CU 8.9 HRMS Step by Step Guide

Compensation Changes to Contracts - Workforce Administration

Overview: This guide provides steps to change compensation rates for contract pay faculty subsequent to the start date of the contract. Please remember that the appropriate office on your campus must approve mid-contract compensation changes.

The system automatically calculates new compensation rate for the employee based on the amount of the change for the remainder of the contract.

The effective date for the compensation change should be based on campus policy, but must be the <u>first day of a pay period</u>: for example, either the first day of the current pay period or the first day of the appointment.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigation to Job	Universityof			
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	Search:	Main Menu > Workforce Administration >		
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3. Work Location page displays



4. New Row displays

- Enter Effective Date of the compensation change. Effective Date is based on campus policy, but must be the <u>1st day of</u> <u>a pay period;</u> for example, 1st day of current pay period or 1st day of appointment
- Choose Action of Pay Rate Change and Reason CRG, Contract Pay Adjustment
- 5. Enter Job Notes, if desired, regarding contract pay adjustments

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Job Data Notepad displays
Click
Add a New Note
to include comments
Return to Work
Location by clicking
Job Data Page

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Image: Selected Note(s) Delete Transfer
Select All Notes Clear Selections

6. Click on Compensation page

- □ Enter new compensation amount (do not insert a row)
- Calculate Compensation No changes need to be made to Contract Pay panel
- □ Review and **Save**

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Work Location | Job Information | Payroll | Compensation | Employment Information