8.9 HRMS Step by Step Guide Pay Rate Change – Workforce Administration Module

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	University _{of} Colorado Menu Search:	Menu » Workforce Administration »	Hree	SPEACT FPL Hone Worklist Add to Favorites Son out
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	D Time Collection D Workforce Development D Organizational Development D Enterprise Learning D Reporting Tools - My Dictionary	Add other payee instance in the Job Record. <u>Contract Administration</u> Mantain contracts or other written agreements with their employees and contractors <u>Buddee Contract Pay NA</u>	Create an additional assignment record for a person's organizational instance. Review Joh Information Inquiry pages and reports that show work information for a person promover of the strategy of the strategy of the strategy of the person strategy of the strate	Company Property Enter the assignments of company property.
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3. Work Location page displays

 Click to insert a new row

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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

Work Location	ormation Payroll	<u>Compensation</u>	Employment Inf	ormation		
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6. Job Data Notepad	Job Data Notepad - New Note					
 New Note page displays 	▷ Instructions					
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Work Location Job Information Payroll Compensation Employment Information 8. Compensation 🗐 Save) 🔍 Return to Search) 🚛 Next in List) (†≣ Previous in List) 🗇 Refresh) 🖉 Update/Display) page displays EMP Empl Rcd #: Jones, Joseph ID: 163797 n □ Verify that the Pay First 🛃 1 of 13 🕨 Last Compensation Find View All Frequency is correct 🔲 Job Effective Date: 02/01/2007 Appr Status Proposed 02/27/2007 Sequence: 0 Notes Action / Reason: Pay Rt Chg Across-The-Board Appr/Reject Current Compensation Summary In the Pay 🔍 Monthly М *Frequency: Base Compensation Rate: 3,425.000000 対 Components section: Total Compensation Rate: 3,425.000000 対 Salary Administration Plan: 960 Grade: H26 Standard Hours: 40.00 □ Enter the new Rate Job Code: H4R1XX Program Assistant I Percent of Time: ETE: 1.000000 100.00 Code (if different) Comparative Information □ Enter the new Monthly Hrly Rate Change Amount: 0.000000 DSD Monthly Comp Rate Change Percent: 0.000 Pay Rates 158.076923 USD Annual 41,100.000000 USD Daily Calculate Compensation 3,425.000000 USD 19.759615 USD Monthly Hourly Customize | Find | 🛗 Pay Components First 📧 1 of 1 🕩 Last Amounts □ Review your Work Currer Fre 1 BASEM 🔍 0 3,425.000000 👳 USD М + -🗆 Click 🗏 Save Calculate Compensation 🗐 Save 🛛 🔍 Return to Search 🛛 🖃 Notify 🖉 📻 Previous tab 🖉 Next tab 👘 🖓 Refresh BUpdate/Display □ Note: Pay rate Pay Components Customize | Find | 🛗 First 🖪 1 of 1 🕨 Last changes require Amounts approval *Rate Code Frequency 1 BASEM Q 3,600.000000 👳 USD М + -0 Calculate Compensation Compensation Summary M Monthly *Frequency: Base Compensation Rate: 3,600.000000 👳 Total Compensation Rate: 3,600.000000 👳 Salary Administration Plan: 960 Grade: H26 Standard Hours: 40.00 Job Code: H4R1XX Program Assistant I Percent of Time: 100.00 FTE: 1.000000 Comparative Information Monthly Hrly Rate Change Amount: 175.000000 3 USD Monthly Change Percent: 5.109 Pay Rates 166.153846 USD Annual 43,200.000000 USD Daily Monthly 3,600.000000 USD Hourly 20.769231 USD Customize | Find | 🛗 Pay Components First 🕙 1 of 1 🕩 Last Amounts Comp Rate Curren *Rate Co Fre 1 BASEM Q 0 3,600.000000 🛒 USD М + -Calculate Compensation

Pay Rate Change complete