

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

- Workforce Administration
- Job Information
- Job Data



2. Job Data search page displays

- Enter EmplID or name
- Click Search

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

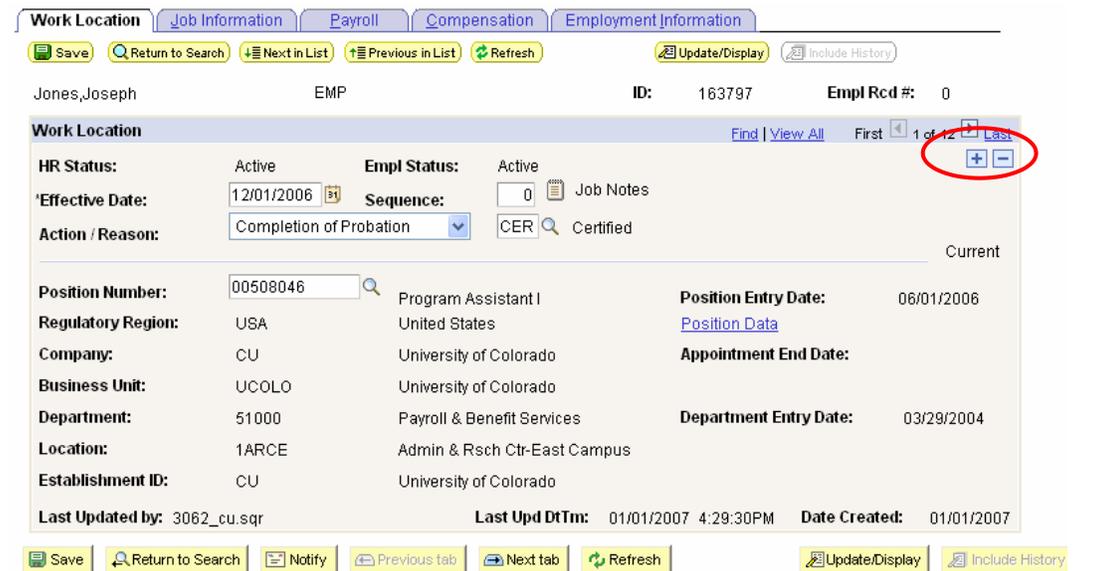
EmplID:	begins with ▾	<input type="text" value="163797"/>
Empl Rcd Nbr:	= ▾	<input type="text"/>
Name (LN, FN):	begins with ▾	<input type="text"/>
Last Name:	begins with ▾	<input type="text"/>
Department:	begins with ▾	<input style="border-bottom: 1px dashed gray;" type="text"/> 🔍
National ID:	begins with ▾	<input type="text"/>
HR Status:	= ▾	<input style="border-bottom: 1px dashed gray;" type="text"/> ▾
Employee Status:	= ▾	<input style="border-bottom: 1px dashed gray;" type="text"/> ▾

Include History

Search
Clear
[Basic Search](#)
📄 [Save Search Criteria](#)

3. Work Location page displays

- Click  to insert a new row



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

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

Jones, Joseph EMP ID: 163797 Empl Rcd #: 0

Work Location Find | View All First 1 of 12 Last  

HR Status: Active Empl Status: Active

'Effective Date': 12/01/2006 Sequence: 0 Job Notes

Action / Reason: Completion of Probation CER Certified

Position Number: 00508046 Program Assistant I Position Entry Date: 06/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 03/29/2004

Location: 1ARCE Admin & Rsch Ctr-East Campus

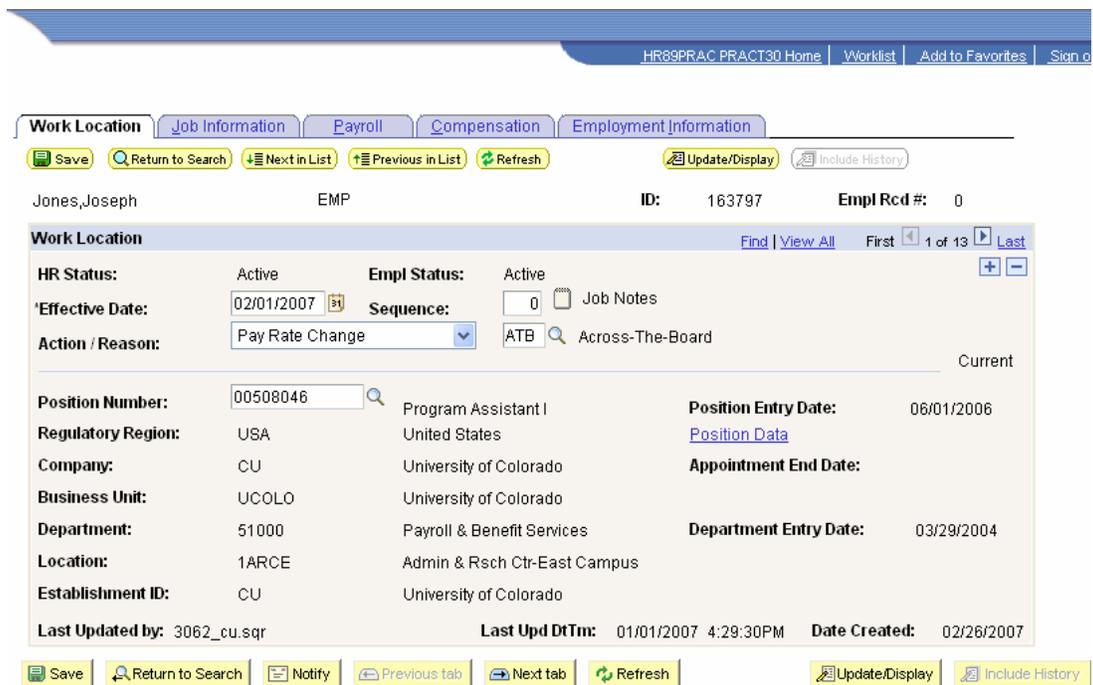
Establishment ID: CU University of Colorado

Last Updated by: 3062_cu.sqr Last Upd DtTm: 01/01/2007 4:29:30PM Date Created: 01/01/2007

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

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 | Job Information | Payroll | Compensation | Employment Information

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

Jones, Joseph EMP ID: 163797 Empl Rcd #: 0

Work Location Find | View All First 1 of 13 Last  

HR Status: Active Empl Status: Active

'Effective Date': 02/01/2007 Sequence: 0 Job Notes

Action / Reason: Pay Rate Change ATB Across-The-Board

Position Number: 00508046 Program Assistant I Position Entry Date: 06/01/2006

Regulatory Region: USA United States Position Data

Company: CU University of Colorado Appointment End Date:

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services Department Entry Date: 03/29/2004

Location: 1ARCE Admin & Rsch Ctr-East Campus

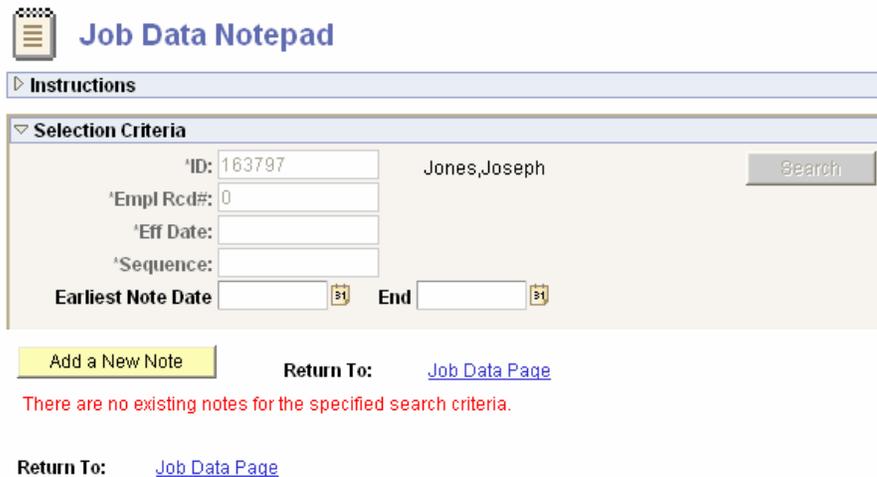
Establishment ID: CU University of Colorado

Last Updated by: 3062_cu.sqr Last Upd DtTm: 01/01/2007 4:29:30PM Date Created: 02/26/2007

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

5. Job Data Notepad page displays

- Click 



Job Data Notepad

Instructions

Selection Criteria

ID: 163797 Jones, Joseph

'Empl Rcd#: 0

'Eff Date:

'Sequence:

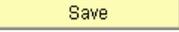
Earliest Note Date End

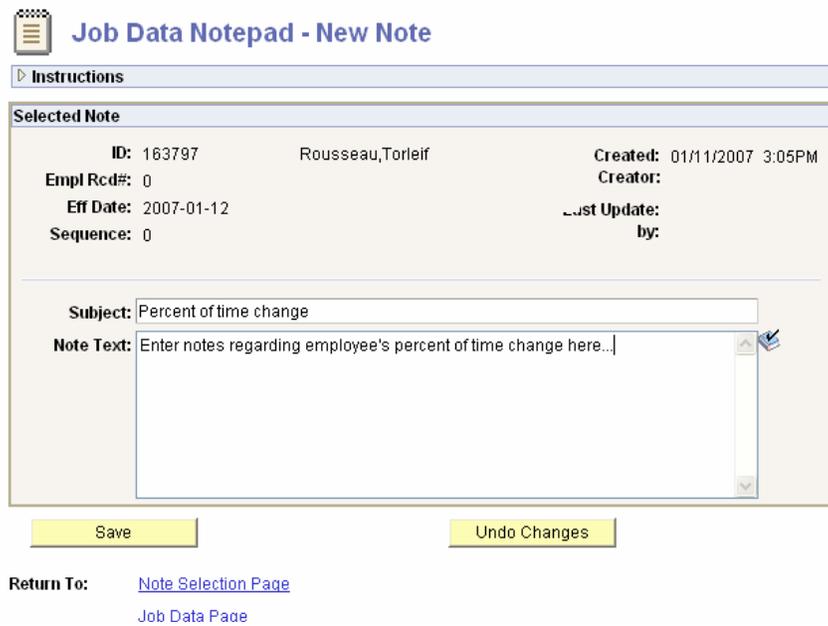
Return To: [Job Data Page](#)

There are no existing notes for the specified search criteria.

Return To: [Job Data Page](#)

6. Job Data Notepad – New Note page displays

- Enter note
- Click 
- Click [Job Data Page](#)



Job Data Notepad - New Note

Instructions

Selected Note

ID: 163797 Rousseau, Torleif **Created:** 01/11/2007 3:05PM

Empl Rcd#: 0 **Creator:**

Eff Date: 2007-01-12 **Last Update:**

Sequence: 0 **by:**

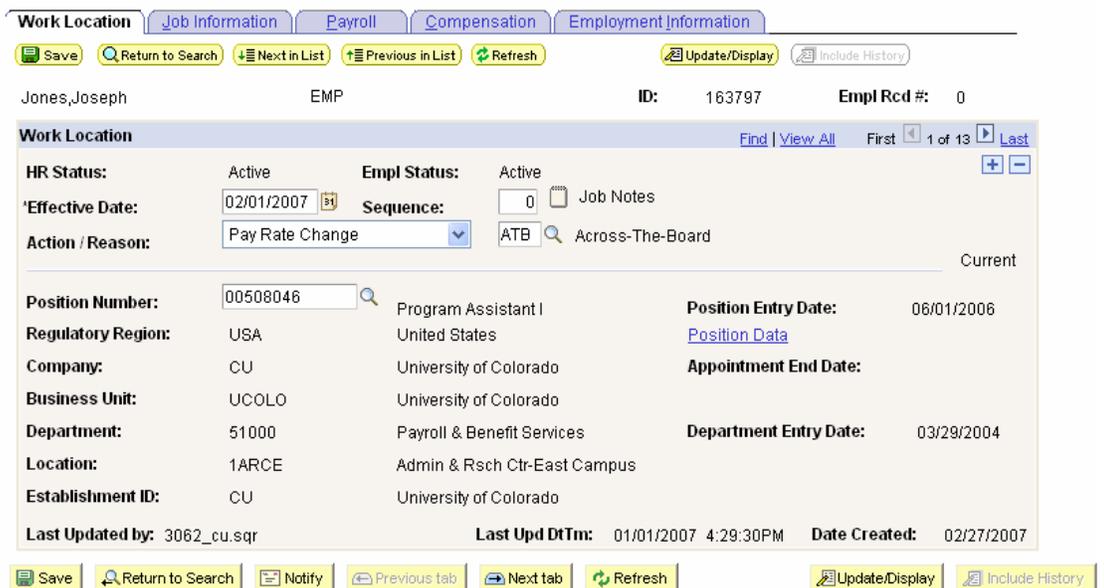
Subject: Percent of time change

Note Text: Enter notes regarding employee's percent of time change here...

Return To: [Note Selection Page](#)
[Job Data Page](#)

7. Work Location page displays

- Click the  tab



Work Location | [Job Information](#) | [Payroll](#) | [Compensation](#) | [Employment Information](#)

Jones, Joseph EMP ID: 163797 Empl Rcd #: 0

Work Location [Find](#) | [View All](#) First 1 of 13 Last

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

'Effective Date: 02/01/2007 **Sequence:** 0

Action / Reason: Pay Rate Change ATB Across-The-Board **Current**

Position Number: 00508046 Program Assistant I **Position Entry Date:** 06/01/2006

Regulatory Region: USA United States [Position Data](#)

Company: CU University of Colorado **Appointment End Date:**

Business Unit: UCOLO University of Colorado

Department: 51000 Payroll & Benefit Services **Department Entry Date:** 03/29/2004

Location: 1ARCE Admin & Rsch Ctr-East Campus

Establishment ID: CU University of Colorado

Last Updated by: 3062_cu.sqr **Last Upd DtTm:** 01/01/2007 4:29:30PM **Date Created:** 02/27/2007

8. Compensation page displays

- Verify that the Pay Frequency is correct

In the Pay Components section:

- Enter the new Rate Code (if different)
- Enter the new Comp Rate
- Click 

- Review your Work

- Click 

- Note: Pay rate changes require approval

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

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

Jones, Joseph EMP ID: 163797 Empl Rcd #: 0

Compensation Find | View All First 1 of 13 Last

Effective Date: 02/01/2007 Sequence: 0 Job Notes Appr Status Proposed 02/27/2007
 Action / Reason: Pay Rt Chg Across-The-Board Appr Reject Current

Compensation Summary

Base Compensation Rate: 3,425.000000 *Frequency: M Monthly
 Total Compensation Rate: 3,425.000000

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

Change Amount: 0.000000 USD Monthly Monthly Hrly Rate
 Change Percent: 0.000

Pay Rates

Annual	Daily	Monthly	Hourly
41,100.000000 USD	158.076923 USD	3,425.000000 USD	19.759615 USD

Pay Components Customize | Find | First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEM	0	3,425.000000	USD	M

Calculate Compensation

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

Pay Components Customize | Find | First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEM	0	3,600.000000	USD	M

Calculate Compensation

Compensation Summary

Base Compensation Rate: 3,600.000000 *Frequency: M Monthly
 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

Change Amount: 175.000000 USD Monthly Monthly Hrly Rate
 Change Percent: 5.109

Pay Rates

Annual	Daily	Monthly	Hourly
43,200.000000 USD	166.153846 USD	3,600.000000 USD	20.769231 USD

Pay Components Customize | Find | First 1 of 1 Last

*Rate Code	Seq	Comp Rate	Currency	Frequency
1 BASEM	0	3,600.000000	USD	M

Calculate Compensation

Pay Rate Change complete