navigation:



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

[Basic Search](#) [Save Search Criteria](#)

Step	Action
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- | | |
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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. |
| 5. | Click the Search button. |

If multiple employee records are listed, click on the appropriate employee record to continue.

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Step Increase EMP ID: 0099999 Empl Rcd #: 0

Work Location Find First 1 of 2 Last

HR Status: Active Payroll Status: Active

Effective Date: 12/30/2008 Sequence: 0 *Job Indicator: Primary Job

Action / Reason: Pay Rate Change Step Progression

Last Start Date: 03/04/2002 Termination Date: Future

Expected Job End Date: []

Position Number: 00010899 Custodian II Position Entry Date: 10/27/2004

Override Position Data Position Management Record

Regulatory Region: USA United States

Company: UMS University of Maine System

Business Unit: UMS06 University of Southern Maine

Department: POSL Residential Life Department Entry Date: 03/04/2002

Location: P00201 Ountram Res Life

Establishment ID: UMS06 University of Southern Maine

Date Created: 10/18/2008

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
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- | | |
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| 6. | Click the Plus (+) key to add a new job row. |
| 7. | Enter the Effective Date of the Step progression . |
| 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. | Click the Step Progression list item. |
| 13. | Click the Salary Plan tab. |



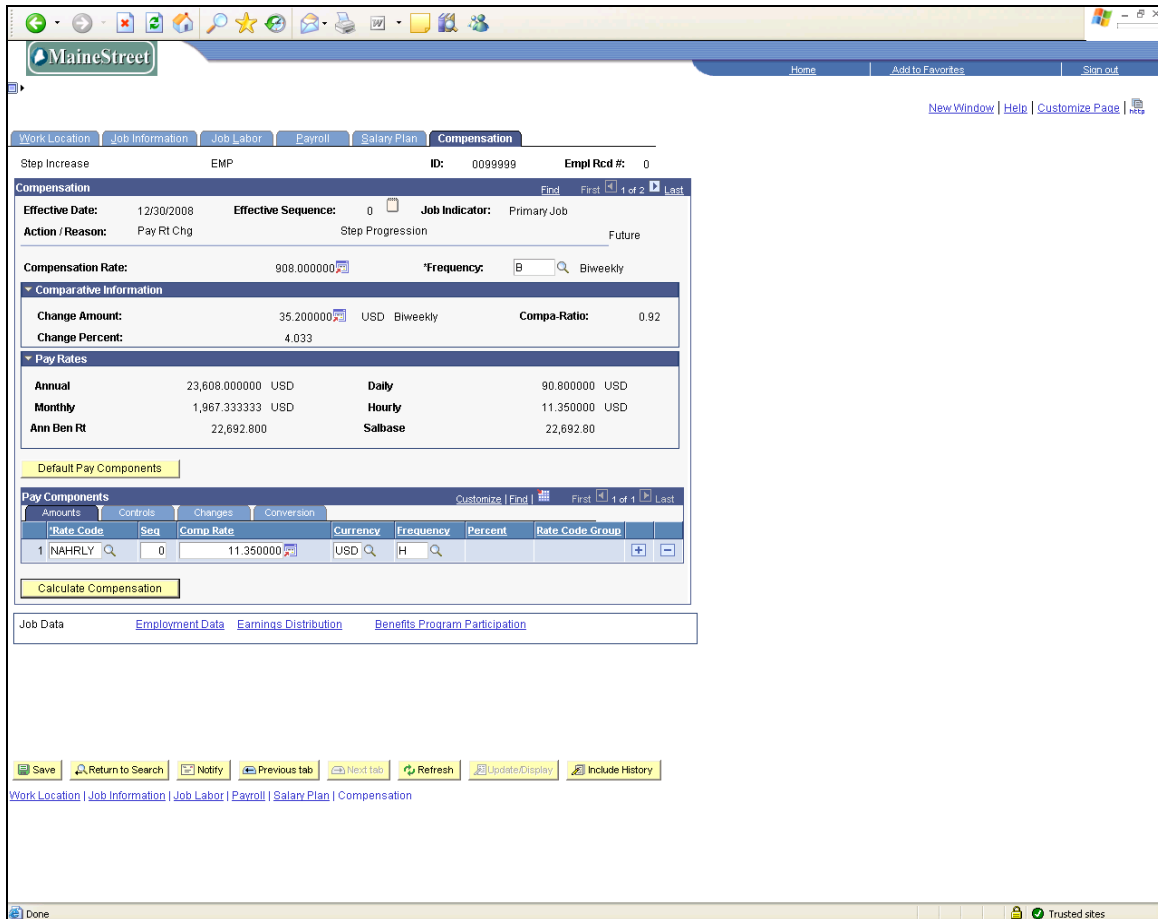
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Step	Action
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|-----|---|
| 14. | Enter the new step value into the Step field. |
| 15. | Enter the date of the change into the Step Entry Date field. |
| 16. | Click the Compensation tab. |

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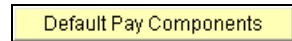


Step Action

17. Click the **Default Pay Components** button.

This will update the rate of pay with the step rate from the wage schedule.

NOTE: If the previous row did not have a step, **TWO** rows of Rate Codes and Amounts will appear. To Delete the row with the old rate: Click on the minus (-) key on the row with the old rate then change the Seq on the remaining row to '0'.



18. Click the **Calculate Compensation** button to re-calculate the amounts in the Pay Rates section of the panel.



19. Click the **Save** button.

