HRMS 8.9 Upgrade Multiple Components of Pay

Introduction

A significant change to HRMS with the upgrade to 8.9 is the Multiple Components of Pay functionality.

This course provides an overview of this change.

Multiple Components of Pay

What are Multiple Components of Pay (MCOP)?

- MCOP break an employee's pay into different components for reporting and/or budgeting purposes.

- MCOP provide the ability to track different types of pay for an employee on a single employee record number.

One Record

- MCOP that begin with BAS add to the employee's base pay salary.

- Additional MCOP may be added in the future to enable campuses to track other types of pay as needs arise

MCOP – Rate Codes

Rate Codes	Description	Base-Building
BASEC	Base Contract Pay	Yes
BASEH	Base Hourly Pay	Yes
BASEM	Base Monthly Pay	Yes
BASEW	Base Biweekly Salaried	Yes
BASADM	Base Administrative Stipend	Yes
BASSUP	Base Supplemental	Yes
BASTPD	Base Temporary Pay Differential	Yes
ALLOW	Allowance	No
ADMSTP	Administrative Stipend	No
SUPPLE	Supplemental Pay	No
TEMPAY	Temporary Pay Differential	No

Multiple Components of Pay

How do MCOP affect HRMS?

- Funding Distribution has not changed with MCOP. It is still possible to establish funding distribution by percent or amount

- Time collection calculations are based still on the employee's total <u>base</u> salary amount

- Only one MCOP can be used on an employee record where the pay frequency is Contract or Hourly

- MCOP are controlled by job code, and not every job code is eligible for all types of MCOP.

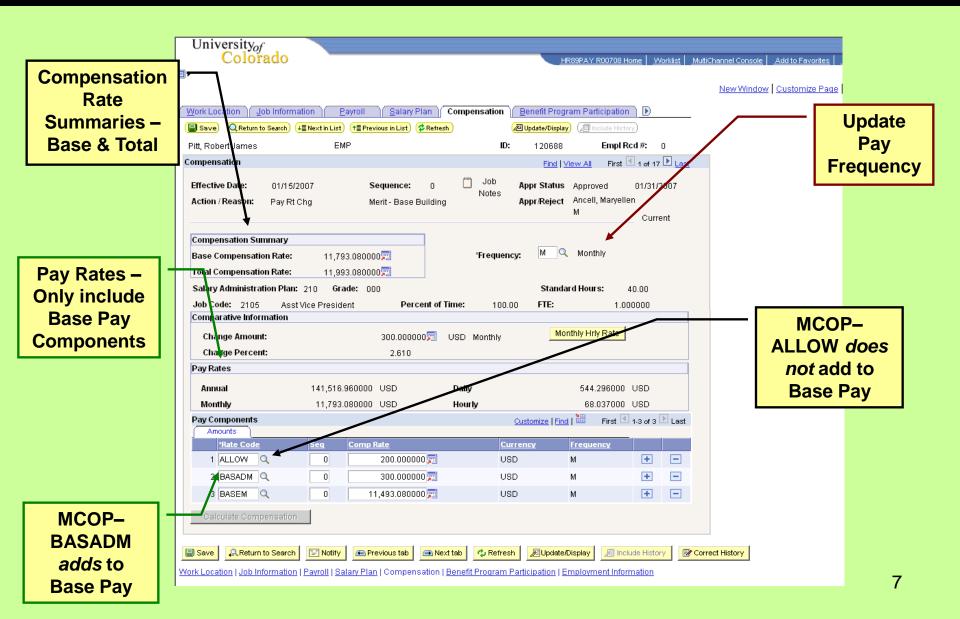- A matrix is posted on the Employee Services website at www.cu.edu/employee-services/multiple-components-pay

Entering MCOP in HRMS

Where are MCOP entered into HRMS?

$ MCOP are entered in Job Data on the Compensation page.

$ At the time of hire, PPL must select a rate code for the employee.

$ New rows must be entered to make pay rate changes

$ Components in subsequent rows of data will pull forward into the new row of data and must be adjusted as necessary.

$ New fields have been added to the page showing the employee's:
  - **Base Compensation Rate** – Amount of pay comprised only of the base-building MCOP. This amount will be used in time collection.
  - **Total Compensation Rate** – Total pay for the employee that includes both the base-building *and* non-base building components

All employees' compensation information will be converted to new MCOP types based on the compensation frequency with the 8.9 upgrade. For example, all monthly, salaried employees will have a new rate code of BASEM.

MCOP – Job Data/Compensation Page

Conclusion

This course is intended to provide you with the knowledge and tools to assist you in setting up MCOP data in HRMS. This functionality is intended to provide your campus the flexibility to track pay for employees in greater detail. Your campus administration will be developing policies and procedures to inform you how and when the different MCOP should be used for specific situations.

Please contact us should you have any questions.
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