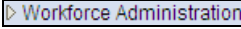


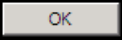




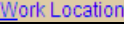



Hourly pay rate change

1.	Click the Workforce Administration link. 
2.	Click the Job Data button located under the Job Information folder. 
3.	Enter in the EMPLID # and click Search .
4.	If there are multiple job records, choose the appropriate record.
5.	The first step is to delete the existing termination row. Click on the minus (-) located in the top right corner. 
6.	Click the OK button. 
7.	Click the plus (+) button at the top right-hand corner. This will be the effective dated row for the pay rate change. 
8.	Enter the date the pay rate is to be effective in the Effective date field. This should be either the current pay period or a future date.
9.	Choose Pay Rate Change from the Action/Reason drop down list.
10.	Click the Salary Plan tab. 
11.	Click the Look Up next to the Step box. 
12.	Choose the appropriate step.
13.	Click the Compensation tab. 
14.	Click the Default Pay Components button. This will bring in the new rate. If you are paying off a set grade/step you will need to manually enter the pay rate in the Comp Rate field and then click Calculate Compensation below. 
15.	Double check the rate that is showing is the correct rate. Then click Save .
16.	Click the Work Location tab. This is to enter in the Termination row. 
17.	Click the plus (+) button in the upper right-hand corner. 
18.	In the Effective Date field, enter in the Termination date
19.	Choose Termination for the Action/Reason . Then click on Save .
20.	End of Procedure.