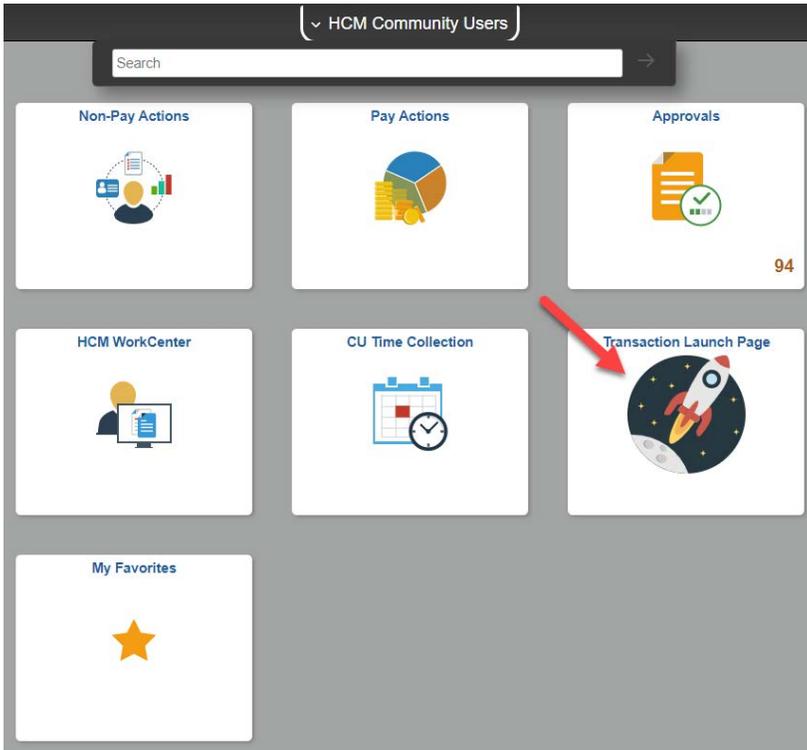


Pay Change to an Existing Contract

If you already have a contract setup, but need to make a pay change, use this guide.

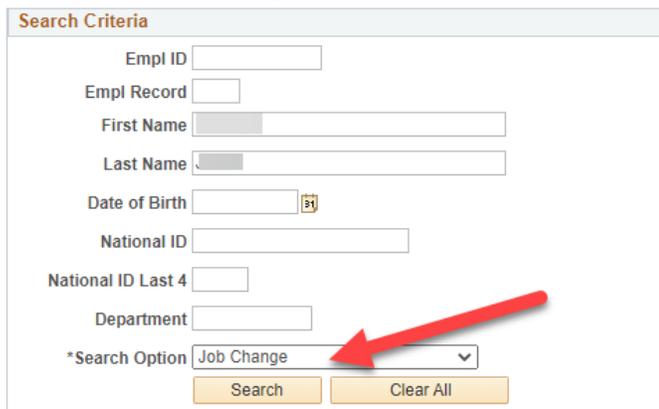
If the pay change is related to a change in standard hours, first update standard hours in the Position. Once approved, proceed with the following steps.

Click on the Transaction Launch Page in HCM.



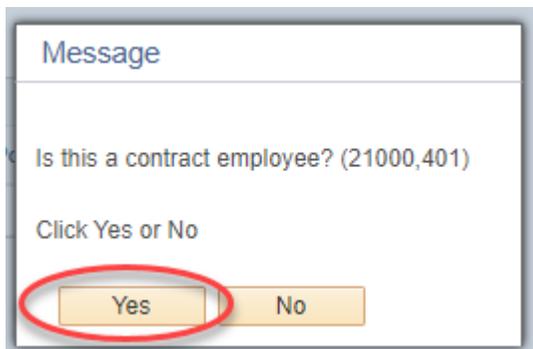
Enter Empl ID or Name. Select Search Option **Job Change**. Click Search.

Transaction Launch Page

A screenshot of the 'Search Criteria' form on the Transaction Launch Page. The form contains several input fields: 'Empl ID', 'Empl Record', 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'National ID', 'National ID Last 4', and 'Department'. The '*Search Option' dropdown menu is set to 'Job Change' and is highlighted with a red arrow. At the bottom of the form are 'Search' and 'Clear All' buttons.

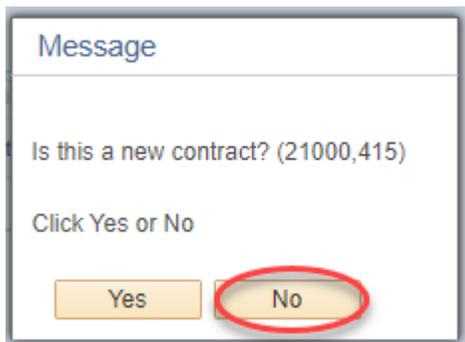
Select the record that you need to change. Click Submit.

You will get a pop-up message asking if this is a contract employee. Click Yes.



A screenshot of a pop-up message dialog box titled "Message". The text inside reads "Is this a contract employee? (21000,401)" followed by "Click Yes or No". At the bottom, there are two buttons: "Yes" and "No". The "Yes" button is circled in red.

You will then get a second pop-up message asking if this is a new contract. Click No.



A screenshot of a pop-up message dialog box titled "Message". The text inside reads "Is this a new contract? (21000,415)" followed by "Click Yes or No". At the bottom, there are two buttons: "Yes" and "No". The "No" button is circled in red.

You will then see the Enter Transaction Details page.

Update Job Effective Date to: **8/22/22** (Note: This date will change each AY.)

Action: **Pay Rate Change**

Reason Code: **Percent of Time Change or Base Pay – Increase in Pay or Base Pay – Decrease in Pay**

Template Based Transactions

Enter Transaction Details

The following transaction details are required.

Template	Direct Contract
Organizational Relationship	Employee
Country	United States
*Empl ID	<input type="text"/>
*Employment Record Number	0 (Professor) <input type="text"/>
*Job Effective Date	08/22/2022 <input type="text"/>
*Action	Pay Rate Change <input type="text"/>
*Reason Code	Percent of Time Change <input type="text"/>

Click Continue.

On the next page you will see a lot of defaulted employee and position information that is not editable.

Compensation Rate

Enter the TOTAL semester pay amount (e.g. Lecturer/GPTI - \$4,488 for a lower division 3-credit course or Graduate TA - \$3,981 for a 3-credit course)

Do not make any other changes.

Click Save and Submit for Approval.