HRMS 8.9 Upgrade
Multiple Components of Pay
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.
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.
- 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

<table>
<thead>
<tr>
<th>Rate Codes</th>
<th>Description</th>
<th>Base-Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>BASEC</td>
<td>Base Contract Pay</td>
<td>Yes</td>
</tr>
<tr>
<td>BASEH</td>
<td>Base Hourly Pay</td>
<td>Yes</td>
</tr>
<tr>
<td>BASEM</td>
<td>Base Monthly Pay</td>
<td>Yes</td>
</tr>
<tr>
<td>BASEW</td>
<td>Base Biweekly Salaried</td>
<td>Yes</td>
</tr>
<tr>
<td>BASADM</td>
<td>Base Administrative Stipend</td>
<td>Yes</td>
</tr>
<tr>
<td>BASSUP</td>
<td>Base Supplemental</td>
<td>Yes</td>
</tr>
<tr>
<td>BASTPDP</td>
<td>Base Temporary Pay Differential</td>
<td>Yes</td>
</tr>
<tr>
<td>ALLOW</td>
<td>Allowance</td>
<td>No</td>
</tr>
<tr>
<td>ADMSTP</td>
<td>Administrative Stipend</td>
<td>No</td>
</tr>
<tr>
<td>SUPPLE</td>
<td>Supplemental Pay</td>
<td>No</td>
</tr>
<tr>
<td>TEMPAY</td>
<td>Temporary Pay Differential</td>
<td>No</td>
</tr>
</tbody>
</table>
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 base 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](http://www.cu.edu/employee-services/multiple-components-pay)
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

- **Compensation Rate Summaries – Base & Total**
- **Pay Rates – Only include Base Pay Components**
- **MCOP– ALLOW does not add to Base Pay**
- **MCOP– BASADM adds to Base Pay**
- **Update Pay Frequency**
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.
Employee Services
303-860-4200