EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Making a Pay Rate Change

This guide describes the process for entering a Pay Rate Change using an ePAR Pay Action.

Note: If you are working with Contract Pay, use this guide as well as *Working with Contracts Step-by-Step Guide*, which contains additional guidelines and details about changing contract pay, changing parameters of a contract, and reappointments.

Before you begin, here are a few tips:

The magnifying glass is called a look up and displays search results for you to select valid field values.

The book and checkmark lets you spell check text boxes.

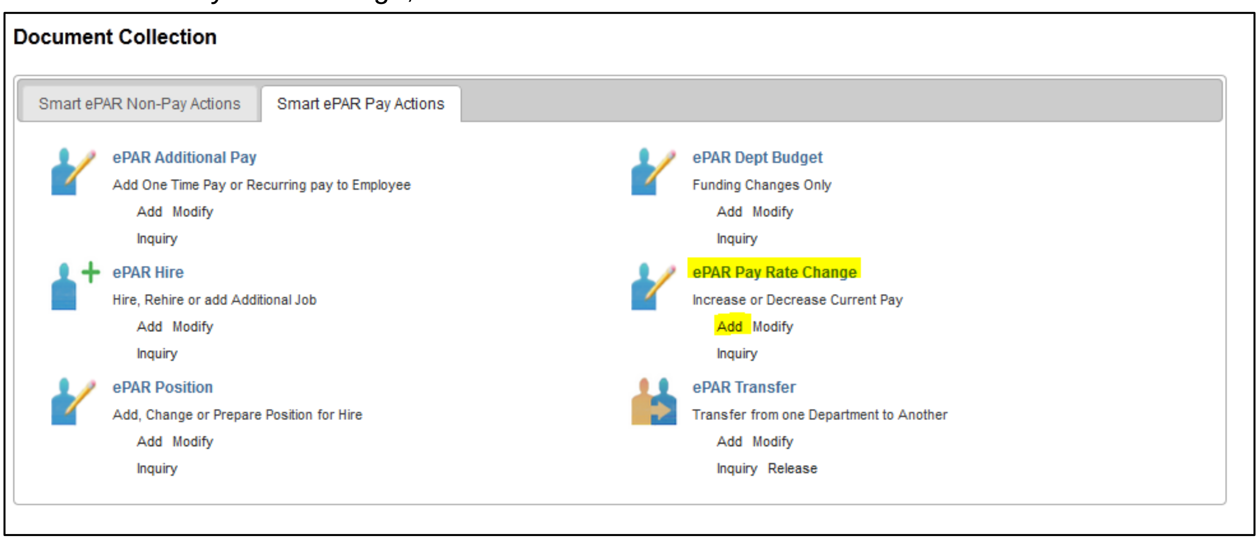
The trash can lets you remove an item.

The down arrow lets you hide, or collapse, sections you do not want to view.

Click the arrow to expand the section.

Beginning the Transaction

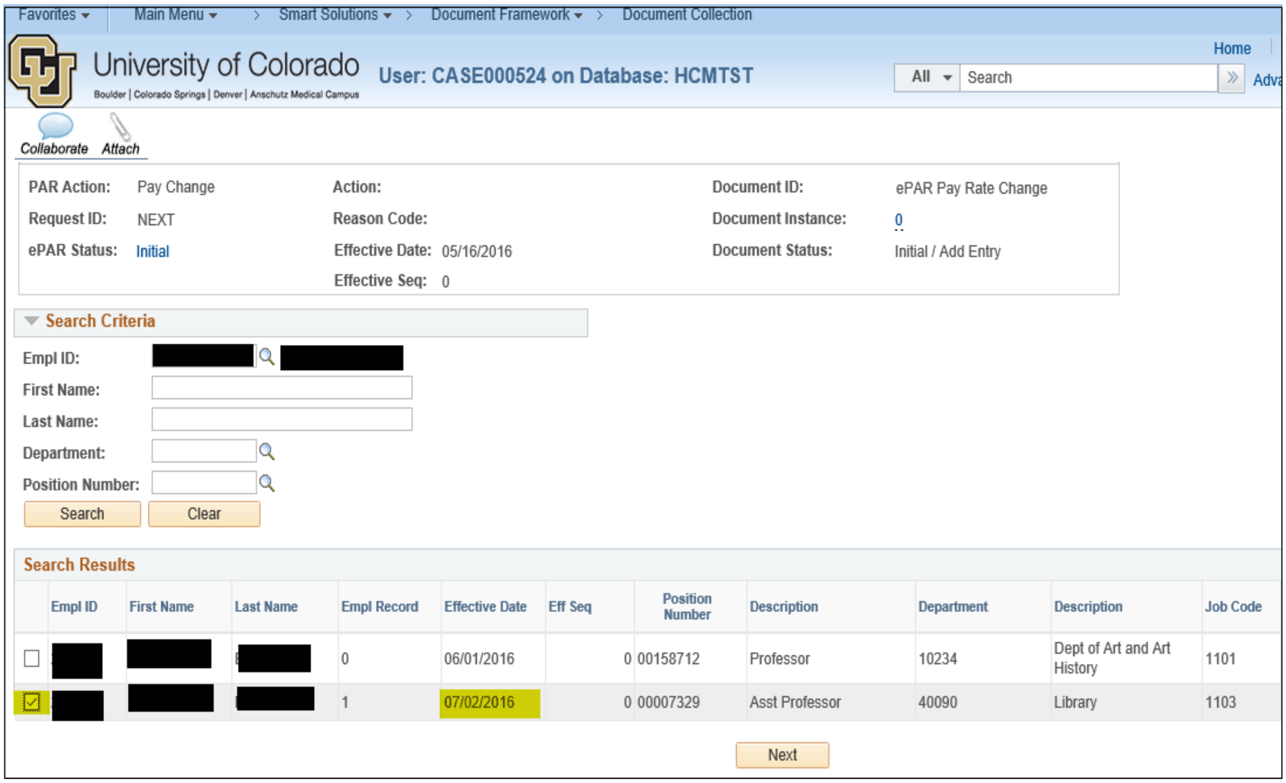
1. Navigation: **Main Menu**> **Smart Solutions**> **Document Framework**> **Document Collection**.
2. Select the **Smart ePAR Pay Actions** tab.
3. Under ePAR Pay Rate Change, click **Add**.



Step 1: Employee Selection

1. Enter the employee's search criteria, and click **Search**.

2. Select the checkbox next to the employee record, and click **Next**.



Note: The page displays current and future dated rows. Rows that are not available for selection appear grayed out.

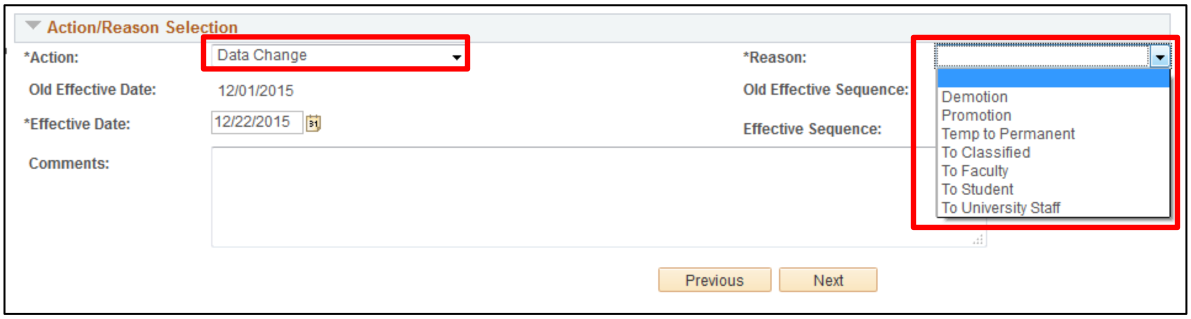
Step 2: Action/Reason

1. From the **Action** list box, make your selection.

Note: If you are entering a transaction with an effective date that is past a future-dated rehire transaction, then enter effective date **before** selecting the Action and Reason, otherwise the system will generate an error.

2. From the **Reason** list box, make your selection.

   Depending on which Action code you choose, the Reason code choices change, as shown below:



Note: The remaining steps of the transaction are the same for all Pay Rate Changes. Use the links in the table below to be taken to a section specific to each Reason code:

Data Change	Demotion
	Promotion
	Temp to Permanent
	To Classified
	To Faculty
	To Student
	To University Staff
Pay Rate Change	Base Pay - Decrease in Pay
	Base Pay - Increase in Pay
	Percent of Time Change
	Reappointment
	Restore Pay
	Temp Pay - Increase in Pay
	Temp Pay - Decrease in Pay

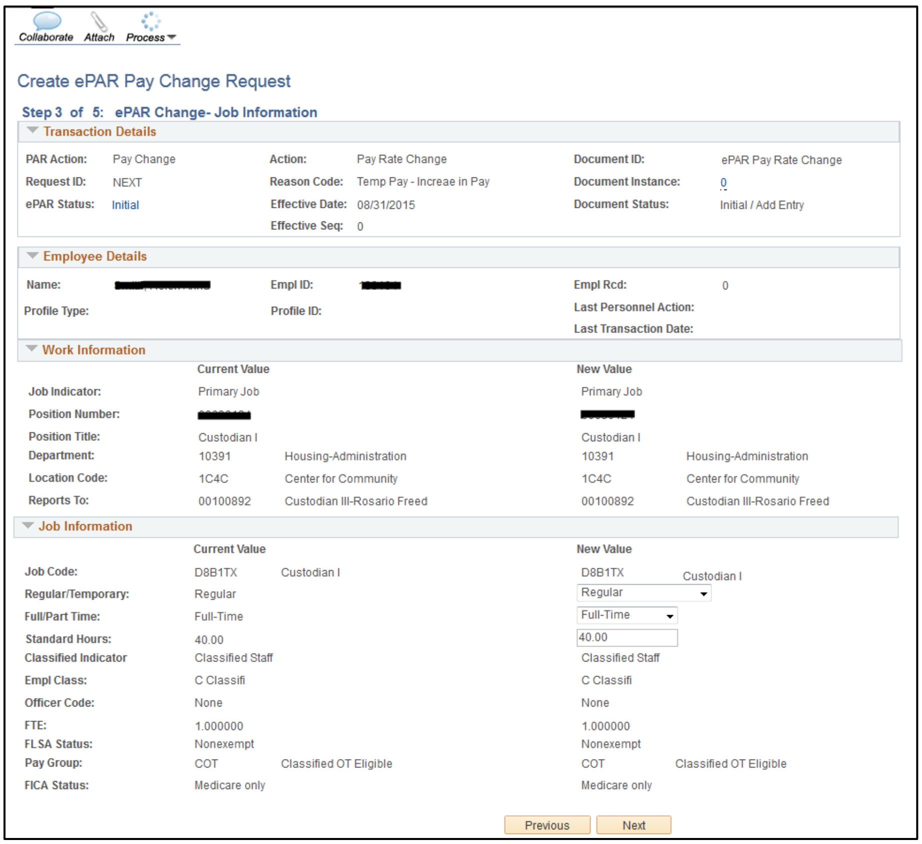
3. Type or select an **Effective Date**.

   Note: When selecting an Effective Date, remember that this form also updates the Position Table and the Non-Person Profile Table. The Position Table does not use Effective Date sequencing. Therefore, you can only use one Effective Date for each Action/Reason combination on the Position Table. If you are unsure of the last Effective Date for the affected position, contact your Human Resources department to determine the last Effective Date and select a date greater than this date. Smart transactions display the old Effective Date, but sometimes this Effective Date only refers to the last Effective Date that was used for Job Data and not for the Position Table.

4. Click **Next**. 

Step 3: Job Information

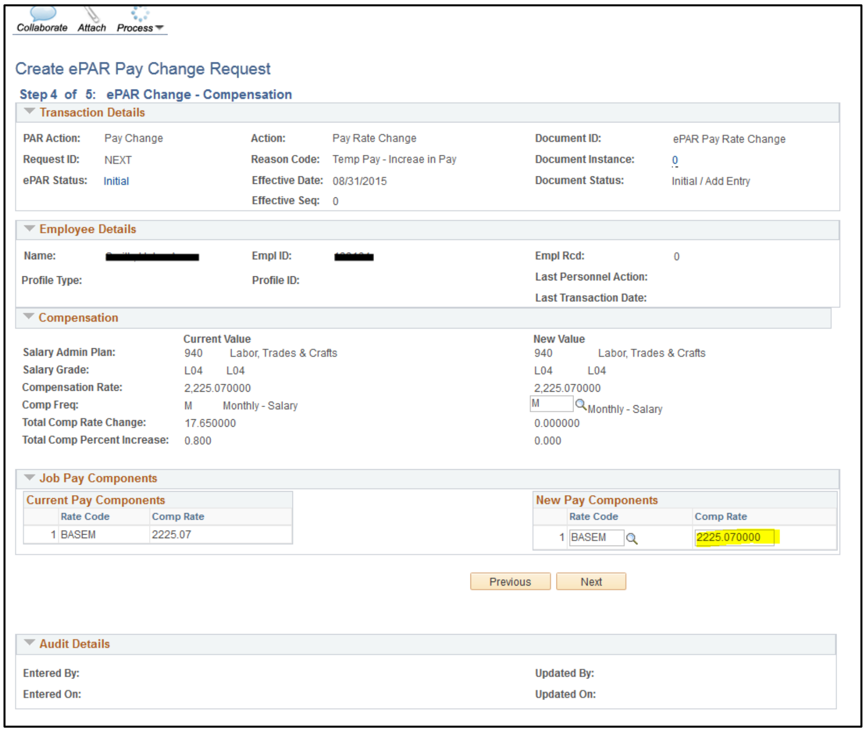
1. Complete any changes. Make any of your job information changes in the **New Value** column on the right.



2. Click **Next**. 

Step 4: Compensation

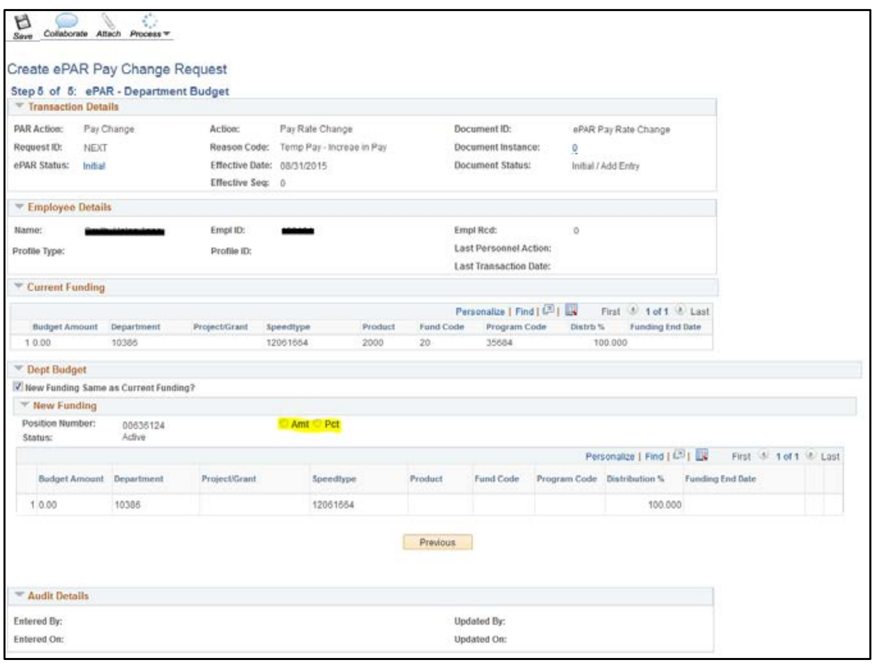
1. Make your changes to the **New Pay Components** section.



2. Click **Next**. 

Step 5: Department Budget

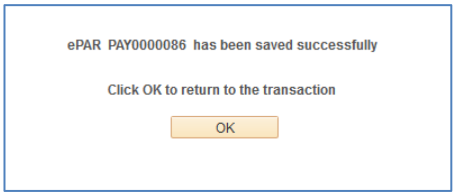
1. If there is a change to Funding, deselect the checkbox next to **New Funding Same as Current Funding?** to clear the current Funding fields. Make any necessary changes to the Funding by clicking the **Amt** or **Pct** radio button.



Step 6: Saving and Submitting

1. Click **Save**. 

A message appears with your ePAR PAY number.



2. Click **OK**.

3. Click **Submit**. 

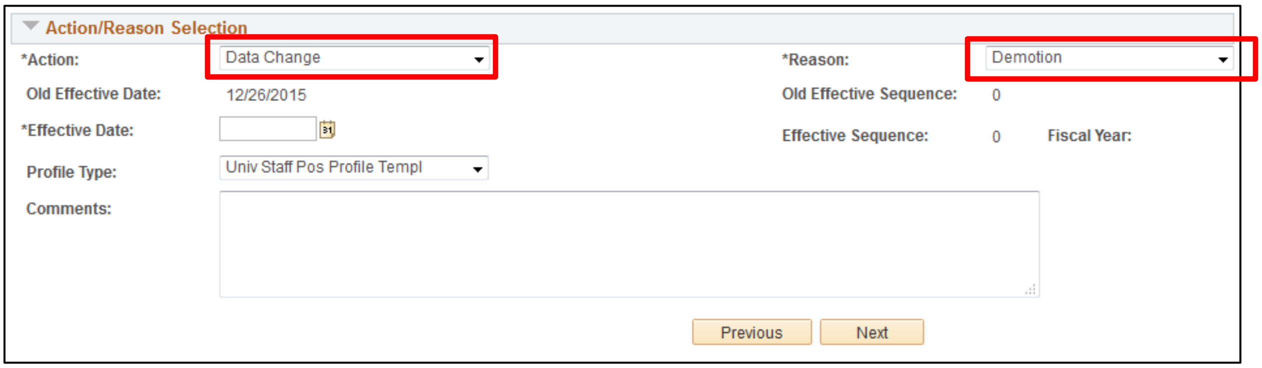
Before You Continue

The remaining sections in this guide provide specific information about each of the different Action/Reason code cobminations. All fields with an asterisk (*) are required.

Note: If you are entering a transaction with an effective date that is past a future-dated rehire transaction, then enter effective date **before** selecting the Action and Reason, otherwise the system will generate an error.

Data Change: Demotion

To enter a demotion, select **Data Change** as your **Action** and **Demotion** as your **Reason**, as shown below:



Note that the **Profile Type** dropdown appears when you select the Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **Demotion** reason code, you will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- Officer Code
- FLSA Status
- Union Code (Do not use)
- Pay Group

You will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Classified Indicator
- Officer Code
- Union Code (Do not use)
- Pay Group

In Step 4 of the **Demotion** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

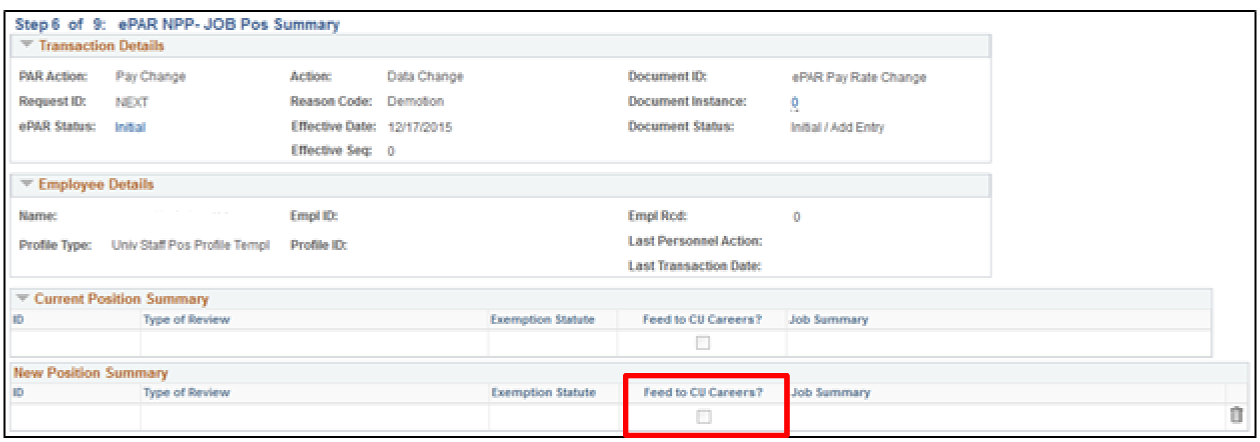
Compensation:

- Comp Freq

Job Pay Components:

- Rate Code
- Comp Rate

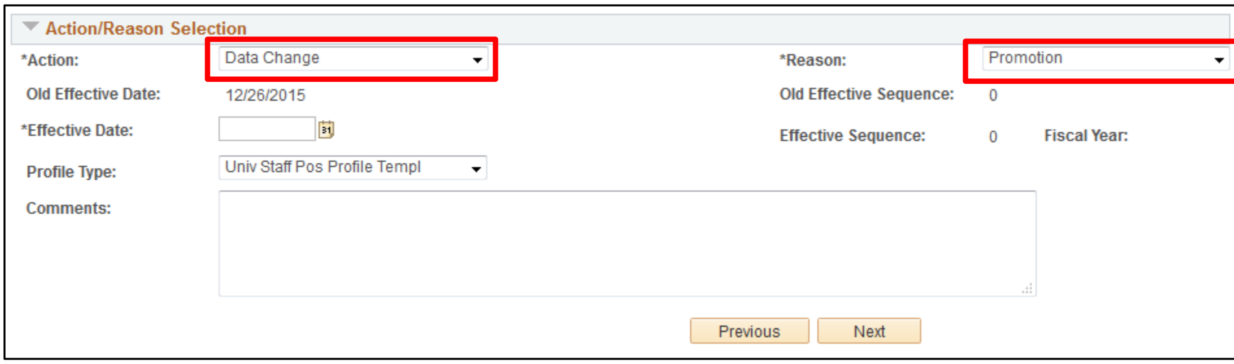
In Step 5 of the **Demotion** transaction, you will be prompted to update the Non-Person Profile/Position. Refer to the appropriate Step-by-Step guide on creating Non-Person Profile for details. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox unselected, as shown below:



5. Click **Next**. 

Data Change: Promotion

To enter a promotion, select **Data Change** as your **Action** and **Promotion** as your **Reason**, as shown below:



Note that the **Profile Type** dropdown appears when you select the Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **Promotion** reason code, you will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- Officer Code
- FLSA Status
- Union Code (Do not use)
- Pay Group

You will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Work Information:

- Position Number
- Position Title
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Classified Indicator
- Officer Code
- Union Code (Do not use)
- Pay Group

In Step 4 of the **Promotion** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

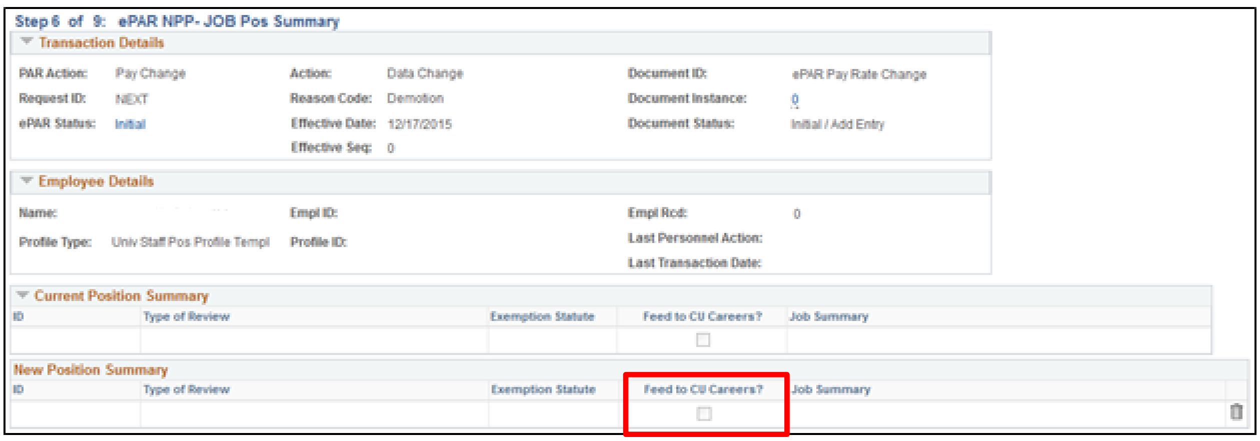
Compensation:

- Comp Freq

Job Pay Components:

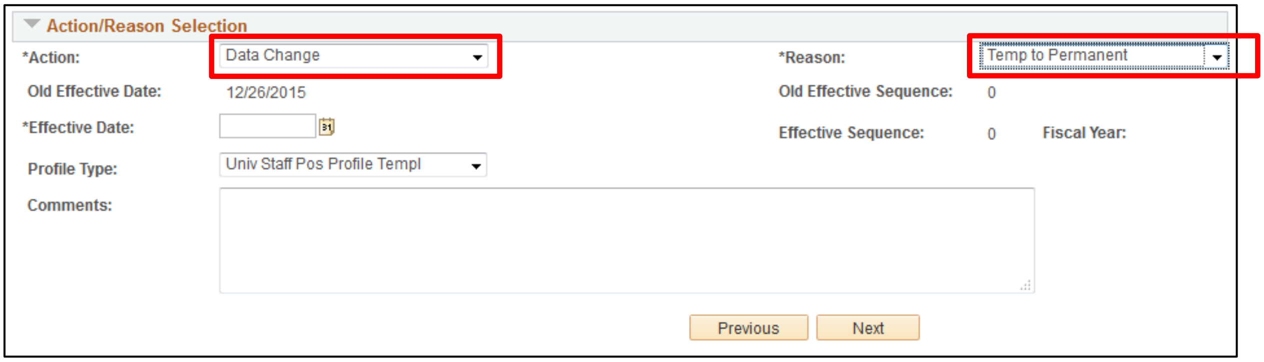
- Rate Code
- Comp Rate

In Step 5 of the **Promotion** transaction, you will be prompted to update the Non-Person Profile/Position. Refer to the appropriate Step-by-Step guide on creating Non-Person Profile for details. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox unselected, as shown below:



Data Change: Temp to Permanent

To change an employee from temporary to permanent, select **Data Change** as your **Action** and **Temp to Permanent** as your **Reason**, as shown below:



Note that the **Profile Type** dropdown appears when you select the Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **Temp to Permanent** reason code, you will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- Officer Code
- FLSA Status
- Union Code (Do not use)
- Pay Group

You will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Classified Indicator
- Officer Code
- Union Code (Do not use)
- Pay Group

In Step 4 of the **Temp to Permanent** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

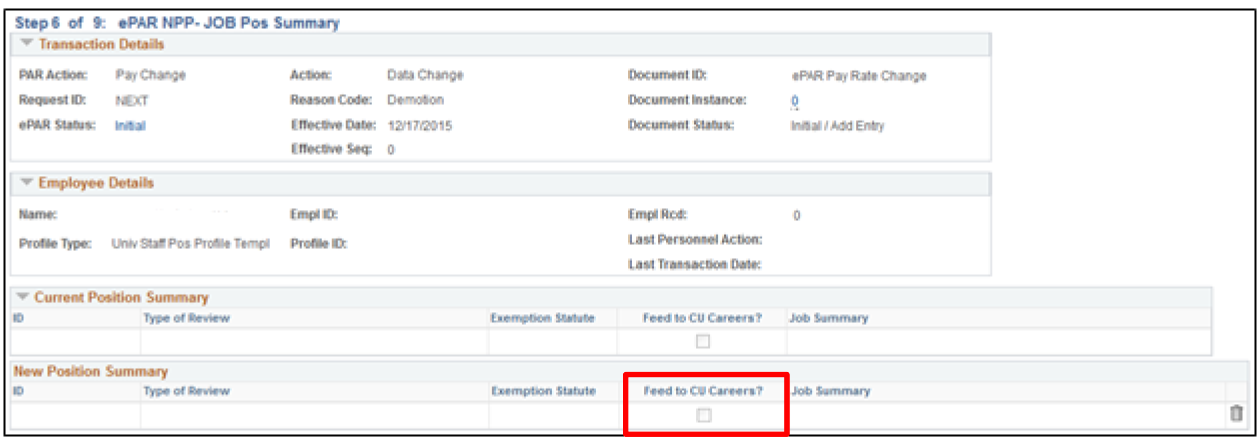
Compensation:

- Comp Freq

Job Pay Components:

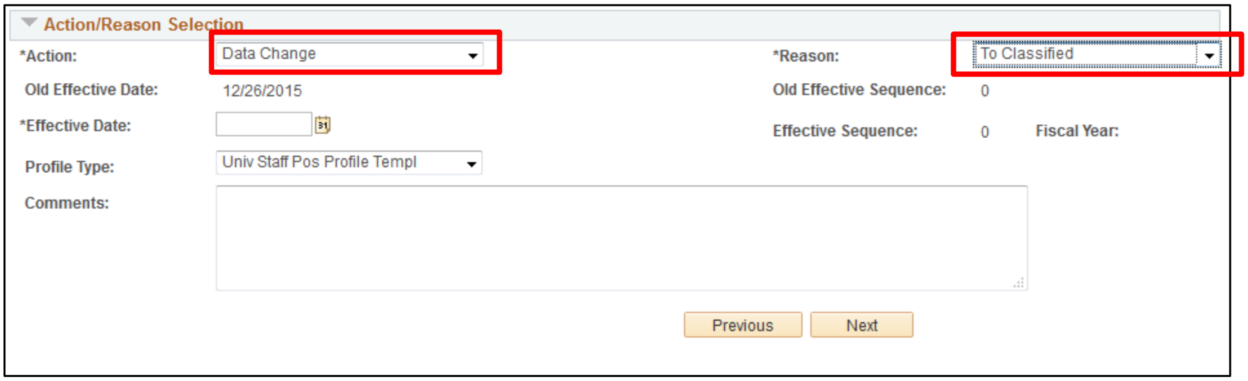
- Rate Code
- Comp Rate

In Step 5 of the **Temp to Permanent** transaction, you will be prompted to update the Non-Person Profile/Position. Refer to the appropriate Step-by-Step guide on creating Non-Person Profile for details. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox <u>unselected</u>, as shown below:



Data Change: To Classified

To change an employee to classified, select **Data Change** as your **Action** and **To Classified** as your **Reason**, as shown below:



Note that the **Profile Type** dropdown appears when you select the Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **To Classified** reason code, you will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Temp/Student Non-Person Prof and Univ Staff Pos Profile Templ:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- Officer Code
- FLSA Status
- Union Code (Do not use)
- Pay Group

You will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Classified Indicator
- Officer Code
- Union Code (Do not use)
- Pay Group

In Step 4 of the **To Classified** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

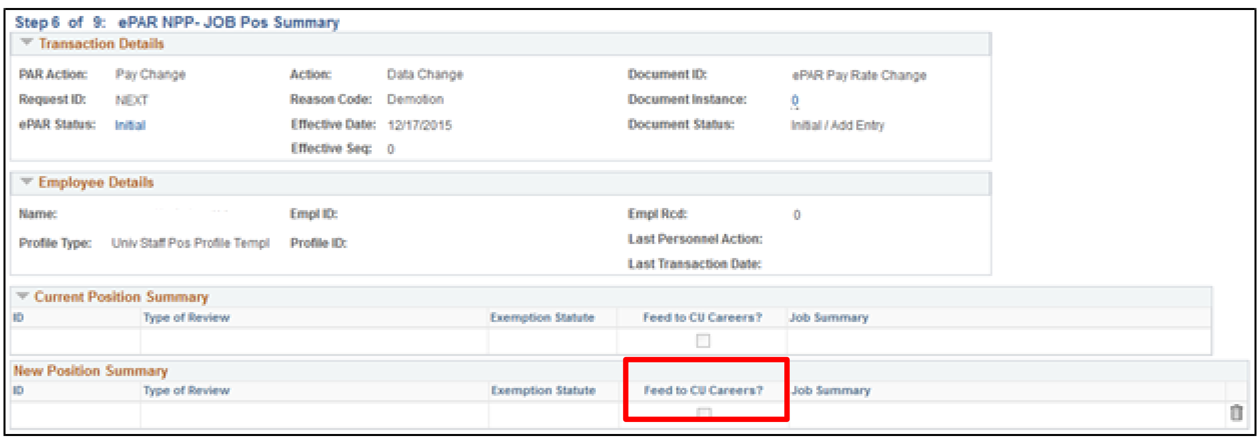
Compensation:

- Comp Freq

Job Pay Components:

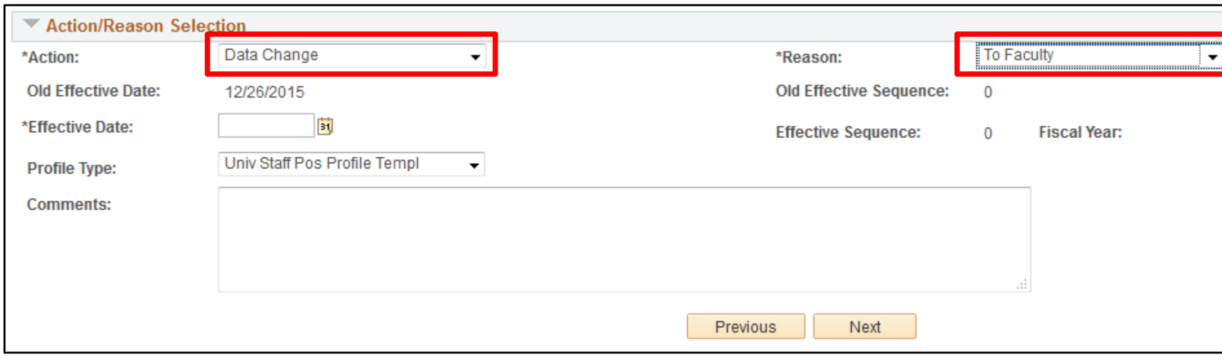
- Rate Code
- Comp Rate

In Step 5 of the **To Classified** transaction, you will be prompted to update the Non-Person Profile/Position. Refer to the appropriate Step-by-Step guide on creating Non-Person Profile for details. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox unselected, as shown below:



Data Change: To Faculty

To change an employee to faculty, select **Data Change** as your **Action** and **To Faculty** as your **Reason**, as shown below:



Note that the **Profile Type** dropdown appears when you select the Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **To Faculty** reason code, you will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- Officer Code
- FLSA Status
- Union Code (Do not use)
- Pay Group

In Step 4 of the **To Faculty** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

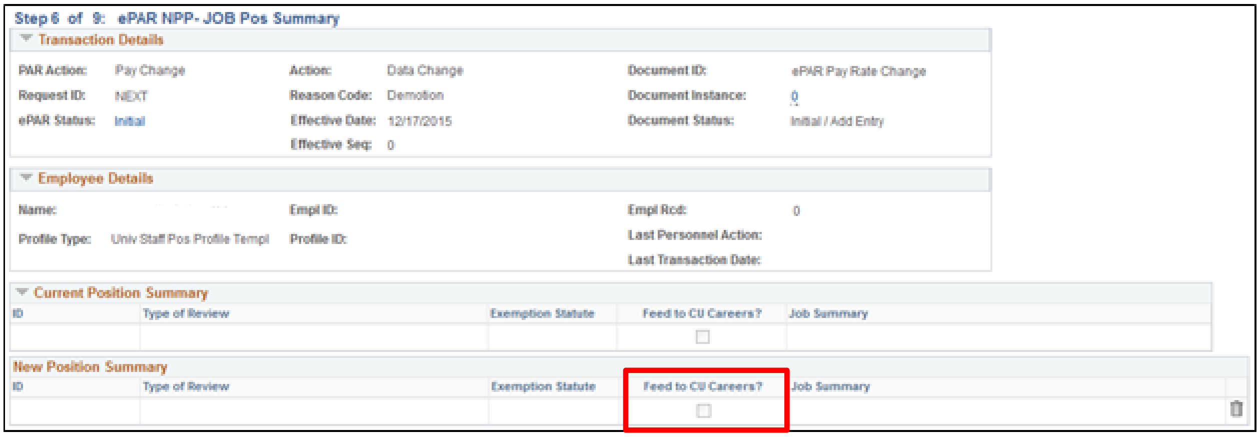
Compensation:

- Comp Freq

Job Pay Components:

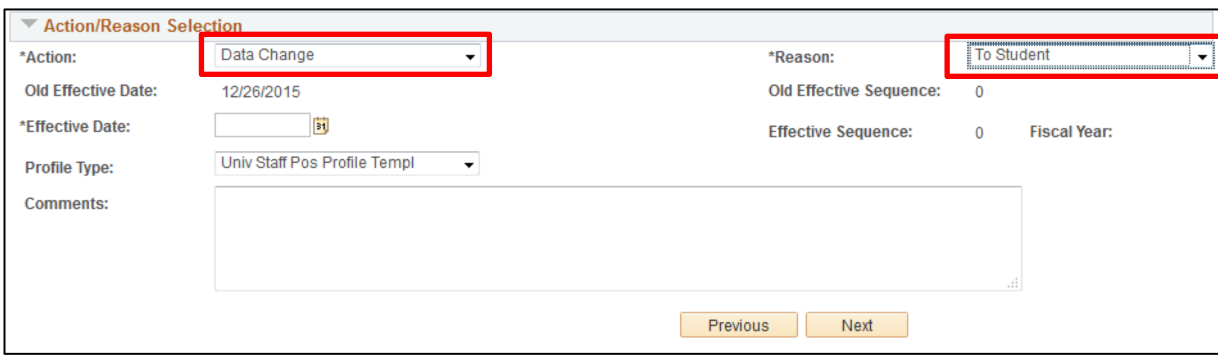
- Rate Code
- Comp Rate

In Step 5 of the **To Faculty** transaction, you will be prompted to update the Non-Person Profile/Position. Refer to the appropriate Step-by-Step guide on creating Non-Person Profile for details. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox unselected, as shown below:



Data Change: To Student

To change an employee to a student, select **Data Change** as your **Action** and **To Student** as your **Reason**, as shown below:



Note that the **Profile Type** dropdown appears when you select the Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **To Student** reason code, you will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- Officer Code
- FLSA Status
- Union Code (Do not use)
- Pay Group

You will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Classified Indicator
- Officer Code
- Union Code (Do not use)
- Pay Group

In Step 4 of the **To Student** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

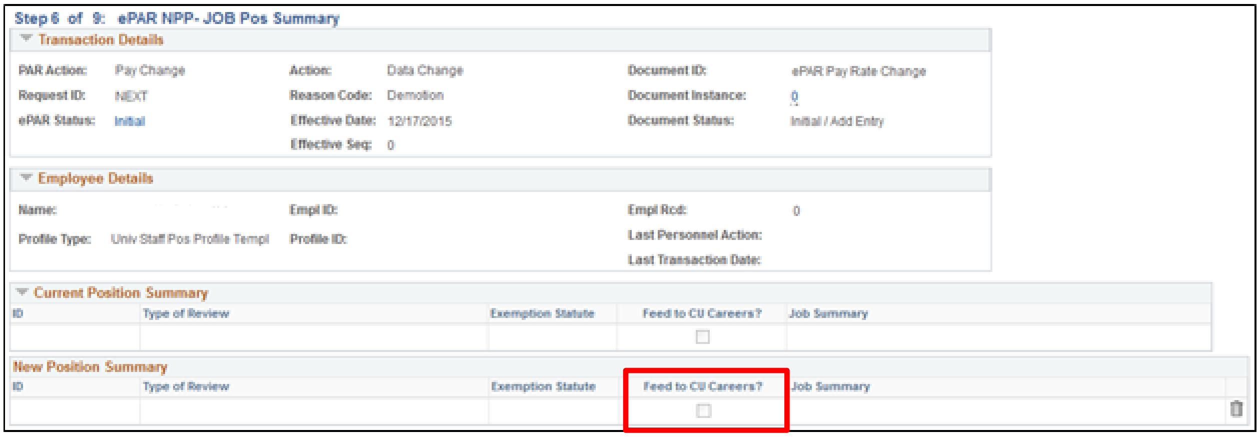
Compensation:

- Comp Freq

Job Pay Components:

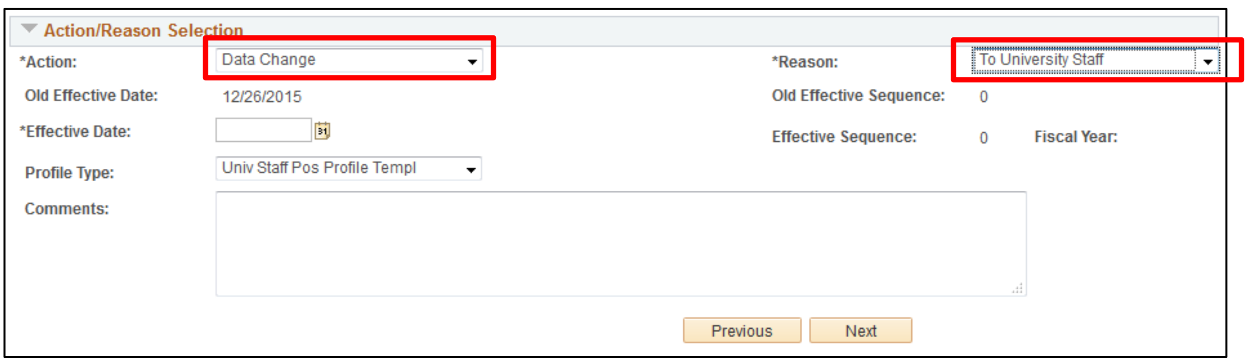
- Rate Code
- Comp Rate

In Step 5 of the **To Student** transaction, you will be prompted to update the Non-Person Profile/Position. Refer to the appropriate Step-by-Step guide on creating Non-Person Profile for details. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox unselected, as shown below:



Data Change: To University Staff

To change an employee from temporary to university staff, select **Data Change** as your **Action** and **To University Staff** as your **Reason**, as shown below:



Note that the **Profile Type** dropdown appears when you selectthe Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **To University Staff** reason code, you will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ andTemp/Student Non-Person Prof:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- Officer Code
- FLSA Status
- Union Code (Do not use)
- Pay Group

You will see the following **Work Information** and **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Work Information:

- Position Number
- Position Title
- Reports To
- Appointing Authority

Job Information:

- Job Code
- Regular/Temporary
- Full/Part Time
- Classified Indicator
- Officer Code
- Union Code (Do not use)
- Pay Group

In Step 4 of the **To University Staff** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

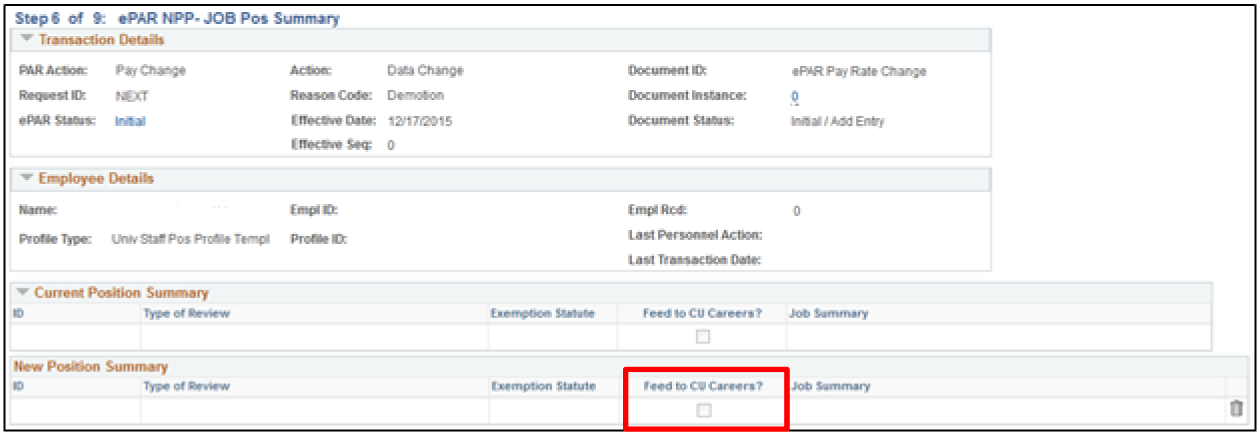
Compensation:

- Comp Freq

Job Pay Components:

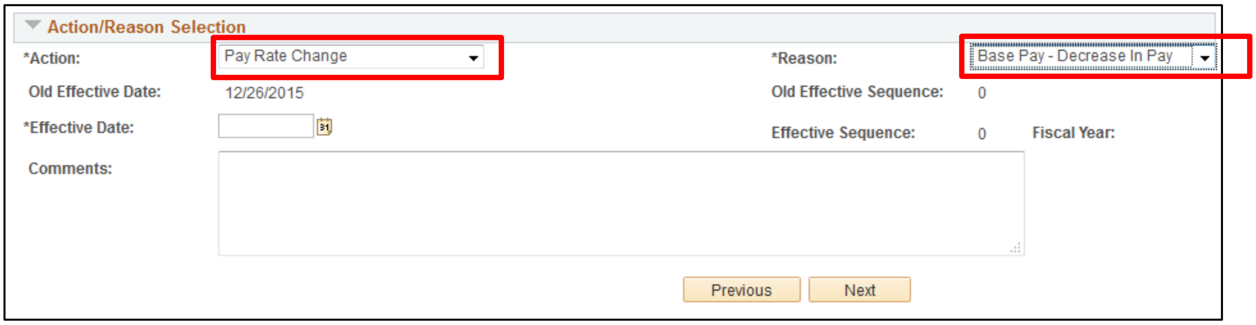
- Rate Code
- Comp Rate

In Step 5 of the **To University Staff** transaction, you will be prompted to update the Non-Person Profile/Position. Refer to the appropriate Step-by-Step guide on creating Non-Person Profile for details. Depending on how many aspects of the position you choose to update, the number of steps in the transaction may increase. Most importantly, you must remember to leave the **Feed to CU Careers?** checkbox unselected, as shown below:



Pay Rate Change: Base Pay - Decrease in Pay

To enter a base pay decrease, select **Pay Rate Change** as your **Action** and **Base Pay – Decrease In Pay** as your **Reason**, as shown below:



Using the **Base Pay – Decrease in Pay** reason code, you will see the following **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Job Information:

- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- FLSA Status

You will see the following **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Job Information:

- Regular/Temporary
- Full/Part Time
- Classified Indicator

In Step 4 of the **Base Pay – Decrease in Pay** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

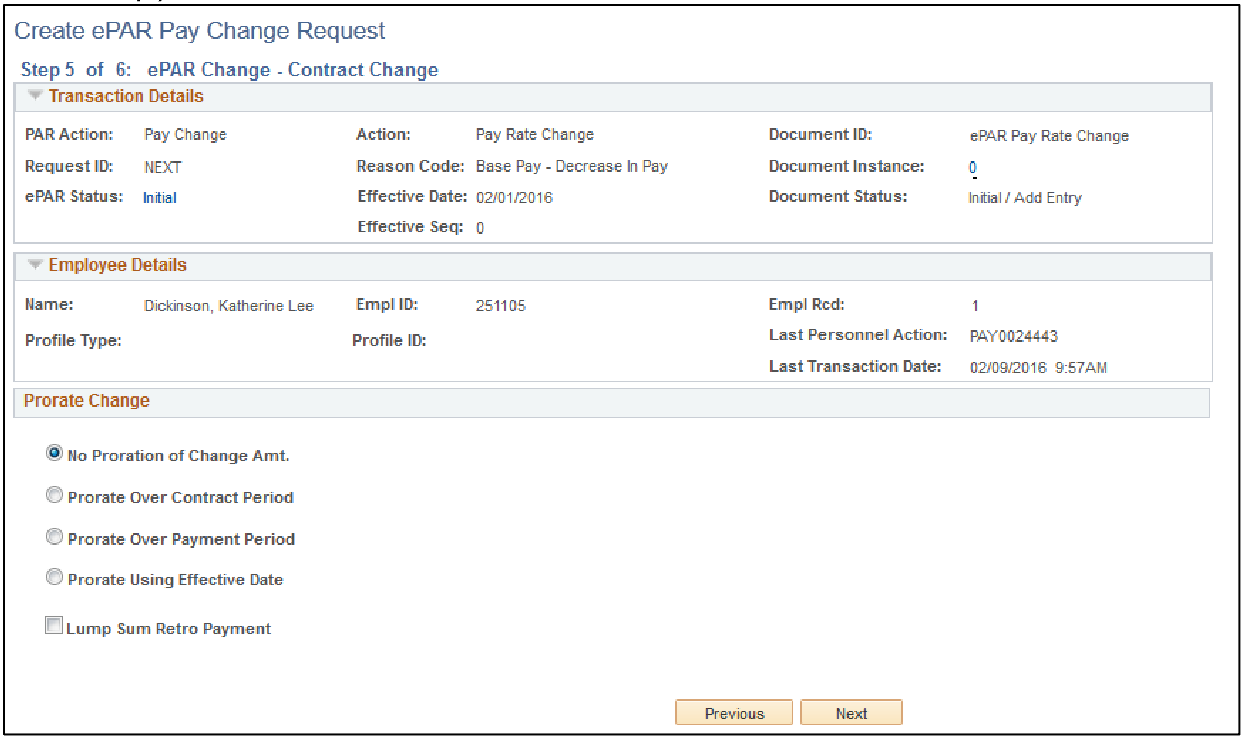
Compensation:

- Comp Freq (for Contract Pay, select C for Contract)

Job Pay Components:

- Rate Code (for Contract Pay, select BASEC)
- Comp Rate

In Step 5 of the **Base Pay – Decrease in Pay** transaction - Contract Change (This is for Faculty Position Profile Tmpl):


Create ePAR Pay Change Request

Step 5 of 6: ePAR Change - Contract Change

Transaction Details

PAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	ePAR Pay Rate Change
Request ID:	NEXT	Reason Code:	Base Pay - Decrease In Pay	Document Instance:	0
ePAR Status:	Initial	Effective Date:	02/01/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Dickinson, Katherine Lee	Empl ID:	251105	Empl Rcd:	1
Profile Type:		Profile ID:		Last Personnel Action:	PAY0024443
				Last Transaction Date:	02/09/2016 9:57AM

Prorate Change

No Proration of Change Amt.

Prorate Over Contract Period

Prorate Over Payment Period

Prorate Using Effective Date

Lump Sum Retro Payment

Previous Next

When you get to the Contract Change page, you will see the following fields opened for update:

- No Proration of Change Amt.
- Prorate Over Contract Period
- Prorate over Payment Period
- Prate Using Effective Date
- Lump Sum Retro Payment

Refer to *Working with Contracts Step-by-Step* guide for a description of each of the prorate options and the lump sum retro payment selection.

In the Department Budget Stepof the **Base Pay – Decrease in Pay** transaction, if you deselect the New Funding Same as Current Funding checkbox, you will see the following **New Funding** fields opened up for update:

If you choose Amt:

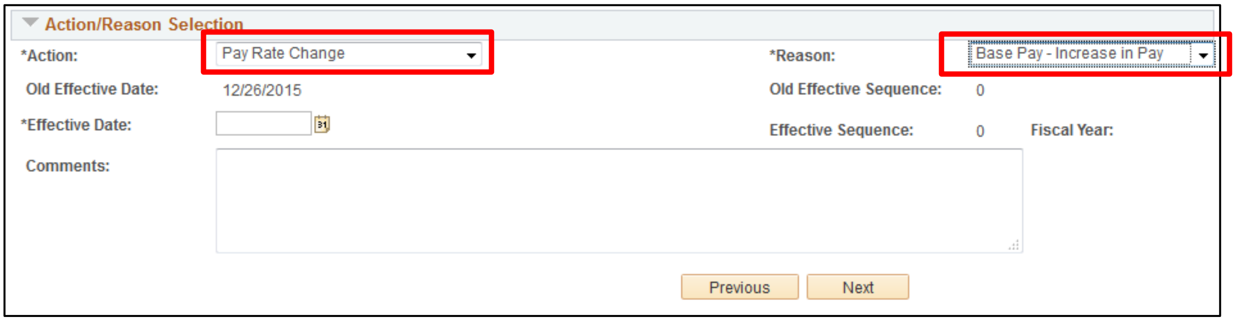
- Budget Amount
- Department
- Combination Code
- Funding End Date

If you choose Pct:

- Department
- Combination Code
- Distribution %
- Funding End Date

Pay Rate Change: Base Pay - Increase in Pay

To enter a base pay increase, select **Pay Rate Change** as your **Action** and **Base Pay – Increase in Pay** as your **Reason**, as shown below:



Using the **Base Pay – Increase in Pay** reason code, you will see the following **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Job Information:

- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- FLSA Status

You will see the following **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Job Information:

- Regular/Temporary
- Full/Part Time
- Classified Indicator

In Step 4 of the **Base Pay – Increase in Pay** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

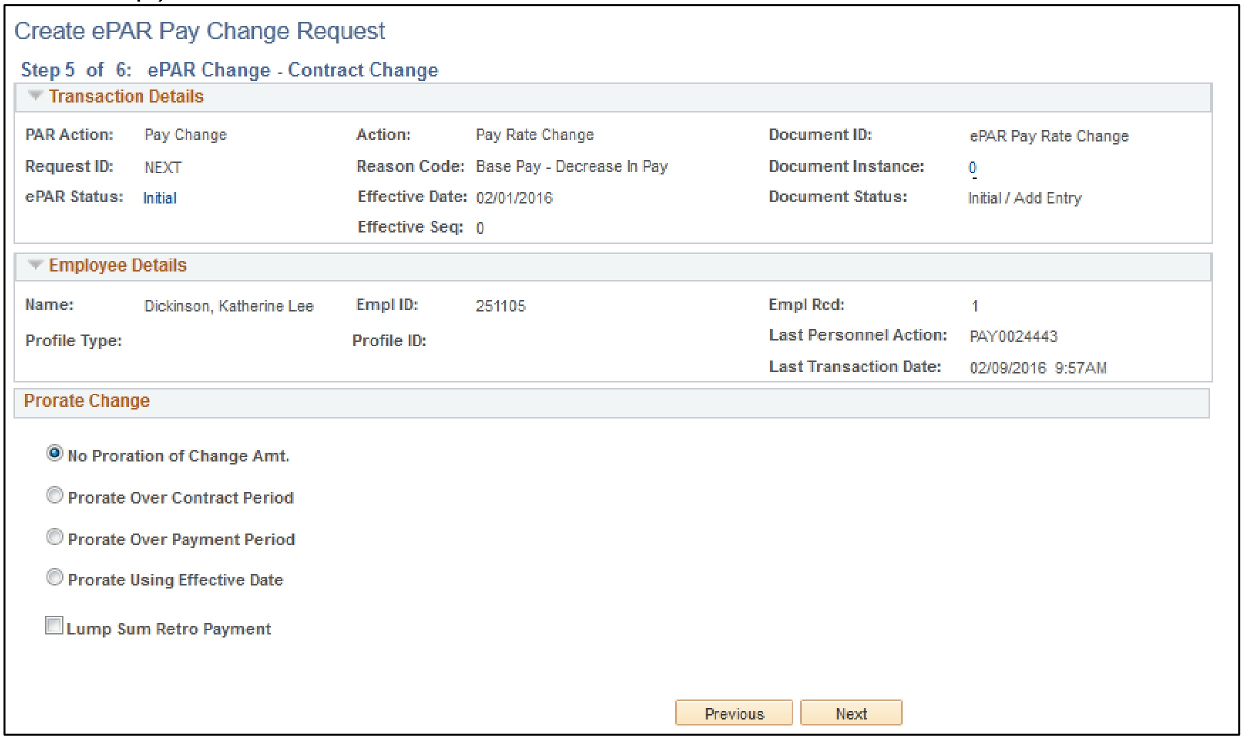
Compensation:

- Comp Freq (for Contract Pay, select C for Contract)

Job Pay Components:

- Rate Code (for Contract Pay. select BASEC)
- Comp Rate

In Step 5 of the **Base Pay – Decrease in Pay** transaction - Contract Change (This is for Faculty Position Profile Tmpl):



When you get to the Contract Change page you will see the following fields opened for update:

- No Proration of Change Amt.
- Prorate Over Contract Period
- Prorate over Payment Period
- Prate Using Effective Date
- Lump Sum Retro Payment

In the Department Budget Step of the **Base Pay – Increase in Pay** transaction, if you deselect the New Funding Same as Current Funding checkbox, you will see the following **New Funding** fields opened up for update:

If you choose **Amt**:

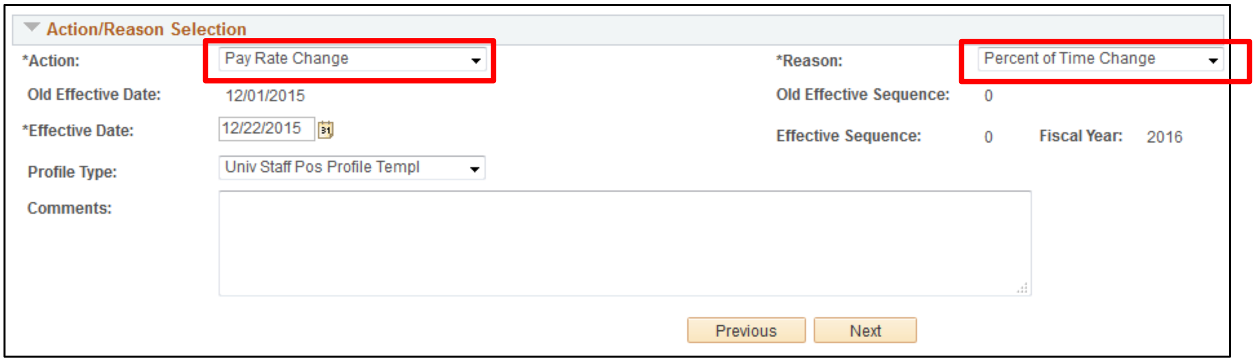
- Budget Amount
- Department
- Combination Code
- Funding End Date

If you choose **Pct**:

- Department
- Combination Code
- Distribution %
- Funding End Date

Pay Rate Change: Percent of Time Change

To enter a percent of time change, select **Pay Rate Change** as your **Action** and **Percent of Time Change** as your **Reason**, as shown below. The Position's Standard Hours will be changed when the Pay Rate Change ePAR is approved, so another ePAR to change the Position isn't required.



Note that the **Profile Type** dropdown appears when you select the Action/Reason combination. It defaults to the employee's current Profile Type so if you are changing their position, you need to select the appropriate Profile Type.

Using the **Percent of Time Change** reason code, you will see the following **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Job Information:

- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- FLSA Status

You will see the following **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Job Information:

- Regular/Temporary
- Full/Part Time
- Percent of Time
- Classified Indicator

In Step 4 of the **Percent of Time Change** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

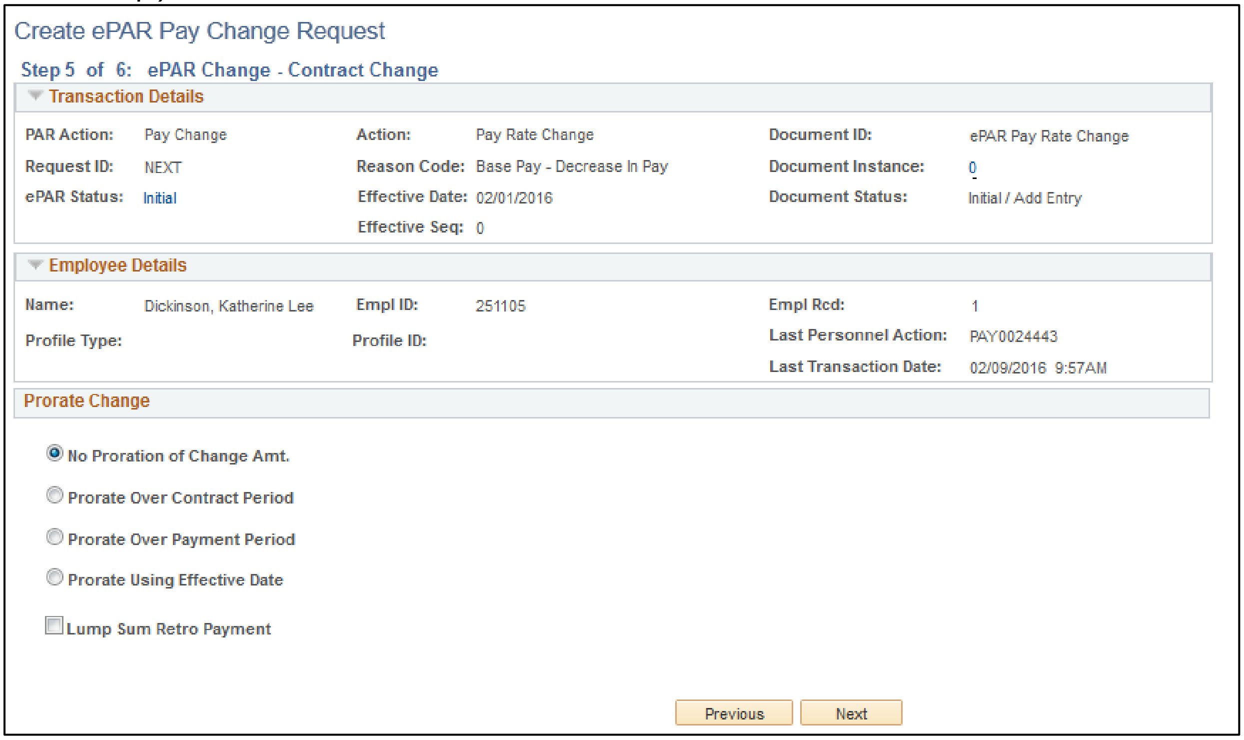
Compensation:

- Comp Freq

Job Pay Components:

- Rate Code
- Comp Rate

In Step 5 of the **Base Pay – Percent of Time** transaction - Contract Change (This is for Faculty Position Profile Tmpl):


Create ePAR Pay Change Request

Step 5 of 6: ePAR Change - Contract Change

Transaction Details

PAR Action:	Pay Change	Action:	Pay Rate Change	Document ID:	ePAR Pay Rate Change
Request ID:	NEXT	Reason Code:	Base Pay - Decrease In Pay	Document Instance:	0
ePAR Status:	Initial	Effective Date:	02/01/2016	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:	Dickinson, Katherine Lee	Empl ID:	251105	Empl Rcd:	1
Profile Type:		Profile ID:		Last Personnel Action:	PAY0024443
				Last Transaction Date:	02/09/2016 9:57AM

Prorate Change

No Proration of Change Amt.

Prorate Over Contract Period

Prorate Over Payment Period

Prorate Using Effective Date

Lump Sum Retro Payment

Previous Next

When you get to the Contract Change page you will see the following fields opened for update:

- No Proration of Change Amt.
- Prorate Over Contract Period
- Prorate over Payment Period
- Prate Using Effective Date
- Lump Sum Retro Payment

In the Department Budget Step of the **Percent of Time Change** transaction, if you deselect the New Funding Same as Current Funding checkbox, you will see the following **New Funding** fields opened up for update:

If you choose **Amt**:

- Budget Amount
- Department
- Combination Code
- Funding End Date

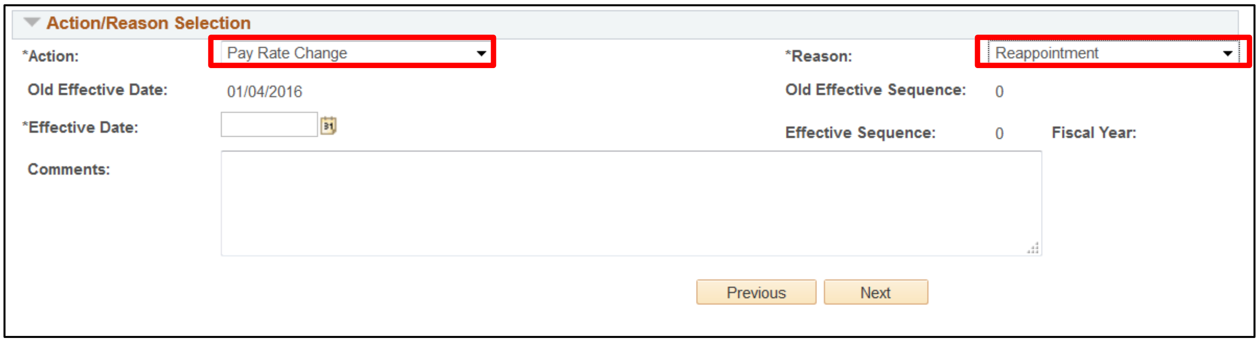
If you choose **Pct**:

- Department
- Combination Code
- Distribution %
- Funding End Date

Pay Rate Change: Reappointment

For more details about reappointments and other contract-related items, refer to *Working with Contracts Step-by-Step Guide*.

To reappoint an employee, select **Pay Rate Change** as your **Action** and **Reappointment** as your **Reason**, as shown below:



Using the **Reappointment** reason code, you will see the following **Job Information** fields opened for update in Step 3 of the transaction,

Job Information:

- Regular/Temporary
- Full/Part Time
- Percent of Time
- Classified Indicator

Pay Group should default to **MON**.

In Step 4 of the **Reappointment** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

Compensation:

- Comp Freq – Defaults to **C** (Contract). You cannot override this value.

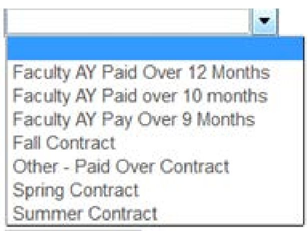
Job Pay Components:

- Rate Code – Must be BASEC. If you change this value, it will not cause a transaction error, but will cause a payroll error.
- Comp Rate

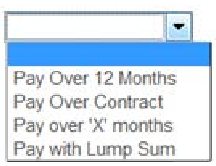
In Step 5 of the **Reappointment** transaction, you will see the Contract Information:

Using the **Reappointment** reason code, you will see the following **Contract Information** fields opened for update in Step 5 of this transaction (asterisks indicate required fields):

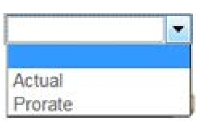
- *Contract Pay Type



- *Payment Term - Defaults based on what you selected from the Contract Pay Type; however, this is an editable field.



- *Monthly Frequency - Defaults to **M** (MON Sal).
- *Calculation Method - Defaults to **Actual**; however, this is an editable field.



- Pay Period Hours
- *Daily Hours - Defaults to 8.00 hours.
- Assign Hours to Flag - Defaults to **Not Applicable**; however, this is an editable field.
- *Contract Begin Date - Once you enter the begin date, it supplies the following fields with the same date:
    - *Payment Begin Date
    - *Actual Start Date

Note: The Contract Begin Date must the same date as the effective date of this transaction.

- *Contract End Date - Once you enter the end date, it will supply the following fields with the same date:
  - *Payment End Date
  - *Termination Date
- Exclude Holiday Schedule - No need to supply a value in this field for now; for future development.
- Prorate Hrs in Partial Period
- Work Days in Contract
- Renew Contract Automatically
- Nbr of Renewals

In Step 6 of the **Reappointment** transaction, if you deselect the New Funding Same as Current Funding checkbox, you will see the following **New Funding** fields opened up for update:

If you choose **Amt**:

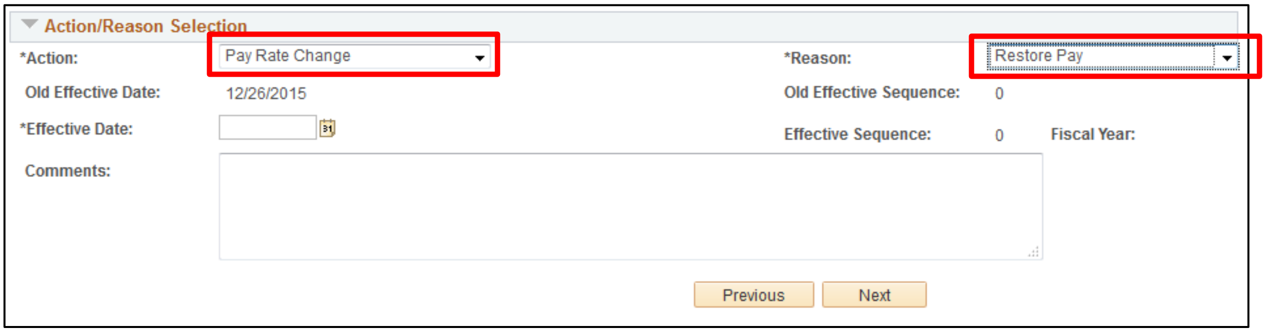
- Budget Amount
- Department
- Combination Code
- Funding End Date

If you choose **Pct**:

- Department
- Combination Code
- Distribution %
- Funding End Date

Pay Rate Change: Restore Pay

To restore the pay of an employee, select **Pay Rate Change** as your **Action** and **Restore Pay** as your **Reason**, as shown below:



Using the **Restore Pay** reason code, you will see the following **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Job Information:

- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- FLSA Status

You will see the following **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Job Information:

- Regular/Temporary
- Full/Part Time
- Classified Indicator

In Step 4 of the **Restore Pay** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

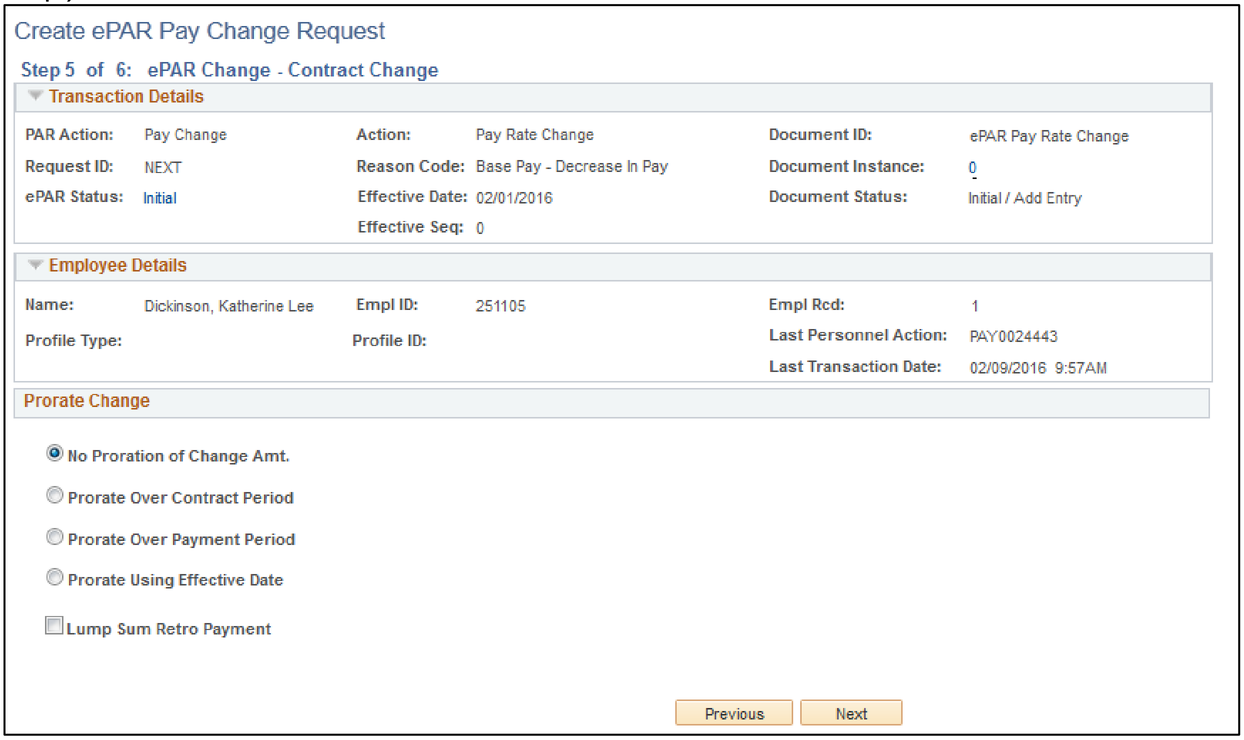
Compensation:

- Comp Freq

Job Pay Components:

- Rate Code
- Comp Rate

In Step 5 of the **Base Pay – Restore Pay** transaction - Contract Change (This is for Faculty Position Profile Tmpl):



When you get to the Contract Change page you will see the following fields opened for update:

- No Proration of Change Amt.
- Prorate Over Contract Period
- Prorate over Payment Period
- Prate Using Effective Date
- Lump Sum Retro Payment

In the Department Budget Step of the **Restore Pay** transaction, if you deselect the New Funding Same as Current Funding checkbox, you will see the following **New Funding** fields opened up for update:

If you choose **Amt**:

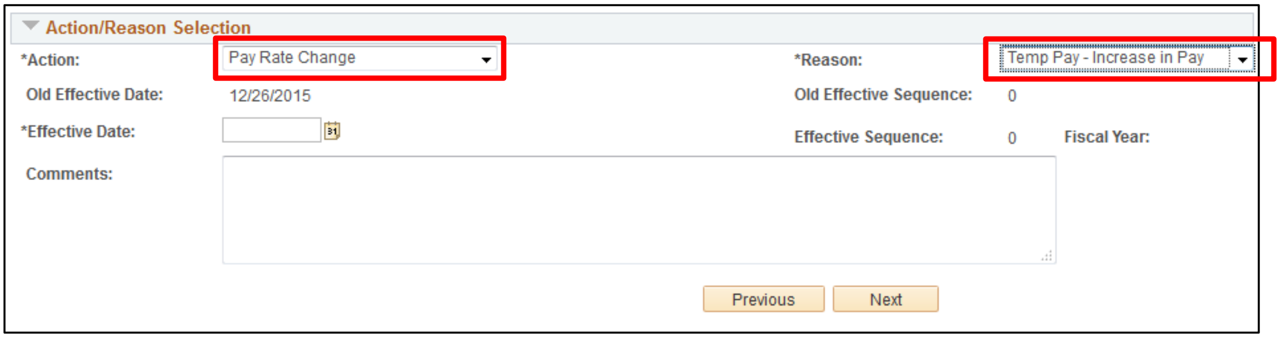
- Budget Amount
- Department
- Combination Code
- Funding End Date

If you choose **Pct**:

- Department
- Combination Code
- Distribution %
- Funding End Date

Pay Rate Change: Temp Pay - Increase in Pay

To enter a temp pay increase, select **Pay Rate Change** as your **Action** and **Temp Pay – Increase in Pay** as your **Reason**, as shown below:



Using the **Temp Pay – Increase in Pay** reason code, you will see the following **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Job Information:

- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- FLSA Status

You will see the following **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Job Information:

- Regular/Temporary
- Full/Part Time
- Classified Indicator

In Step 4 of the **Temp Pay – Increase in Pay** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

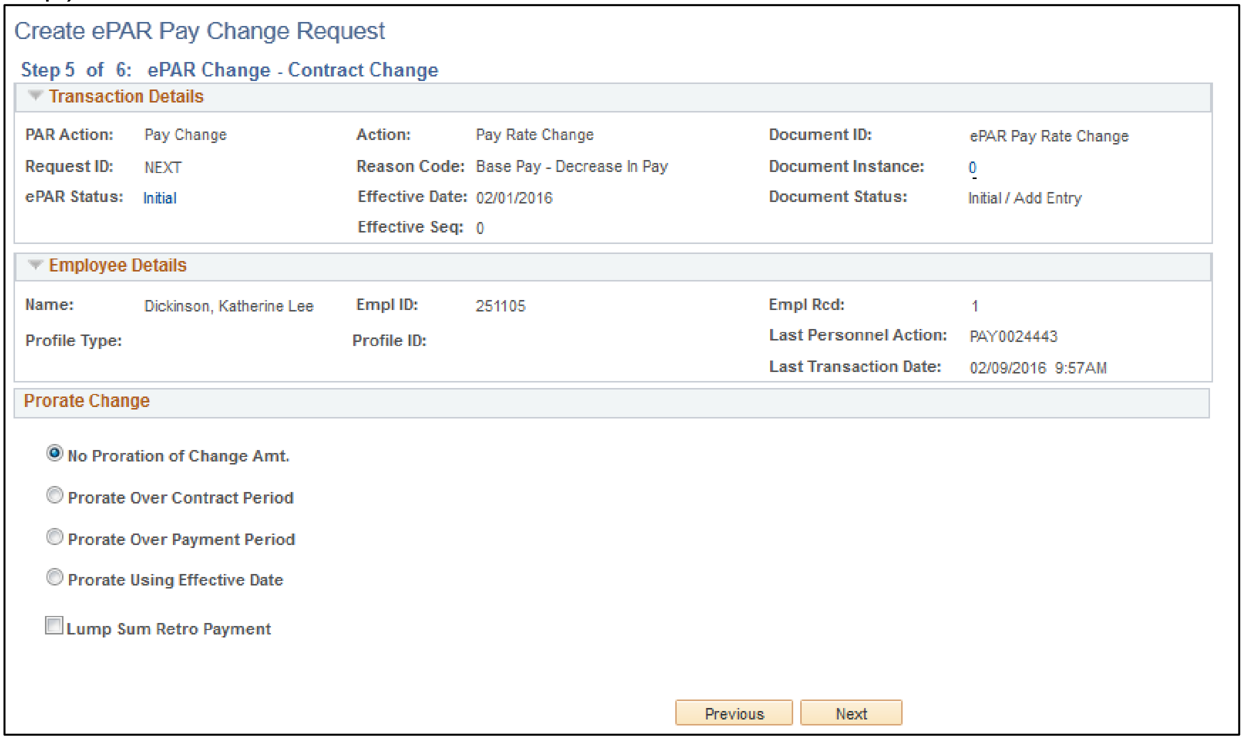
Compensation:

- Comp Freq

Job Pay Components:

- Rate Code
- Comp Rate

In Step 5 of the **Temp Pay – Increase in Pay** transaction - Contract Change (Thisis for Faculty Position Profile Tmpl):



When you get to the Contract Change page you will see the following fields opened for update:

- No Proration of Change Amt.
- Prorate Over Contract Period
- Prorate over Payment Period
- Prate Using Effective Date
- Lump Sum Retro Payment

In the Department Budget Step of the **Temp Pay – Increase in Pay** transaction, if you deselect the New Funding Same as Current Funding checkbox, you will see the following **New Funding** fields opened up for update:

If you choose **Amt**:

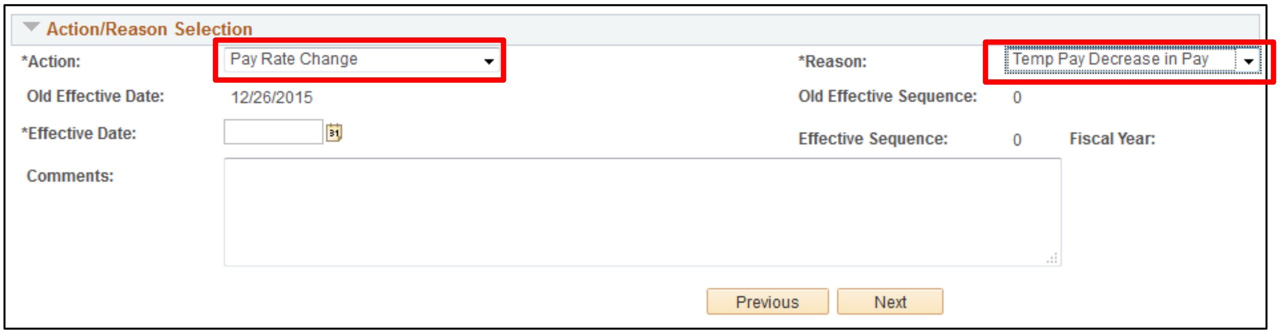
- Budget Amount
- Department
- Combination Code
- Funding End Date

If you choose **Pct**:

- Department
- Combination Code
- Distribution %
- Funding End Date

Pay Rate Change: Temp Pay - Decrease in Pay

To enter a temp pay decrease, select **Pay Rate Change** as your **Action** and **Temp Pay - Decrease in Pay** as your **Reason**, as shown below:



Using the **Temp Pay – Decrease in Pay** reason code, you will see the following **Job Information** fields opened for update in Step 3 of the transaction for Classified Pos. Profile Templ, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Templ:

Job Information:

- Regular/Temporary
- Full/Part Time
- Standard Hours
- Classified Indicator
- FLSA Status

You will see the following **Job Information** fields opened for update in Step 3 of the transaction for Faculty Position Profile Tmpl:

Job Information:

- Regular/Temporary
- Full/Part Time
- Classified Indicator

In Step 4 of the **Temp Pay – Decrease in Pay** transaction, you will see the following **Compensation** and **Job Pay Components** fields opened for update:

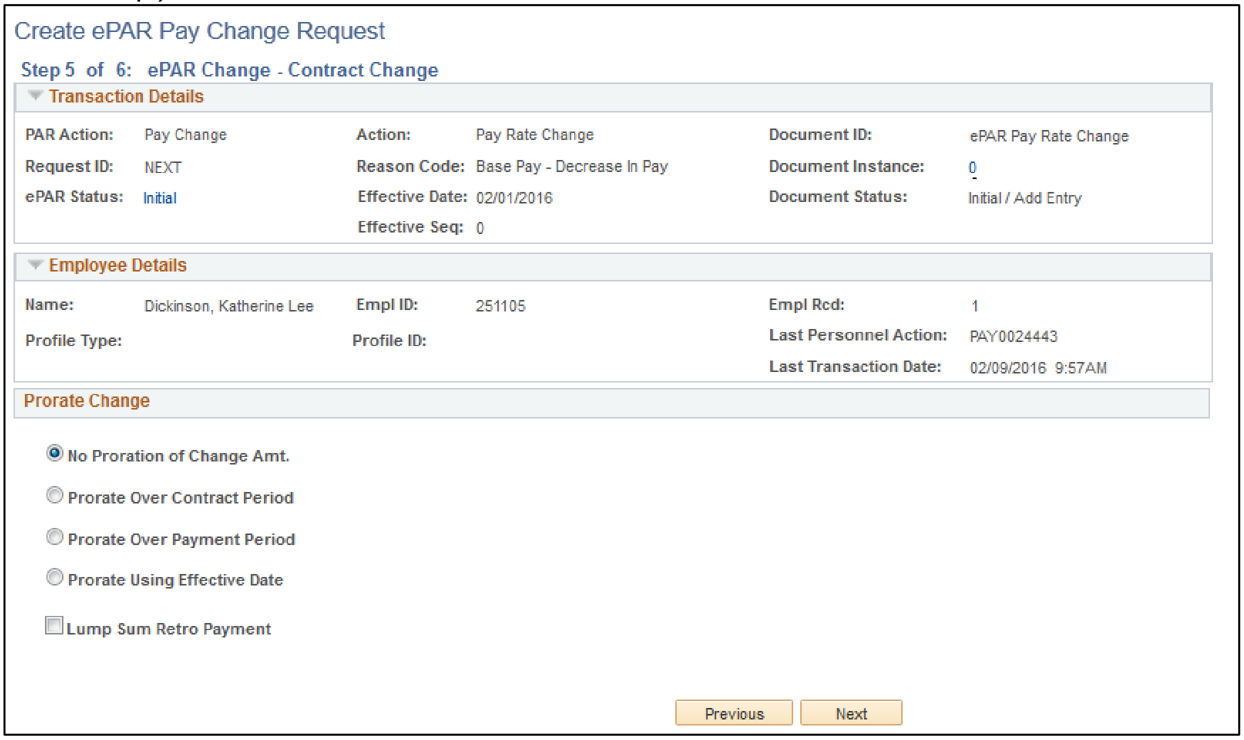
Compensation:

- Comp Freq

Job Pay Components:

- Rate Code
- Comp Rate

In Step 5 of the **Temp Pay – Decrease in Pay** transaction - Contract Change (Thisis for Faculty Position Profile Tmpl):



When you get to the Contract Change page you will see the following fields opened for update:

- No Proration of Change Amt.
- Prorate Over Contract Period
- Prorate over Payment Period
- Prate Using Effective Date
- Lump Sum Retro Payment

In the Department Budget Step of the **Temp Pay – Decrease in Pay** transaction, if you deselect the New Funding Same as Current Funding checkbox, you will see the following **New Funding** fields opened up for update:

If you choose **Amt**:

- Budget Amount
- Department
- Combination Code
- Funding End Date

If you choose **Pct**:

- Department
- Combination Code
- Distribution %
- Funding End Date