Overview: This guide provides instruction on how to change an employee’s rate of pay.

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 Search

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 163797
- Empl Rcd Nbr: =
- Name (LN, FN): begins with
- Last Name: begins with
- Department: begins with
- National ID: begins with
- HR Status: =
- Employee Status: =

Create Search Clear Basic Search Save Search Criteria
3. Work Location page displays

- Click + to insert a new row

4. Add Pay Rate Change Information

- Effective Date defaults to the current date; enter effective date of pay rate change
- Enter Action of Pay Rate Change
- Enter the appropriate Reason
- Click Job Notes to document reasons for the percent of time change
5. Job Data Notepad page displays

- Click Add a New Note

6. Job Data Notepad – New Note page displays

- Enter note
- Click Save
- Click Job Data Page

7. Work Location page displays

- Click the Compensation tab
8. Compensation page displays

- Verify that the Pay Frequency is correct

In the Pay Components section:

- Enter the new Rate Code (if different)
- Enter the new Comp Rate
- Click Calculate Compensation

- Review your Work
- Click Save

- Note: Pay rate changes require approval

Pay Rate Change complete