To update an employee's salary information you will look under HRWEB>Special Update>Pay Rate Change.

Search for the employee using the name, national ID (SSN), or the 7-digit HR/Payroll system employee ID and click the search button:

Enter any information you	have and clic	k S	Search. Leave fields blank	for a list of all values.
Find an Existing Value	<u> </u>			
EmplID:	begins with	~	9999903	
Empl Rcd Nbr:	- ~			
Last Name, First Name:	begins with	¥		
First Name:	begins with	¥		
Last Name:	begins with	¥		
National ID:	begins with	¥		
From Review Date:	>= 🗸			ii)
Thru Review Date:	<= 🗸			F

The top part of the display will display the current salary data:

Pay Rate Change							
Pepe Lepeu		EMP		ID:	9999903	Empl Rcd #:	0
Job Code:	PF02		Department:	733	005	SOM: Medicine: Cardi	iology
Salary Grade:	433		Min:	\$42	100.000		
Comp Rate:	\$5355.020000		Max:	\$70	000.000		
Annual Rate:	\$64260.240		Effdt:	06/0	)1/2009		
Next Review Date:	01/01/2010		Review Rating:				
			Review Date:				

The bottom half of the display is where the updates will be entered:

Effective Date:	Amount Calc.	Reason Code:	Review Only	Calculated Amounts
Compensation Rate:		Change Percent:		Annual Inc: Annual Rate: Percent Inc:
Review Rating:	. 🗸	Review Date	31	Next Review Date:
Attachments				
View Attachment	Description	Last Update Date/Time	Uploaded By	
View Attachment				Ē
Attachments				
+ Add Attachment				
Submit				

Enter the effective date in this format (MM/DD/YYYY) or use the calendar button to select.

Effective Date: Calculate By: Compensation Rate:	Amount Calc Pe	Reason Code:	Review Only	Calculated Amounts Inc Amt: Annual Inc: Annual Rate: Percent Inc:
Review Rating:	· · ·	Review Date	31	Next Review Date:
Attachments				
View Attachment	Description	Last Update Date/Time	Uploaded By	
View Attachment				â
Attachments				
+ Add Attachment				
Submit				

Enter a retroactive pay change if the date is not earlier than the effective date of the last data change on the record (check Job Summary to be sure). If the date you enter is earlier than the most recent effective date on the employee record, you will get this error message:



If you get this message, you will need to contact Data Services.

Click the magnifying glass next to reason code:

		×
Look Up	Reason Code	
Action:	PAY	
Reason Code	begins with V	
		_
Look Up	Clear Cancel Basic Lookup	
Search Res	sults	
View 100 First	st 🗃 1-3 of 3 🕟 Last	
Reason Code	Description	
ADJ	Adjustment	
CIG	Change in Grant	
MER	Merit	
		.:

Select a reason code by clicking on a row below the blue bar.

There are two ways to enter pay rate changes. You may click in the box next to "Amount Calc" to change the pay rate by dollar amount and enter in the new amount under compensation OR you may click in the box next to "Percent Calc" to change the pay rate by a percentage (enter the percent change in the percent box without %).

### Sample Amt Calc Pay Rate Change & Review Data Update

This type of pay rate change entry enables the user to type in the new hourly or monthly rate of pay:

Effective Date: 08/01/2015 3 Reason Code: MER Q	Calculated Amounts
Calculate By: Amount Calc Percent Calc Review Only	Inc Amt: 16.667000 Annual Inc: 200.004
Compensation Rate: 8100.000000 Change Percent: 0.210	Annual Rate:         97200.000           Percent Inc:         0.21
Review Rating: 4 - Exceeds Expectat V Review Date 08/01/2015	Next Review Date: 08/01/2016 🛐

Attachments				
View Attachment	Description	Last Update Date/Time	Uploaded By	
View Attachment				Î
Attachments				
+ Add Attachment				
Submit	_			

- Key in the effective date
- Select the reason code
- Click in the Amount Calc Box
- Key in the new hourly or monthly rate and press the Tab key. The % change will appear with the calculated amounts.
- You are required to enter a Next Review Date when changing the salary for any staff member (not faculty).
- You may select the employee's Performance Review Rating by using the drop-down arrow.
- Click "Add Attachment (s)" and attach supporting documentation for the change
- Be sure to click the "Submit" button!

# Submit Confirmation The submission was successful. Change will appear in HRWeb after final approval is received. Please use the navigation bar above to process another transaction or to return to the Main Menu. OK

#### Checking the status of a submitted Pay Rate Change:

You will look under HRWEB>Special Update> Audit Pay Rate Change

#### Enter the Empl ID & Search

Audit Pay Rate Changes
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
▼ Search Criteria
Search by: Empl ID V begins with
Search Advanced Search
Find an Existing Value Add a New Value

This screen will tell you the approval status of the submitted pay rate change.

Audit Transaction         Submitter:       SMCKEN2       Sherry McKenzie Stodghill         Employee:	Audit Transaction         Submitter:       SMCKEN2       Sherry McKenzie Stodghill         imployee:	lit Pay Change				
Submitter:       SMCKEN2       Sherry McKenzie Stodghill         Employee:	Submitter: SMCKEN2 Sherry McKenzie Stodghill   Simployee:		Audit Transact	tion		
Empl Rcd:       0       Pay Rate Change / Merit         Job Code:       9287       Instructor-CT       FTE:       1.000000         Department:       i       Grade:       099         Empl Classification:       Fctly Instr. Assc, Lec       Comp Freq:       M         Current Annual Rate:       Current Comp Rate:       S8,100.000000       Comp Percent:         Eff Date:       08/01/2015       Comp Rate:       \$8,100.000000       Comp Percent:         Review Date:       08/01/2015       Review Rating:       4 - Exceeds Expectations         Next Review Date:       08/01/2016       Comments:	achments ach	Submitter: SMCKEN2	Sherry McKenzie Stodghill			
Jepartment:       Grade:       099         Empl Classification:       Fclty Instr, Assc, Lec       Comp Freq:       M         Current Annual Rate:       Current Comp Rate:       M         Eff Date:       08/01/2015       Comp Rate:       \$8,100.000000       Comp Percent:         Review Date:       08/01/2015       Review Rating:       4 - Exceeds Expectations         Next Review Date:       08/01/2016       Comments:	Jepartment: :       Grade:       099         Simpl Classification:       Fclty Instr, Assc, Lec       Comp Freq:       M         Current Annual Rate:       Current Comp Rate:       M         Eff Date:       08/01/2015       Comp Rate:       \$8,100.000000       Comp Percent:         Review Date:       08/01/2015       Review Rating:       4 - Exceeds Expectations         Vext Review Date:       08/01/2016       Comments:	Empl Rcd: 0 Job Code: 9287	Pay Rate Change / Merit Instructor-CT	FTE:	1.000000	
Eff Date:       08/01/2015       Comp Rate:       \$8,100.000000       Comp Percent:         Review Date:       08/01/2015       Review Rating:       4 - Exceeds Expectations         Next Review Date:       08/01/2016       Comments:       Image: Comments and Comments and Comments and Comments.         achments       attachments have been added to this document. You must define the audience for each       Image: Comments and Comments a	Eff Date:       08/01/2015       Comp Rate:       \$8,100.000000       Comp Percent:         Review Date:       08/01/2015       Review Rating:       4 - Exceeds Expectations         Next Review Date:       08/01/2016       Comments:       Comments:         achments       achments have been added to this document. You must define the audience for each achment.	Department: 7 Empl Classification: Current Annual Rate:	Fclty Instr, Assc, Lec	Grade: Comp Freq: Current Comp	099 M p Rate:	
Comments: achments attachments have been added to this document. You must define the audience for each	Comments: achments attachments have been added to this document. You must define the audience for each achment.	Eff Date: 08/0 Review Date: 08/0 Next Review Date: 08/0	11/2015 Comp Rate: 11/2015 Review Rating: 11/2016	\$8,100.000000 C 4 - Exceeds Expectati	comp Percent:	
	achment.	achments attachments have been a	added to this document. You must	define the audience for e	each	
NEB Job Change Approval		< 08/01/	2015 PAY/MER 0.0%:Pe	nding		
WEB Job Change Approval C 08/01/2015 PAY/MER 0.0%:Pending	08/01/2015 PAY/MER 0.0%:Pending     08/01/2015 PAY/MER      08/01/2015 PAY/MER     08/01/2015 PAY/MER	Dept EEClass 2 Approve Pending D Multiple Approvers EMWKEUVHRWApp	rs prLevEmplClss2Dept	t Routed EMWKEUVHRWFinalApprE	EmplClsDept	
WEB Job Change Approval         08/01/2015 PAY/MER 0.0%:Pending         Dept EEClass 2 Approvers         Pending         Multiple Approvers         EMWKEUVHRWApprLevEmplClss2Dept	O8/01/2015 PAY/MER 0.0%:Pending         Dept EEClass 2 Approvers         Pending         Multiple Approvers         EMWKEUVHRWApprLevEmplCiss2Dept	Contrast to Society				

#### Sample % Calc Pay Rate Change & Review Data Update:

Effective Date: 08/01/2015 🛐 Reason Code: ADJ 🔍	Calculated A	mounts
	Inc Amt:	189.126800
Calculate By: Amount Calc 🗹 Percent Calc	Annual Inc:	2269.522
Change Percent: 4 000	Annual Rate:	59007.562
Compensation Rate: 4011.200000 Change Percent. 4000	Percent Inc:	4.00
Review Rating: 4 - Exceeds Expectat V Review Date 09/01/2015	Next Review Date: 0	9/01/2016

Attachments				
View Attachment	Description	Last Update Date/Time	Uploaded By	
View Attachment				Î
Attachments				
	_			
+ Add Attachment				
Submit				

- Key in the effective date
- Select the reason code
- Click in the Percent Calc Box
- Key in percentage of change and press the Tab key. The calculated amounts will appear.
- You are required to enter a Next Review Date when changing the salary for any staff member (not faculty).
- You may select the employee's Performance Review Rating by using the drop-down arrow.
- Be sure to click the "Submit" button!



## Checking the status of a submitted Pay Rate Change:

You will look under HRWEB>Special Update> Audit Pay Rate Change

## Enter the Empl ID & Search

Audit Pay Rate Changes
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
✓ Search Criteria
Search by: Empl ID V begins with
Search Advanced Search
Find an Existing Value Add a New Value

This screen will tell you the approval status of the submitted pay rate change.

		Audit	Transacti	on		
Submitter:	SMCKEN2	Sherry McKenzie	Stodghill			
Empl Rcd:	0	Pay Rate Change	/ Adjustment			
Job Code:		r uj rtuto onungo	, , tojuotinom	FTE:	1.000	0000
Department:				Grade:	099	
Empl Classifi	cation:			Comp Freq:	м	
Current Annu	al Rate:			Current Comp Rat	e:	
Eff Date: Review Date	08/0	1/2015 Con 1/2015 Rev	np Rate: iew Rating:	Comp 4 - Exceeds Expectations	Percent:	4.000
Next Review	Date: 09/0	/2016				
Comments:						
Attachments						
Attachments	have been a	Ided to this docume	nt. You must o	lefine the audience for each		
Attachments No attachment.	have been a	Ided to this docume	nt. You must o	define the audience for each		
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Attachments No attachments attachment.	have been an Change A 08/01/2 ss 1 Approver	Ided to this docume	nt. You must o	define the audience for each	1	
Attachments No attachments attachment.	have been ad Change A 08/01/2 ss 1 Approver	Ided to this docume	nt. You must o	Jefine the audience for each	1	
Attachments No attachments attachment.	have been ad Change A 08/01/2 ss 1 Approver	Ided to this docume Approval 2015 PAY/ADJ	nt. You must d	Jefine the audience for each		
Attachments No attachments attachment.	have been ad Change A 08/01/2 ss 1 Approver	Ided to this docume Approval 2015 PAY/ADJ	nt. You must o	define the audience for each		

## **Retroactive Pay Rate Changes**

You may enter a retroactive pay change if the date is not earlier that the effective date of the last data change on the record (check Job Summary to be sure).

If the date you enter is earlier than the most recent effective date on the employee record, you will get this error message:



If you get this message, contact Data Services.

If an employee has been paid incorrectly and is owed salary, you must enter the retroactive change to the compensation rate first, then go to the Finance Division Web site and process a payment request with payroll.