

8.9 HRMS Step by Step Guide

Pay Rate Change – Discretionary Pay Differential (DPD)

Workforce Administration Module

Overview: This guide provides instruction on how to add a Discretionary Pay Differential for classified staff.

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. Navigate to the Job Data page

- Workforce Administration
- Job Information
- Job Data



2. Job Data search page displays

- Enter EmplID or name
- Click

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

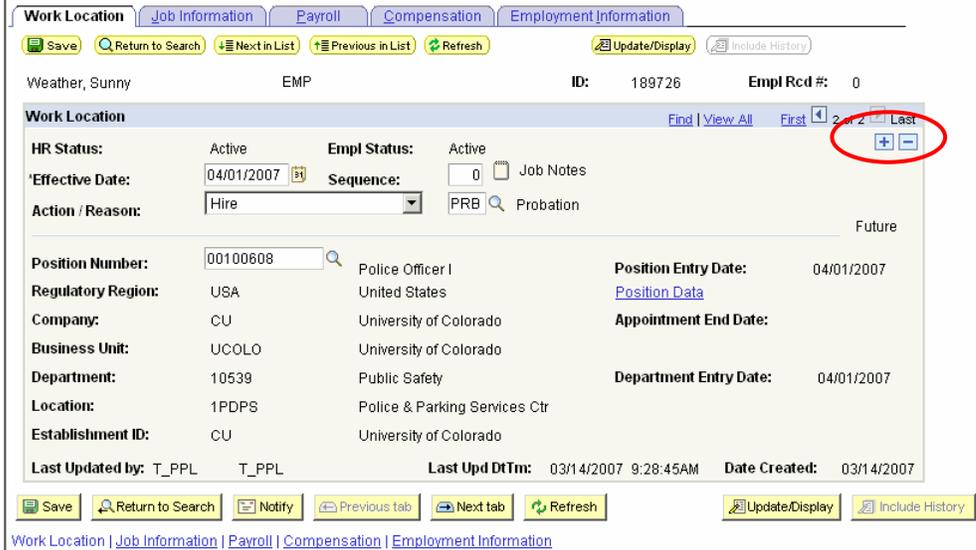
EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with
Department: begins with
Last 4 SSN: begins with
HR Status: =
Employee Status: =

Include History

[Basic Search](#)
[Save Search Criteria](#)

3. Work Location page displays

- Click  to insert a new row



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

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Weather, Sunny EMP ID: 189726 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last  

HR Status: Active Empl Status: Active

Effective Date: 04/01/2007 Sequence: 0 Job Notes

Action / Reason: Hire PRB Probation

Position Number: 00100608 Police Officer I Position Entry Date: 04/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10539 Public Safety Department Entry Date: 04/01/2007

Location: 1PDPS Police & Parking Services Ctr

Establishment ID: CU University of Colorado

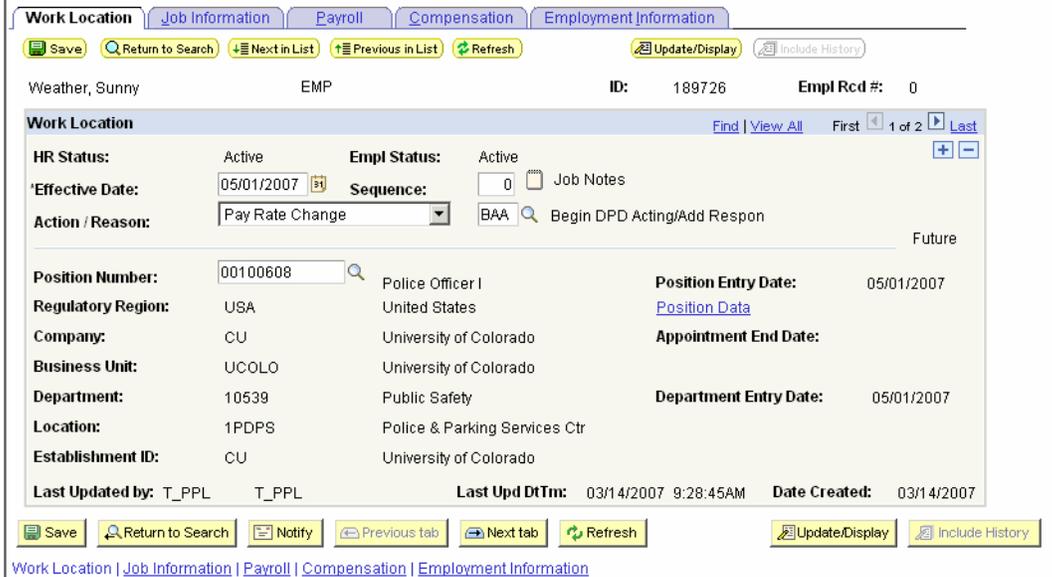
Last Updated by: T_PPL T_PPL Last Upd DtTm: 03/14/2007 9:28:45AM Date Created: 03/14/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

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

4. Add Pay Rate Change for Discretionary Pay Differential (DPD)

- Effective Date defaults to the current date; enter effective date of pay rate change
- Enter Action of Pay Rate Change
- Enter the appropriate Reason for DPD
- Click  Job Notes to document reasons for the pay rate change



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

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Weather, Sunny EMP ID: 189726 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last  

HR Status: Active Empl Status: Active

Effective Date: 05/01/2007 Sequence: 0 Job Notes

Action / Reason: Pay Rate Change BAA Begin DPD Acting/Add Respon

Position Number: 00100608 Police Officer I Position Entry Date: 05/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10539 Public Safety Department Entry Date: 05/01/2007

Location: 1PDPS Police & Parking Services Ctr

Establishment ID: CU University of Colorado

Last Updated by: T_PPL T_PPL Last Upd DtTm: 03/14/2007 9:28:45AM Date Created: 03/14/2007

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

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

5. Job Data Notepad page displays

- Click **Add a New Note**

Job Data Notepad

Instructions

Selection Criteria

ID: 189726 Weather, Sunny Search

Empl Rcd#: 0

Eff Date: 2007-05-01

Sequence: 0

Earliest Note Date: [] End: []

Main Content

Add a New Note Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

Add a New Note Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

6. Job Data Notepad – New Note page displays

- Enter note
- Click **Save**
- Click [Job Data Page](#)

Job Data Notepad - Selected Note

Instructions

Selected Note

ID: 189726 Weather, Sunny Created: 03/14/2007 9:57AM

Empl Rcd#: 0 Creator:

Eff Date: 2007-05-01

Sequence: 0

Subject: Begin DPD

Note Text: Employee begins 10% |DPD effective 5/1/07 for temporary change in responsibilities

Save Undo Changes

Return To: [Note Selection Page](#)

[Job Data Page](#)

7. Work Location page displays

- Click the **Compensation** tab

Work Location Job Information Payroll Compensation Employment Information

Save Return to Search Next in List Previous in List Refresh Update/Display Include History

Weather, Sunny EMP ID: 189726 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last

HR Status: Active Empl Status: Active Job Notes

Effective Date: 05/01/2007 Sequence: 0

Action / Reason: Pay Rate Change BAA Begin DPD Acting/Add Respon

Position Number: 00100608 Police Officer I Position Entry Date: 05/01/2007

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 10539 Public Safety Department Entry Date: 05/01/2007

Location: 1PDPS Police & Parking Services Ctr

Establishment ID: CU University of Colorado

Last Updated by: T_PPL T_PPL Last Upd DTm: 03/14/2007 9:28:45AM Date Created: 03/14/2007

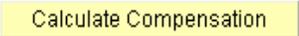
Save Return to Search Notify Previous tab Next tab Refresh Update/Display Include History

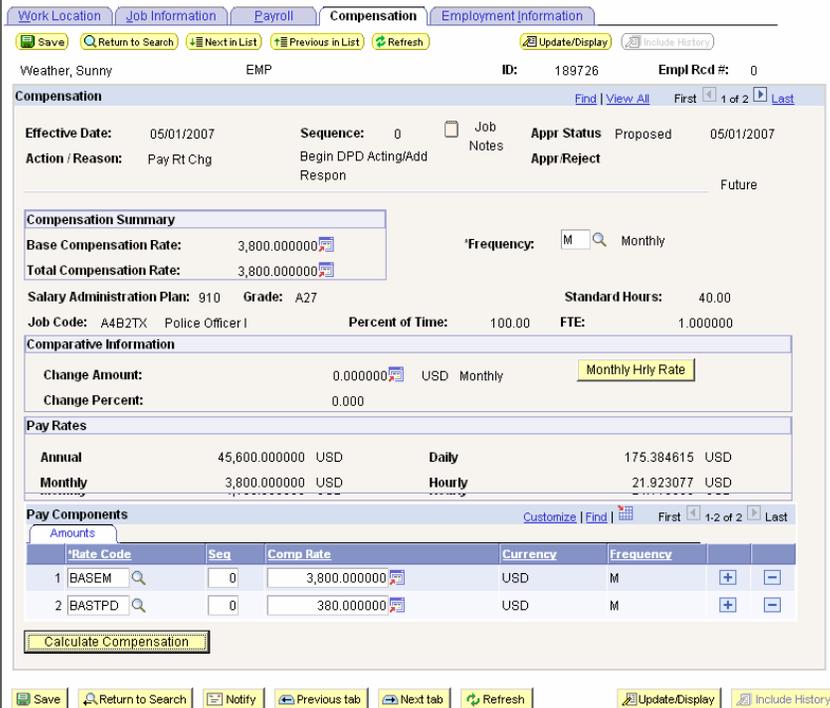
[Work Location](#) | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

8. Compensation page displays

In the Pay

Components section:

- Click  to insert a new row
- Enter BASTPD Rate Code*
- Enter DPD amount
- Click 
- Review your Work
- Click 
- Note: This change requires approval



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

Save | Return to Search | Next in List | Previous in List | Refresh | Update/Display | Include History

Weather, Sunny EMP ID: 189726 Empl Rcd #: 0

Compensation Find | View All First 1 of 2 Last

Effective Date: 05/01/2007 Sequence: 0 Job Notes Appr Status: Proposed 05/01/2007
 Action / Reason: Pay Rt Chg Begin DPD Acting/Add Respon Appr/Reject

Compensation Summary

Base Compensation Rate: 3,800.000000 USD *Frequency: M Monthly
 Total Compensation Rate: 3,800.000000 USD

Salary Administration Plan: 910 Grade: A27 Standard Hours: 40.00
 Job Code: A4B2TX Police Officer I Percent of Time: 100.00 FTE: 1.000000

Comparative Information

Change Amount: 0.000000 USD Monthly Monthly Hrly Rate
 Change Percent: 0.000

Pay Rates

	Annual	Daily
45,600.000000 USD	175.384615 USD	
	Monthly	Hourly
3,800.000000 USD	21.923077 USD	

Pay Components Customize | Find | First 1-2 of 2 Last

Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEM	0	3,800.000000 USD	USD	M
2 BASTPD	0	380.000000 USD	USD	M

Calculate Compensation

Save | Return to Search | Notify | Previous tab | Next tab | Refresh | Update/Display | Include History

Pay Rate Change complete

*This rate code is used when entering a DPD for a classified staff person in order to ensure that the employee's hourly rates in Time Collection are correct. It is expected that users will be working with their campus Human Resources offices to determine amounts and the specific type of DPD the employee will be receiving. For example, for some types that are on-going changes to the employee's base salary such as a Matching Pay DPD, no second compensation row is needed. For others that are for a specified period of time, such as a Limited Term Project, you will likely enter a second row in the pay components section of the compensation page. However, remember that use of the codes varies by campus and users should work with their HR office prior to entering any data into the system.

Pay Rate Change – Discretionary Pay Differential (DPD) complete