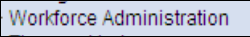

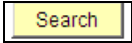

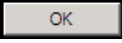

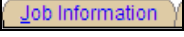
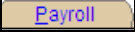

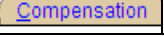

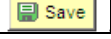



Data Change

1.	To make a data change to an existing job, Click on Workforce Administration link. 
2.	Click the Job Information button. 
3.	Click the Job Data button.
4.	Enter in the EmplID # and tab out.
5.	Click on Search . 
6.	The first step is to delete the existing termination row. On the upper right hand side, click the minus (-) button . 
7.	Click the OK button to confirm delete of termination row. 
8.	You should now see the hire or previous data change row (if there is one). Click on the plus (+) button to add a row for the data change. 
9.	Make the effective date the day you want the change to be effective. This date should always be either in the current or a future pay period.
10.	Choose the appropriate action from the Action/Reason drop down list.
11.	Click the Job Information tab. 
12.	The changes you need to make will determine what fields you need to adjust. In this example we are changing the Job Code and then the standard hours. Highlight the job code and change it.
13.	In the Standard Hours field, highlight the currently displayed standard hours and change them to what you need them to be.
14.	Click the Payroll tab. 
15.	PLEASE NOTE: Whenever you make any data change, you want to make sure to check all job tabs to ensure the correct information is there. Some fields may cause other fields to default in information which may be different than what you want.
16.	Click the Salary Plan tab. 
17.	If you have changed the job code, make sure the correct grade and step are showing here. The job code will default in a grade and step that may be different from what you had in these fields.
18.	Click the Compensation tab. 

19.	<p>Click the Default Pay Components button.</p> <p>If you have made a change to the salary grade/step, be sure to click the Default Pay Components and the new rate will appear in the Comp Rate field.</p> <p>If you are paying a rate that does not match a set grade/step you will need to manually enter the amount in Comp Rate and click the Calculate Compensation tab in order for the correct rate to be paid.</p> 
20.	Click Save 
21.	Click the Work Location tab. 
22.	Click on the plus (+) button on the upper right corner to add back in the termination row.
23.	In the Effective Date field, enter in the termination date.
24.	<p>Choose the Termination action for the Action/Reason Field.</p> <p>Then Click Save.</p>
25.	End of Procedure.