

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:	<=	

[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:	

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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!

The screenshot shows a web form for updating review data. At the top right, there are navigation links: Find, View All, First, 1 of 1, Last. The form contains the following fields and controls:

- Effective Date: 08/17/2014 (calendar icon)
- Reason Code: URD
- Calculate By: Amount Calc Percent Calc
- Review Only
- Compensation Rate: [text input]
- Change Percent: [text input]
- Review Rating: 3 - Meets Expectations (dropdown menu with options: 1 - Unacceptable, 2 - Needs Improvement, 3 - Meets Expectations, 4 - Exceeds Expectations, 5 - Far Exceeds Expectations)
- Review Date: 08/17/2014 (calendar icon)
- Next Review Date: 08/16/2015 (calendar icon)
- Calculated Amounts section:
 - Inc Amt:
 - Annual Inc:
 - Annual Rate:
 - Percent Inc:
- Buttons: Save, Return to Search

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.