Updating Pay Location

To update an employee's Primary Department/Pay Location information you will look under HRWeb>General Update>Employee Pay Location.

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

1. Click the + button to the right to update the date.

2. Select the desired effective date using the calendar button or you can just enter the effective date.

3. Enter the Primary Department Number that is made up of six numbers.

4. Be sure to scroll to the bottom to click the Save button!

Employees may have only one pay location unless there are multiple employee records and one of the records reflects non-earned income (job codes 9901 or 9905). The company for non-earned income is NIH.

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Searching for Department Numbers and Location Numbers is possible by clicking on the magnifying glasses, but not recommended.

If you assign an invalid department number or an invalid location number you will get this error message:
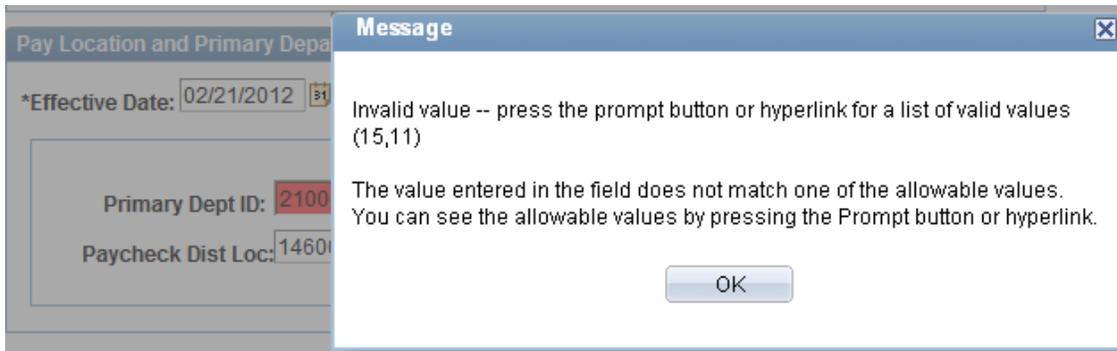
Click the 'OK' button in the error message and make the change.

To change the Paycheck Distribution Location number you will do the following:

5. Click the + button to the right to update the date.

6. Select the desired effective date using the calendar button or you can just enter the effective date.

7. Enter the Paycheck Distribution Location number that is made up of seven numbers.

8. Be sure to scroll to the bottom to click the Save button!