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 first day of a pay period: 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.
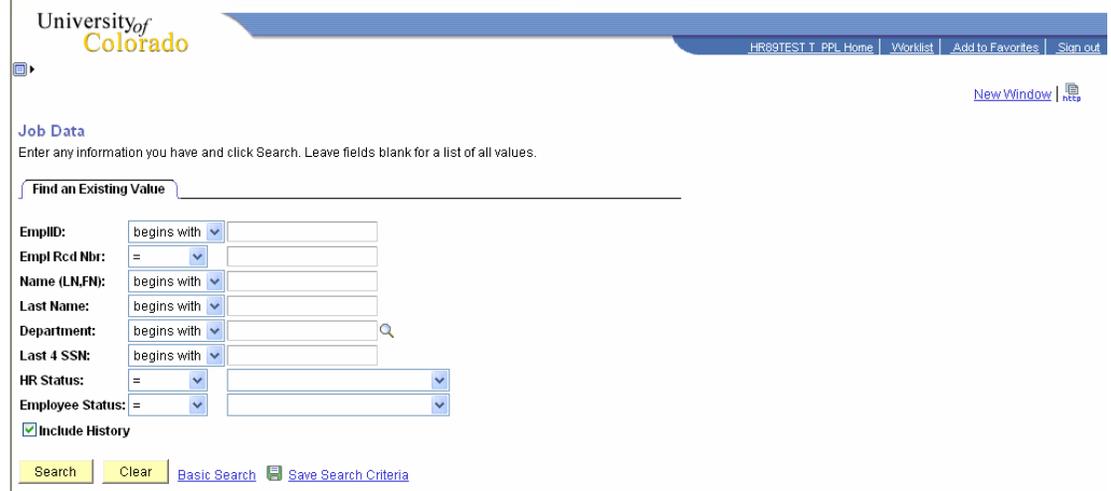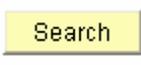
1. Navigation to Job Data page

☐ Workforce Administration
☐ Job Information
☐ Job Data

2. Job Data search page displays
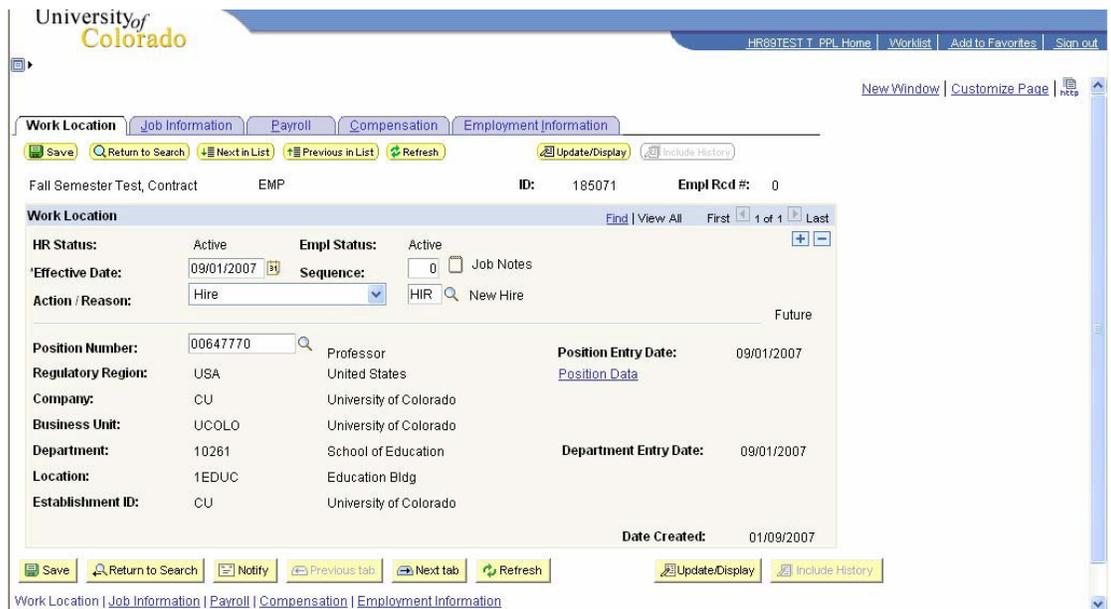
☐ Enter one or more of the search fields

☐ Click **Search**

3. Work Location page displays

☐ Click ⊞ to insert a row

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New Window | Customize Page | http

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

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

Fall Semester Test, Contract   EMP   ID: 185071   Empl Rcd #:   0

Work Location   Find | View All   First ◄ 1 of 1 ► Last   ⊞ ⊟

HR Status: Active   **Empl Status:**   Active

*Effective Date: 09/01/2007 📅   Sequence: 0   ☐ Job Notes

Action / Reason: Hire   HIR 🔍 New Hire   Future

Field	Value	Description		
Position Number:	00647770 🔍	Professor	Position Entry Date:	09/01/2007
Regulatory Region:	USA	United States	Position Data	
Company:	CU	University of Colorado		
Business Unit:	UCOLO	University of Colorado		
Department:	10261	School of Education	Department Entry Date:	09/01/2007
Location:	1EDUC	Education Bldg		
Establishment ID:	CU	University of Colorado		
			Date Created:	01/09/2007

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

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

4. New Row displays

☐ Enter Effective Date of the compensation change. Effective Date is based on campus policy, but must be the 1st day of a pay period; 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

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New Window | Customize Page | http

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

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

Fall Semester Test, Contract   EMP   ID: 185071   Empl Rcd #:   0

Work Location   Find | View All   First ◄ 1 of 2 ► Last   ⊞ ⊟

HR Status: Active   **Empl Status:**   Active

*Effective Date: 09/01/2007 📅   Sequence: 0   ☐ Job Notes

Action / Reason: Pay Rate Change   CRG 🔍 Contract Pay Adjustment   Future

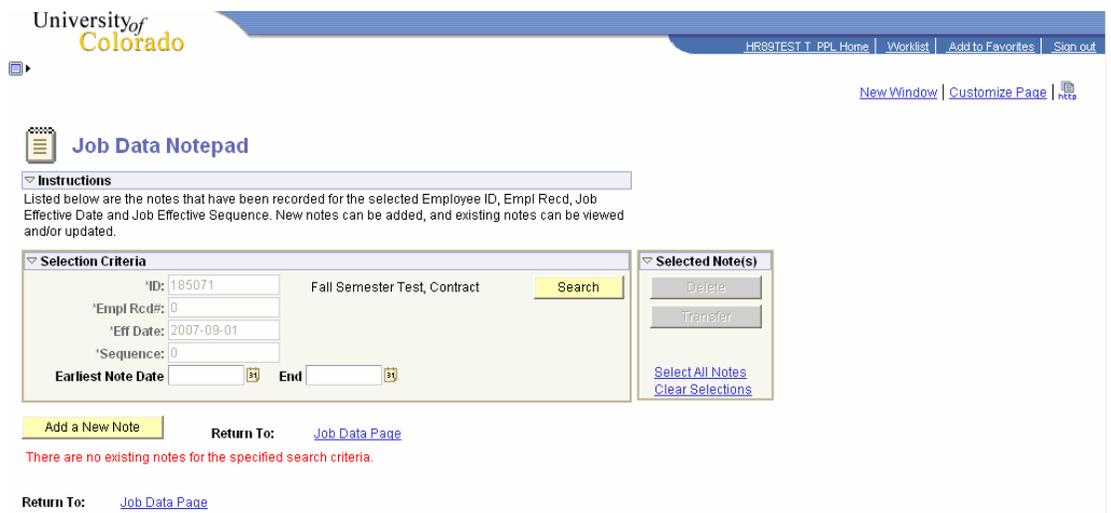| Field	Value	Description		
Position Number:	00647770 🔍	Professor	Position Entry Date:	09/01/2007
Regulatory Region:	USA	United States	Position Data	
Company:	CU	University of Colorado		
Business Unit:	UCOLO	University of Colorado		
Department:	10261	School of Education	Department Entry Date:	09/01/2007
Location:	1EDUC	Education Bldg		
Establishment ID:	CU	University of Colorado		
			Date Created:	01/09/2007

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

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

5. Enter Job Notes, if desired, regarding contract pay adjustments

☐ Click 🗒
☐ 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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New Window | Customize Page | http

🗒 **Job Data Notepad**

▽ Instructions

Listed below are the notes that have been recorded for the selected Employee ID, Empl Recd, Job Effective Date and Job Effective Sequence. New notes can be added, and existing notes can be viewed and/or updated.

▽ **Selection Criteria**   ▽ Selected Note(s)

*ID: 185071   Fall Semester Test, Contract   [Search]   [Delete]

*Empl Rcd#: 0   [Transfer]

*Eff Date: 2007-09-01

*Sequence: 0   Select All Notes

Earliest Note Date [ ] 📅   End [ ] 📅   Clear Selections

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

There are no existing notes for the specified search criteria.

Return To: Job Data Page

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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HR89TEST T PPL Home | Worklist | Add to Favorites | Sign

New Window | Customize Page | http

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

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

Fall Semester Test, Contract   EMP   ID: 185071   Empl Rcd #: 0

Compensation   Find | View All   First 1 of 2 Last

| Effective Date: | 09/01/2007 | Sequence: | 0 | Job Notes | Appr Status | Proposed | 01/09/2007 |

Action / Reason: Pay Rt Chg   Contract Pay Adjustment   Appr/Reject

Future

Base Compensation Rate: 130,000.000000   'Frequency: C Contract   Contract Pay

Total Compensation Rate: 130,000.000000

Salary Administration Plan: 110   Grade: 000   Standard Hours: 40.00

Job Code: 1101   Professor   Percent of Time: 100.00   FTE: 1.000000

Comparative Information

Change Amount: 0.000000   USD Contract

Change Percent: 0.000

Pay Rates

| Annual | 130,000.000000 USD | Daily | 1,065.574000 USD |
| Monthly | 10,833.333000 USD | Hourly | 62.500000 USD |

Pay Components   Customize | Find | First 1 of 1 Last

Amounts

	*Rate Code	Seq	Comp Rate	Currency	Frequency	Details		
1	BASEC	0	130,000.000000	USD	C	Details	+	−

Calculate Compensation

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

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