

## Pay Rate Change

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:

### Pay Rate Change

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

**Find an Existing Value**

---

<b>EmpID:</b>	begins with	9999903
<b>Empl Rcd Nbr:</b>	=	
<b>Last Name, First Name:</b>	begins with	
<b>First Name:</b>	begins with	
<b>Last Name:</b>	begins with	
<b>National ID:</b>	begins with	
<b>From Review Date:</b>	>=	
<b>Thru Review Date:</b>	<=	

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

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

**Pay Rate Change**

---

Pepe Lepou                      EMP                      ID: 9999903                      Empl Rcd #: 0

<b>Job Code:</b> PF02	<b>Department:</b> 733005	SOM: Medicine: Cardiology
<b>Salary Grade:</b> 433	<b>Min:</b> \$42100.000	
<b>Comp Rate:</b> \$5355.020000	<b>Max:</b> \$70000.000	
<b>Annual Rate:</b> \$64260.240	<b>Effdt:</b> 06/01/2009	
<b>Next Review Date:</b> 01/01/2010	<b>Review Rating:</b>	
	<b>Review Date:</b>	

## Pay Rate Change

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

Effective Date:  Reason Code:

Calculate By:  Amount Calc  Percent Calc  Review Only

Compensation Rate:  Change Percent:

Review Rating:  Review Date:  Next Review Date:

**Calculated Amounts**

Inc Amt:  
Annual Inc:  
Annual Rate:  
Percent Inc:

**Attachments**

View Attachment	Description	Last Update Date/Time	Uploaded By
<a href="#">View Attachment</a>	<input type="text"/>		

**Attachments**

[+ Add Attachment](#)

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

Effective Date:  Reason Code:

Calculate By:  Amount Calc  Percent Calc  Review Only

Compensation Rate:  Change Percent:

Review Rating:  Review Date:  Next Review Date:

**Calculated Amounts**

Inc Amt:  
Annual Inc:  
Annual Rate:  
Percent Inc:

**Attachments**

View Attachment	Description	Last Update Date/Time	Uploaded By
<a href="#">View Attachment</a>	<input type="text"/>		

**Attachments**

[+ Add Attachment](#)

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.

## Pay Rate Change

Click the magnifying glass next to reason code:

### Look Up Reason Code

Action:

Reason Code: begins with

[Basic Lookup](#)

#### Search Results

View 100 First 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:   Reason Code:

Calculate By:  Amount Calc  Percent Calc  Review Only

Compensation Rate:  Change Percent:

Review Rating:   Review Date:   Next Review Date:

#### Calculated Amounts

Inc Amt:	16.667000
Annual Inc:	200.004
Annual Rate:	97200.000
Percent Inc:	0.21

#### Attachments

View Attachment	Description	Last Update Date/Time	Uploaded By
<a href="#">View Attachment</a>	<input type="text"/>		<input type="text"/>

[Add Attachment](#)

## Pay Rate Change

- 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.

### 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.

**Search by:**   begins with

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

# Pay Rate Change

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

**Audit Pay Change**

**Audit Transaction**

Submitter:	SMCKEN2	Sherry McKenzie Stodghill		
Employee:				
Empl Rcd:	0	Pay Rate Change / Merit		
Job Code:	9287	Instructor-CT	FTE:	1.000000
Department:	7		Grade:	099
Empl Classification:		Fcity Instr, Assc, Lec	Comp Freq:	M
Current Annual Rate:			Current Comp Rate:	

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:

**Attachments**

No attachments have been added to this document. You must define the audience for each attachment.

**HR WEB Job Change Approval**

08/01/2015 PAY/MER 0.0%: Pending

Dept EEClass 2 Approvers

<b>Pending</b> Multiple Approvers EMWKEUVHRWApprLevEmplCls2Dept	→	<b>Not Routed</b> EMWKEUVHRWFinalApprEmplClsDept
---	---	---

[Return to Search](#)

## Pay Rate Change

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

Effective Date:	<input type="text" value="08/01/2015"/>	Reason Code:	<input type="text" value="ADJ"/>	<b>Calculated Amounts</b>
Calculate By:	<input type="checkbox"/> Amount Calc <input checked="" type="checkbox"/> Percent Calc <input type="checkbox"/> Review Only			
Compensation Rate:	<input type="text" value="4917.296800"/>	Change Percent:	<input type="text" value="4.000"/>	Inc Amt: 189.126800
Review Rating:	<input type="text" value="4 - Exceeds Expectat"/>	Review Date:	<input type="text" value="09/01/2015"/>	Annual Inc: 2269.522
		Next Review Date:	<input type="text" value="09/01/2016"/>	Annual Rate: 59007.562
				Percent Inc: 4.00

Attachments			
View Attachment	Description	Last Update Date/Time	Uploaded By
<a href="#">View Attachment</a>	<input type="text"/>		

**Attachments**

- 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!

**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.

## Pay Rate Change

### 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:  begins with

[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 Pay Change

#### Audit Transaction

Submitter:	SMCKEN2	Sherry McKenzie Stodghill		
Employee:				
Empl Rcd:	0	Pay Rate Change / Adjustment		
Job Code:			FTE:	1.000000
Department:			Grade:	099
Empl Classification:			Comp Freq:	M
Current Annual Rate:			Current Comp Rate:	

Eff Date:	08/01/2015	Comp Rate:		Comp Percent:	4.000
Review Date:	09/01/2015	Review Rating:	4 - Exceeds Expectations		
Next Review Date:	09/01/2016				

Comments:

#### Attachments

No attachments have been added to this document. You must define the audience for each attachment.

### HR WEB Job Change Approval

08/01/2015 PAY/ADJ 4.0%: Pending

Dept EEClass 1 Approver

Pending

EMWKEUVHRWFinalApprEmplClsDept

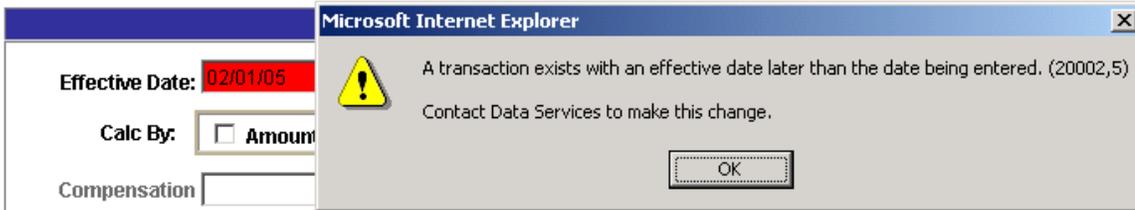
[Return to Search](#)

## Pay Rate Change

### Retroactive Pay Rate Changes

You may 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, 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.