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.

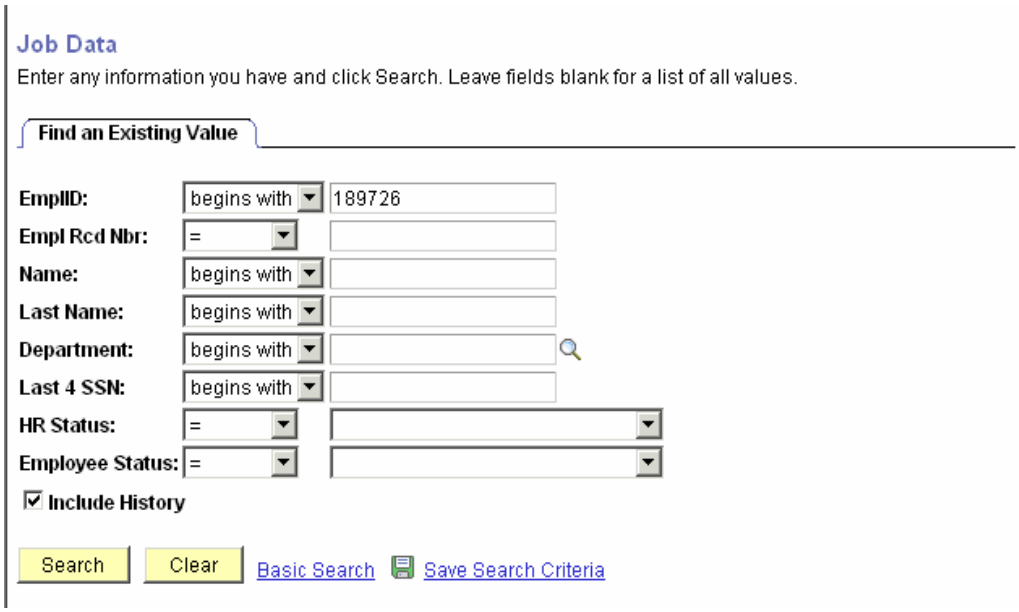
Note: *The screen shots used in this guide may not be representative of your access.*

1. Navigate to the Job Data page

- ☐ Workforce Administration
- ☐ Job Information
- ☐ Job Data

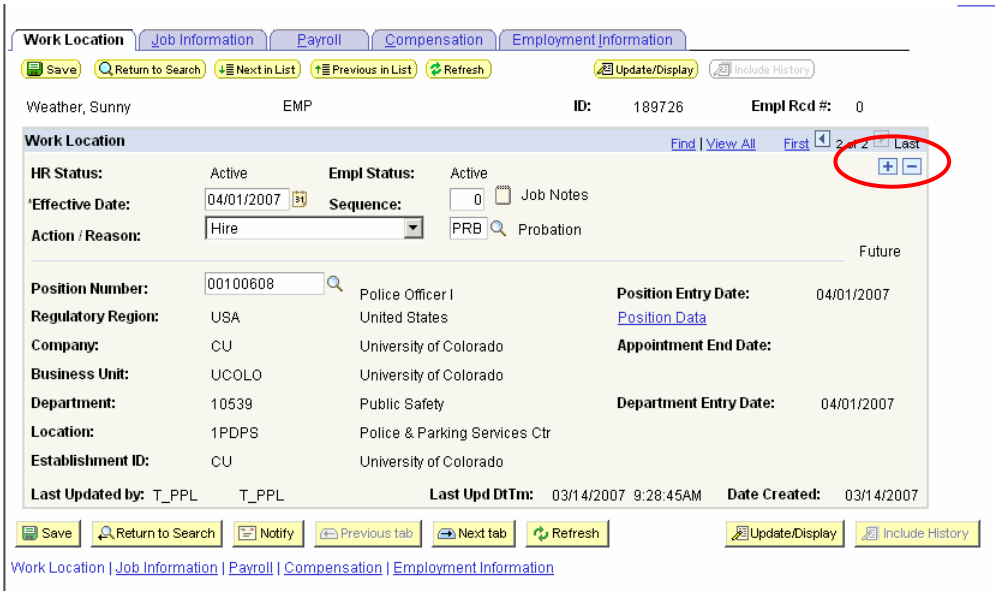
2. Job Data search page displays

- ☐ Enter EmplID or name
- ☐ Click Search



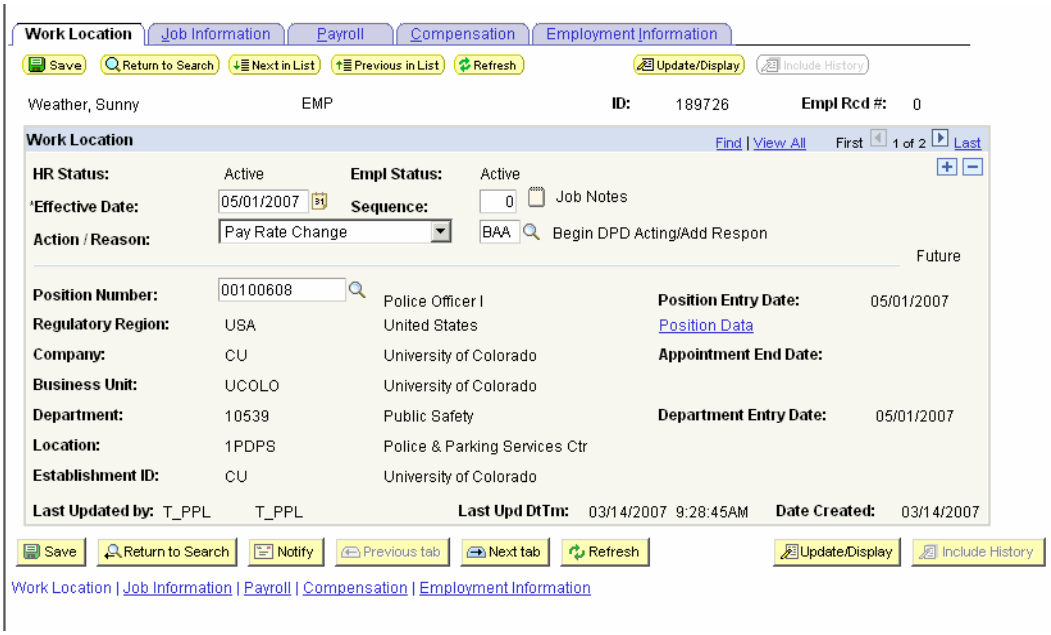
3. Work Location page displays

- Click ⊞ to insert a new row



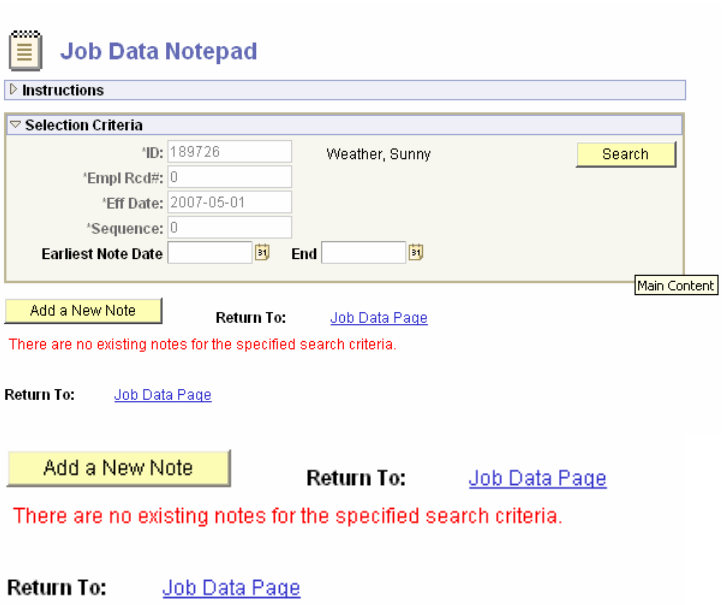
4. Add Pay Rate Change for Discretionary Pay Differential (DPD)

- 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



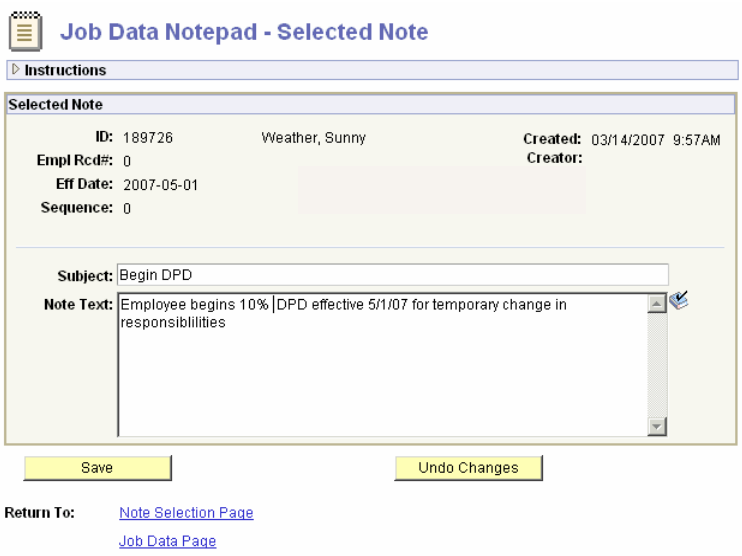
5. Job Data Notepad page displays

- Click Add a New Note



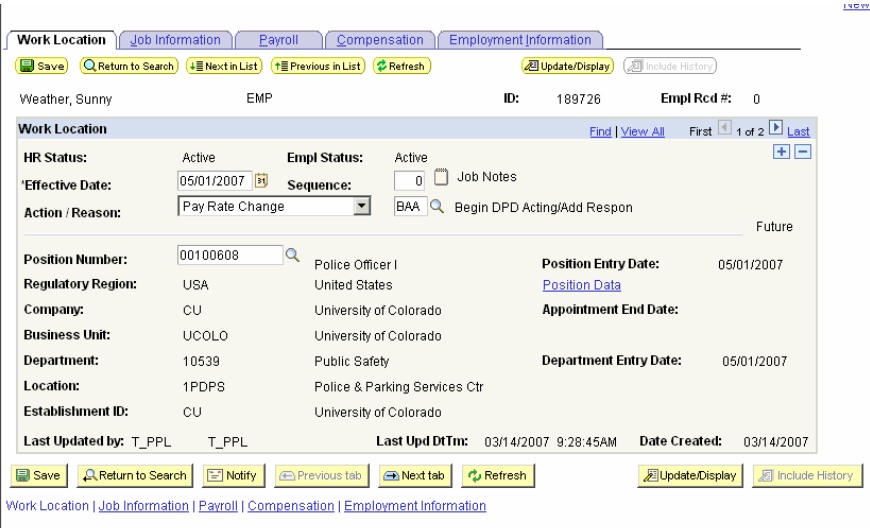
6. Job Data Notepad – New Note page displays

- Enter note
- Click Save
- Click Job Data Page



7. Work Location page displays

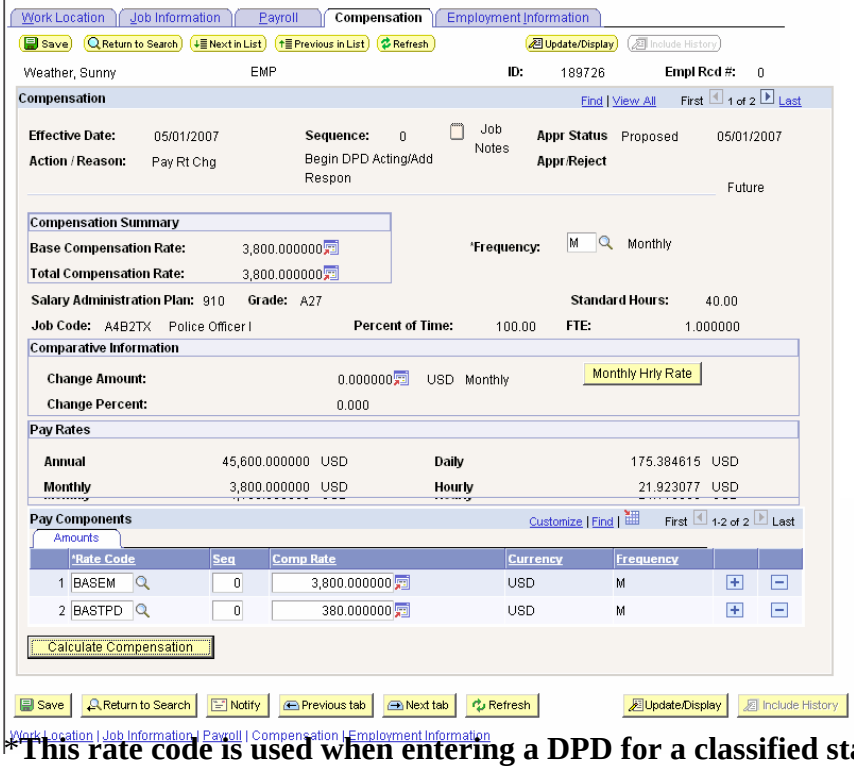
- Click the Compensation tab



8. Compensation page displays

In the Pay Components section:

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



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