Submit a HRAF when making the following pay rate changes to an employee’s record:

- OCP-Out of Class Pay
- REC-Job Reclassifications
- EOP-End Out of Class Pay
- REC-Salary Schedule Change

Changes that can be done by a HRAF or via PeopleSoft HR WEB are:

- MER-Merit
- ADJ-Adjustment
- MKT-Market

The following information is needed when a HRAF is submitted:

- Effective Date
- Action Code “Pay”
- Reason Code
- Job Code* (Required When Submitting a Pay Reclassification)
- Employee Class* (Required When Submitting a Pay Reclassification and the Employee’s Status is Changing)
- Employee Type* (Required When Submitting a Pay Reclassification and the Employee’s Status is Changing)
- Pay Group* (Required When Submitting a Pay Reclassification and the Employee’s Status is Changing)
- Next Review Date
- Comp Rate (New Monthly Rate or Hourly Rate)

Please be sure that all appropriate departmental signatures are on the HRAF prior to forwarding to Data Services.