## **Updating Review Data**

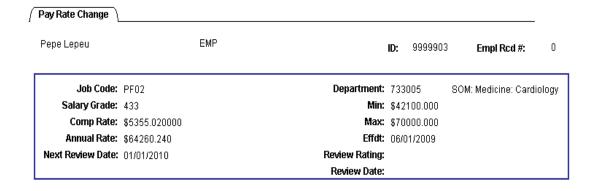
To update an employee's review information you will look under HRWeb>Special Update>Pay Rate Change.

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:	>= 🔻		<b>19</b>
Thru Review Date:	<= ~		<b>19</b>
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.

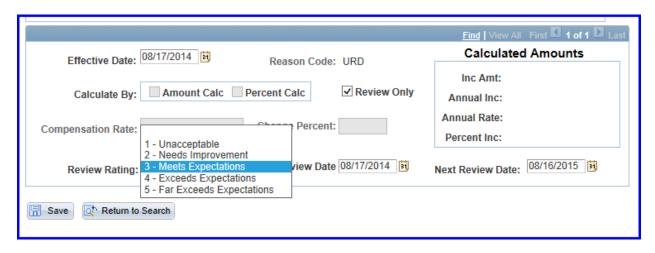
The top part of the display will display the current salary data:



## **Updating Review Data**

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.