Updating Review Data

To update an employee's review 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:

Pay Rate Change

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

Find an Existing Value

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:	>= ∨	📅
Thru Review Date:	<= ∨	📅

[Search] [Clear] Basic Search 💾 Save Search Criteria

*****If there is more than 1 row for the same employee record, then pick the one with the latest effective date.

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: 733005	SOM: Medicine: Cardiology
Salary Grade: 433	Min: $42100.000	
Comp Rate: $5355.020000	Max: $70000.000	
Annual Rate: $64260.240	Effdt: 06/01/2009	
Next Review Date: 01/01/2010	Review Rating:	
	Review Date:	

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

1. Enter the effective date
2. Do NOT select a Reason Code
3. Click in the box next to Review Only (you will see the reason code auto-populate with the value URD – Update Review Date)
4. Type in the Next Review Date for the employee
5. Select the Performance Review Rating from the drop-down list by placing your mouse on the down arrow.
6. Be sure to Save!

This type of entry will be reflected on the Job Summary page as a Data Change, Update to Review Data with an action code of DTA and a reason code of URD and the effective date specified.

NOTE:

- The performance review rating is visible on the pay rate change page only.