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Human Capital Management: Step-by-Step Guide

Making a Pay Rate Change

This guide describes the process for entering a Pay Rate Change using an ePAR Pay Action.

> **Contract Pay:** If you are making a pay rate change to an existing contract, or reappointing an employee with a new contract, refer to *Working with Contracts Step-by-Step Guide*, which contains guidelines and details specific to changing compensation for an active contract, as well as using a pay rate change to create a new contract for reappointments.

Contents

Before You Begin

Information You Will Need:

- Empl ID.

- Effective Date.

- Action and Reason associated with your change.

  Note: Position changes must be made and approved before making a pay rate change. If you need to update a position, refer to *Updating a Position Step-by-Step Guide,* which describes the process through Non-Pay Actions> Position Management.

- Know whether your Action is a Data Change, a Pay Rate Change, or both.

  - o **Data Changes:** Demotion, Promotion, Temp to Perm, To Classified, To Faculty, To Student, To University Staff

  - o **Pay Rate Changes:** Base Pay – Decrease in Pay, Base Pay – Increase in Pay, Percent of Time Change, Reappointment, Restore Pay, Temp Pay – Increase in Pay, Temp Pay – Decrease in Pay. For details about reappointments and contract-related items, refer to *Working with Contracts Step by-Step Guide*.

  - o **Data Change and a Pay Rate Change:** Enter the Data Change transaction first and then the Pay Rate Change transaction. The effective dates can be the same because Job Data allows effective date sequencing.

- Whether the employee is on, or going on, a contract. Refer to *Working with Contracts Step-by-Step Guide* for details about changing contract pay.

- SpeedTypes associated with funding.

Navigation tips:

▼ HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.

2. Click **Employee Self Service**.

3. Click **HCM Community Users** to display the dashboard.

The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.

The magnifying glass is called a look up and displays search results for you to select valid field values.

The book and checkmark lets you spell check text boxes.

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the ▶ arrow to expand the section.

Choosing Your Method of Entry: Standard or Expert Entry

When creating Pay Rate Change transactions in HCM, you can choose to use the standard method or Expert Entry. The standard method takes your through several pages to enter data, while Expert Entry lets you create ePAR Pay Rate Change transactions from a consolidated entry page. Using Expert Entry saves time and keystrokes through avoiding Next and Previous buttons.

Using Expert Entry, you only need to scroll through one page, with a few exceptions (employees on contract). This feature is advantageous when you have mass entries for pay rate changes. You can perform Expert Entry by clicking Expert Add under the ePAR Pay Rate Change actions, or you can still choose the multiple pages version by clicking Add. Both methods are noted in this guide. You can also toggle, or switch back and forth, between ePAR Expert Add and ePAR Add entry methods.
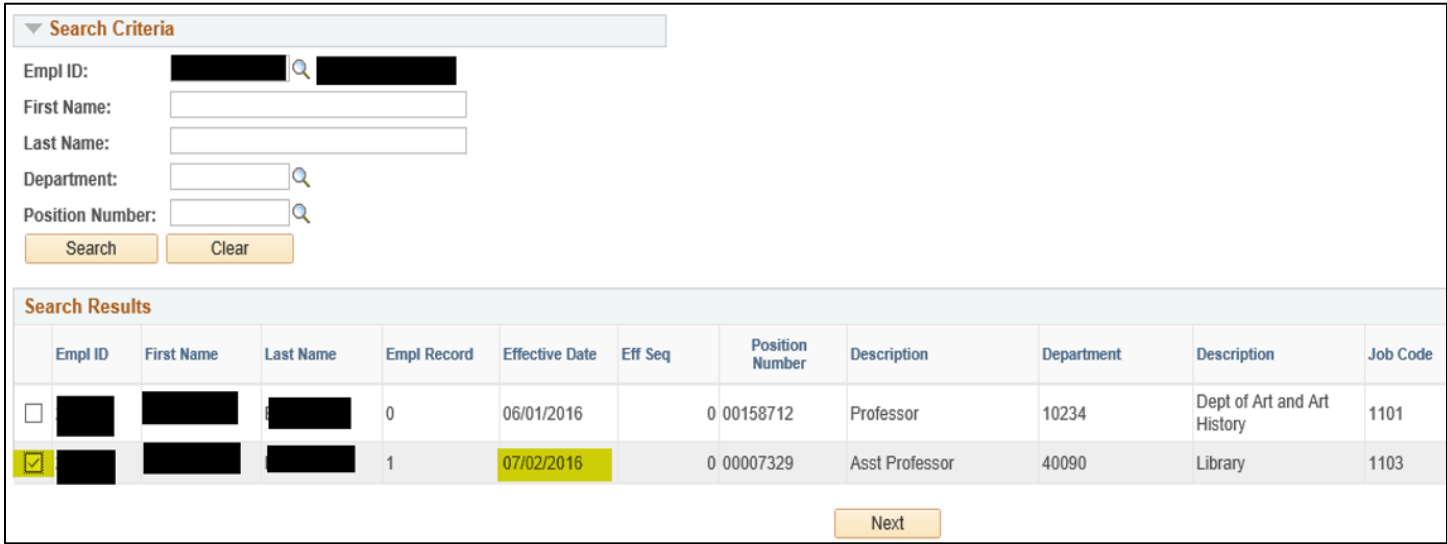
Beginning the Transaction

1. From the HCM Community Users dashboard, click the **Pay Actions** tile.

2. Under ePAR Pay Rate Change, click **Add** or **Expert Add**.

Smart ePAR Pay Actions

ePAR Additional Pay
Add One Time Pay or Recurring pay to Employee
Add   Modify
Inquiry

Modify
ePAR Pay Rate Change
Increase or Decrease Current Pay
Expert Add   Add
Inquiry

ePAR Hire
Hire, Rehire or add Additional Job
Add   Expert Add
Modify   Inquiry

ePAR Non-Person Profile (NPP)
Add or Update
Add   Modify
Inquiry

Step 1: Employee Selection

1. Enter the employee's search criteria, and click **Search**.

2. Select the checkbox next to the employee record, and click **Next**.

Search Criteria

Empl ID:
First Name:
Last Name:
Department:
Position Number:

Search   Clear

Search Results

	Empl ID	First Name	Last Name	Empl Record	Effective Date	Eff Seq	Position Number	Description	Department	Description	Job Code
☐				0	06/01/2016	0	00158712	Professor	10234	Dept of Art and Art History	1101
☑				1	07/02/2016	0	00007329	Asst Professor	40090	Library	1103

Next

The page displays current and future dated rows. Rows that are not available for selection appear grayed out.

Step 2: Action/Reason

Selecting an Action and Reason gives the system information it needs to provide you with appropriate defaults as well as determine the correct approval workflow for the transaction.

Note: If you are entering a transaction with an effective date that is past a future-dated rehire transaction, then enter effective date before selecting the Action and Reason, otherwise the system will generate an error. It is a good practice to always enter the effective date first.

1. In the **Effective Date** field, type or select an effective date.

2. From the **Action** list box, select either **Data Change** or **Pay Rate Change**.

3. From the **Reason** list box, select the reason for this data or pay rate change.

   Depending on which Action code you choose, the Reason code choices change, as shown below:

4. Notice that the **Profile Type** dropdown appears after you select the Action: Data Change combination. The system displays a default of the employee's current Profile Type.

5. Click **Next**.

Step 3: Job Information

When using standard entry, you will need to proceed through several pages to create the transaction. If you are using Expert Entry, you will see several of these pages (Job Information, Compensation, and Department Budget) have been consolidated into one page.

1. Review the fields in the New Value column under the Work Information and Job Information sections to confirm they are correct.

Note: If position data is not correct, do not make any changes to the ePAR form. Close the form and navigate to Position Data to make the changes directly in position. When you update position, ensure the Update Incumbents checkbox is selected. This will create a row with the updated position data in the employee's job data record. If the Update Incumbents checkbox is not selected, it will break the link between position and job data. Refer to *Updating a Position Step-by-Step Guide* for more information.

The following table lists fields that may be opened for a New Value, depending on your action and position:

Work Information Fields	Job Information Fields
- Position Number - Position Title - Reports To - Appointing Authority	- Job Code - Regular/Temporary - Full/Part Time - Standard Hours - Classified Indicator - Officer Code - FLSA Status - Union Code (do not use) - Pay Group

2. Click **Next**. (Standard entry only.)

Step 4: Compensation

1. Make your changes in the **New Pay Components** section.

As previously mentioned, HCM allows edits to only those fields that are applicable for the Action, Reason, and Profile Type.

The following table lists those fields that may be opened for a New Value:

Compensation Fields	Job Pay Components
• Comp Freq (For Contract Pay, select C for Contract)	• Rate Code (For Contract Pay, select BASEC) • Comp Rate

2. Click **Next**. (Standard entry only.)

Step 5: Department Budget

Unless you are changing pay for a contracted employee, the last step (Step 5) in the pay rate change is the funding. For information about changing contract pay, refer to *Working with Contracts Step by-Step Guide*.

The Department Budget information is view only on this transaction. If you want to update the funding, refer to *Making a Funding Entry Step-by-Step Guide* for more information.

Note: For Data Change updates, you will be prompted to update the Non-Person Profile/Position. Refer to *Creating or Updating a Non-Person Profile Step-by-Step Guide* for more information. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the Feed to CU Careers? checkbox unselected.

Step 6: Saving and Submitting

1. Click **Save**.   A message appears with your ePAR PAY number.

2. Click **OK**.

3. Click **Submit**.

After the transaction is saved, there are two methods to view the ReadOnly or Expert ReadOnly views. See page 7 for more information about reviewing your transaction.

Toggle Between ePAR Expert ReadOnly and ePAR ReadOnly

After the transaction is saved there are two methods to view the ReadOnly or Expert ReadOnly views.

You can toggle ePAR transaction views by selecting the view you want from the **Switch View** list box.
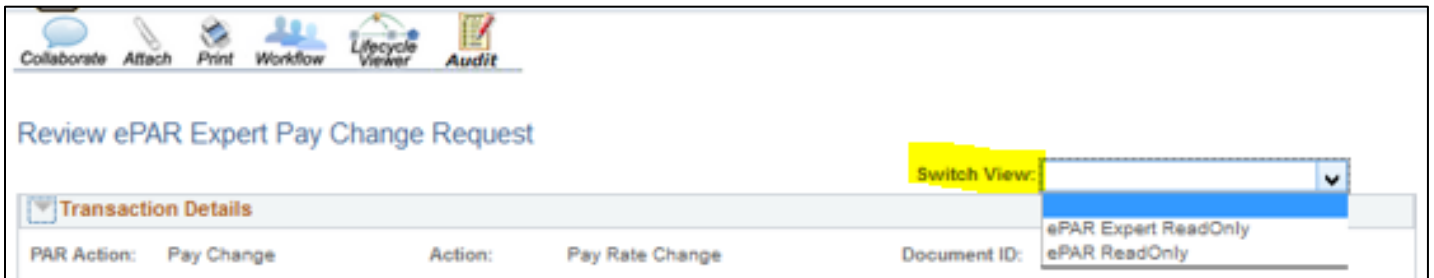
When ePAR Expert ReadOnly view is selected, the entire form is displayed:
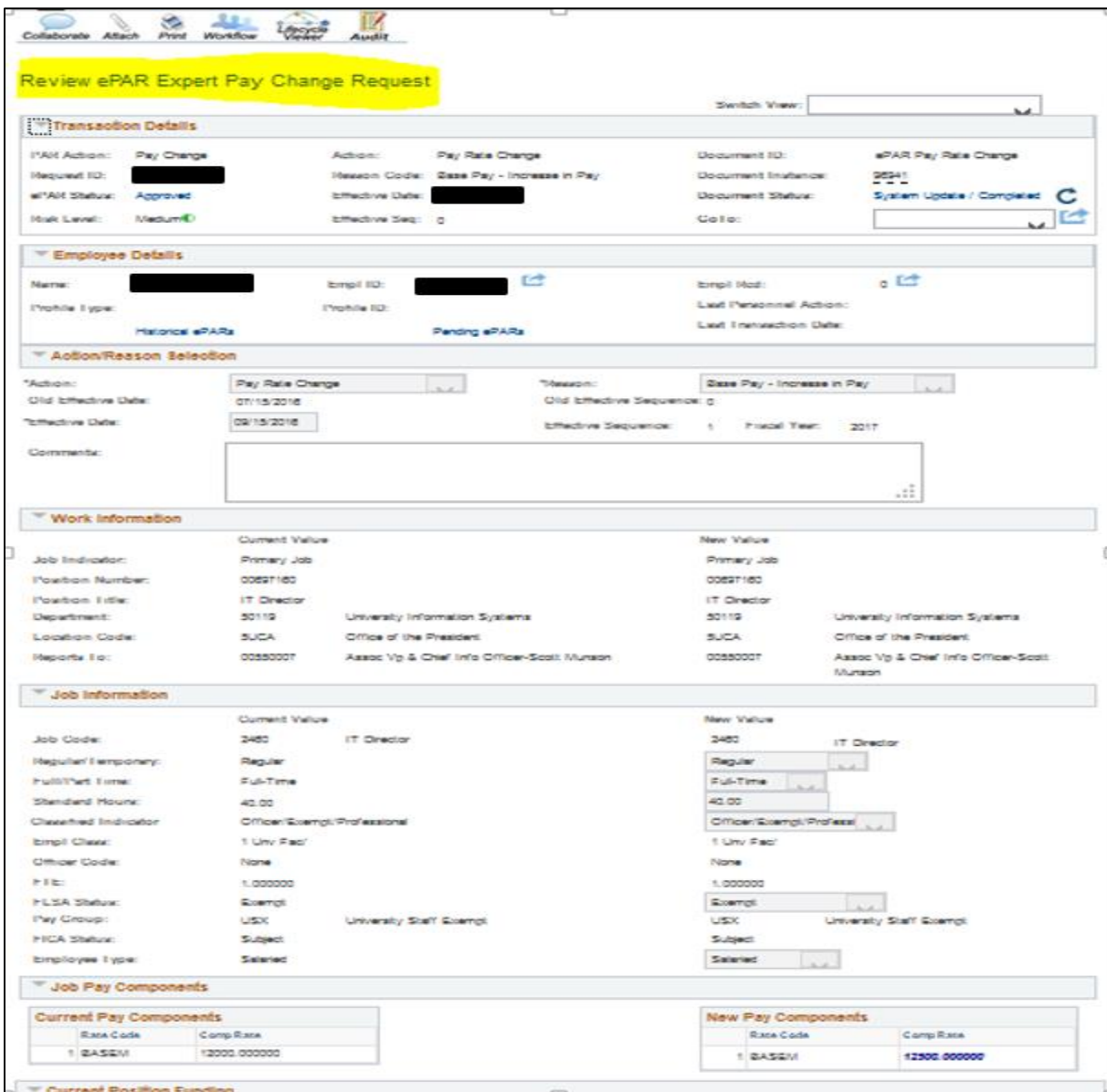
When the ePAR ReadOnly view is selected, you have to click the **Next** and **Previous** buttons to view all of the pages.

The Global Inquire Console search page lets you choose between Expert ReadOnly and ReadOnly Views.

1. Navigation: **NavBar> Navigator**> **Smart PAF**> **Inquire ePAR Transactions**

2. Enter **ePAR #** and click **Search**.

3. From the **View Name** list that appears next to the record you want to view, select your method for viewing and click **Search**.