

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.

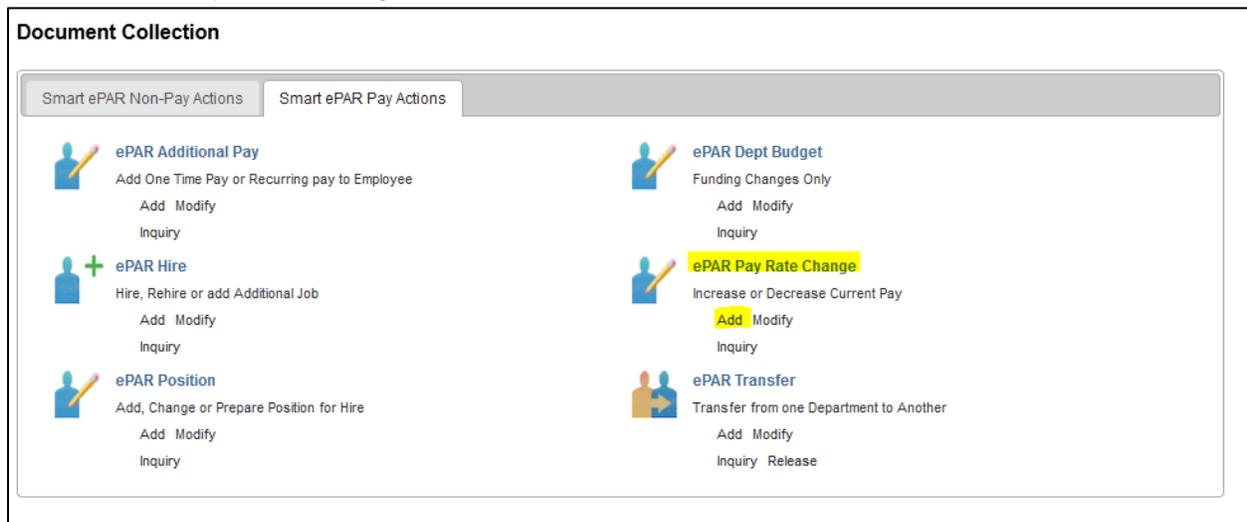
 The trash can lets you remove an item.

 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**.



The screenshot shows the 'Document Collection' interface with two tabs: 'Smart ePAR Non-Pay Actions' and 'Smart ePAR Pay Actions'. The 'Smart ePAR Pay Actions' tab is active. It displays a grid of ePAR actions:

Action Name	Description	Available Actions
ePAR Additional Pay	Add One Time Pay or Recurring pay to Employee	Add, Modify, Inquiry
ePAR Hire	Hire, Rehire or add Additional Job	Add, Modify, Inquiry
ePAR Position	Add, Change or Prepare Position for Hire	Add, Modify, Inquiry
ePAR Dept Budget	Funding Changes Only	Add, Modify, Inquiry
ePAR Pay Rate Change	Increase or Decrease Current Pay	Add , Modify, Inquiry
ePAR Transfer	Transfer from one Department to Another	Add, Modify, Inquiry, Release

Step 1: Employee Selection

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

Next

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

The screenshot shows the HCM system interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Smart Solutions', 'Document Framework', and 'Document Collection'. The University of Colorado logo and name are displayed, along with the user information 'User: CASE000524 on Database: HCMTST'. A search bar is present with a dropdown menu set to 'All' and a search button. Below the search bar, there are links for 'Collaborate' and 'Attach'. A summary box displays the following information: PAR Action: Pay Change, Request ID: NEXT, ePAR Status: Initial, Action: (blank), Reason Code: (blank), Effective Date: 05/16/2016, Effective Seq: 0, Document ID: ePAR Pay Rate Change, Document Instance: 0, and Document Status: Initial / Add Entry. Below this is a 'Search Criteria' section with input fields for Empl ID, First Name, Last Name, Department, and Position Number, each with a search icon. There are 'Search' and 'Clear' buttons. The 'Search Results' section contains a table with the following data:

	Empl ID	First Name	Last Name	Empl Record	Effective Date	Eff Seq	Position Number	Description	Department	Description	Job Code
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	0	06/01/2016		0 00158712	Professor	10234	Dept of Art and Art History	1101
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	1	07/02/2016		0 00007329	Asst Professor	40090	Library	1103

A 'Next' button is located below the search results table.

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.

The screenshot shows the 'Action/Reason Selection' form. It contains the following fields: *Action: Pay Rate Change (dropdown), *Reason: Base Pay - Increase in Pay (dropdown), Old Effective Date: 12/01/2015, Old Effective Sequence: 0, *Effective Date: 01/15/2016 (text input with a calendar icon), Effective Sequence: 0, and Fiscal Year: 2016. The *Effective Date field is highlighted with a red box.

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

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

The screenshot shows the 'Action/Reason Selection' form with the following fields:

- *Action:** Data Change (highlighted with a red box)
- *Reason:** A dropdown menu (highlighted with a red box) showing the following options: Demotion, Promotion, Temp to Permanent, To Classified, To Faculty, To Student, and To University Staff.
- Old Effective Date:** 12/01/2015
- *Effective Date:** 12/22/2015
- Comments:** A text area.
- Buttons:** Previous and Next.

The screenshot shows the 'Action/Reason Selection' form with the following fields:

- *Action:** Pay Rate Change (highlighted with a red box)
- *Reason:** A dropdown menu (highlighted with a red box) showing the following options: Base Pay - Decrease in Pay, Base Pay - Increase in Pay, Percent of Time Change, Reappointment, Restore Pay, Temp Pay - Increase in Pay, and Temp Pay Decrease in Pay.
- Old Effective Date:** 01/04/2016
- *Effective Date:** A text input field.
- Comments:** A text area.
- Buttons:** Previous and Next.

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

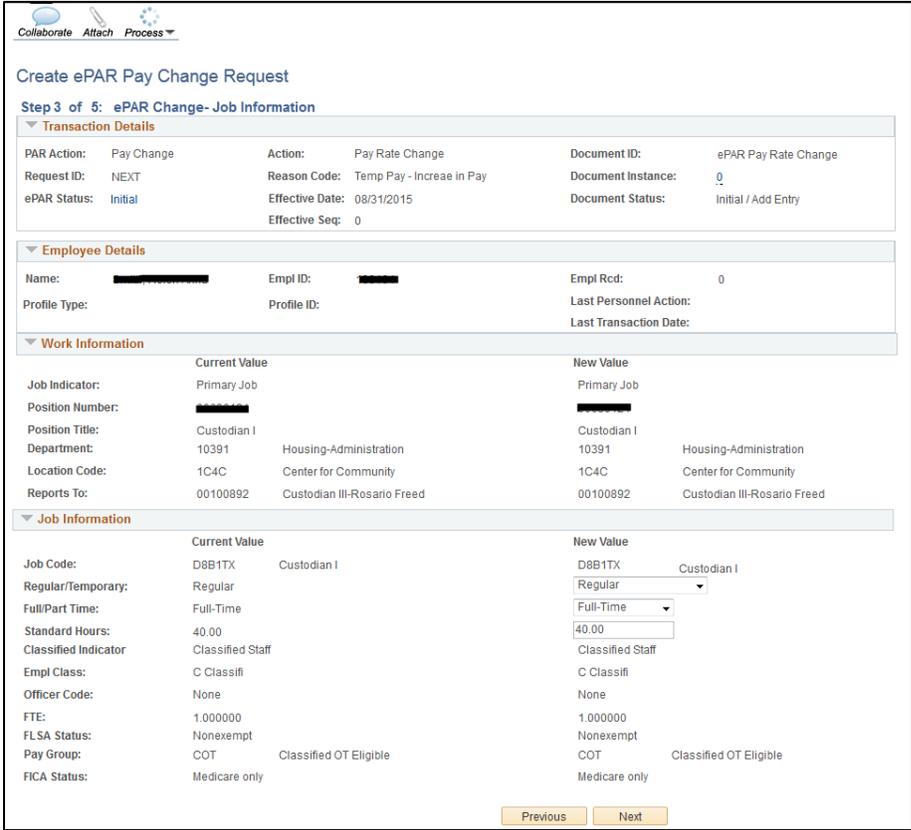
3. Type or select an **Effective Date**.

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.



Create ePAR Pay Change Request
Step 3 of 5: ePAR Change- Job Information

Transaction Details

PAR Action: Pay Change	Action: Pay Rate Change	Document ID: ePAR Pay Rate Change
Request ID: NEXT	Reason Code: Temp Pay - Increase in Pay	Document Instance: 0
ePAR Status: Initial	Effective Date: 08/31/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Employee Details

Name: ██████████	Empl ID: ████████	Empl Rcd: 0
Profile Type:	Profile ID:	Last Personnel Action:
		Last Transaction Date:

Work Information

	Current Value	New Value
Job Indicator:	Primary Job	Primary Job
Position Number:	██████████	██████████
Position Title:	Custodian I	Custodian I
Department:	10391 Housing-Administration	10391 Housing-Administration
Location Code:	1C4C Center for Community	1C4C Center for Community
Reports To:	00100892 Custodian III-Rosario Freed	00100892 Custodian III-Rosario Freed

Job Information

	Current Value	New Value
Job Code:	D8B1TX Custodian I	D8B1TX Custodian I
Regular/Temporary:	Regular	Regular
Full/Part Time:	Full-Time	Full-Time
Standard Hours:	40.00	40.00
Classified Indicator	Classified Staff	Classified Staff
Empl Class:	C Classifi	C Classifi
Officer Code:	None	None
FTE:	1.000000	1.000000
FLSA Status:	Nonexempt	Nonexempt
Pay Group:	COT Classified OT Eligible	COT Classified OT Eligible
FICA Status:	Medicare only	Medicare only

2. Click **Next**. 

Step 4: Compensation

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

Collaborate Attach Process

Create ePAR Pay Change Request

Step 4 of 6: ePAR Change - Compensation

Transaction Details

PAR Action: Pay Change Action: Pay Rate Change Document ID: ePAR Pay Rate Change
 Request ID: NEXT Reason Code: Temp Pay - Increase in Pay Document Instance: 0
 ePAR Status: Initial Effective Date: 08/31/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: ██████████ Empl ID: ████████ Empl Rcd: 0
 Profile Type: Profile ID: Last Personnel Action:
 Last Transaction Date:

Compensation

	Current Value	New Value
Salary Admin Plan:	940 Labor, Trades & Crafts	940 Labor, Trades & Crafts
Salary Grade:	L04 L04	L04 L04
Compensation Rate:	2,225.070000	2,225.070000
Comp Freq:	M Monthly - Salary	M Monthly - Salary
Total Comp Rate Change:	17.650000	0.000000
Total Comp Percent Increase:	0.800	0.000

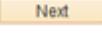
Job Pay Components

Current Pay Components		New Pay Components	
Rate Code	Comp Rate	Rate Code	Comp Rate
1 BASEM	2225.07	1 BASEM	2225.070000

Previous Next

Audit Details

Entered By: Updated By:
 Entered On: Updated On:

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.

Save Collaborate Attach Process

Create ePAR Pay Change Request

Step 5 of 6: ePAR - Department Budget

Transaction Details

PAR Action: Pay Change Action: Pay Rate Change Document ID: ePAR Pay Rate Change
 Request ID: NEXT Reason Code: Temp Pay - Increase in Pay Document Instance: 0
 ePAR Status: Initial Effective Date: 08/31/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: ██████████ Empl ID: ████████ Empl Rcd: 0
 Profile Type: Profile ID: Last Personnel Action:
 Last Transaction Date:

Current Funding

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distrb %	Funding End Date
1 0.00	10386		12061664	2000	20	35664	100.000	

Dept Budget

New Funding Same as Current Funding?

New Funding

Position Number: 00636124 **Amt** Pct
 Status: Active

Budget Amount	Department	Project/Grant	Speedtype	Product	Fund Code	Program Code	Distribution %	Funding End Date
1 0.00	10386		12061664				100.000	

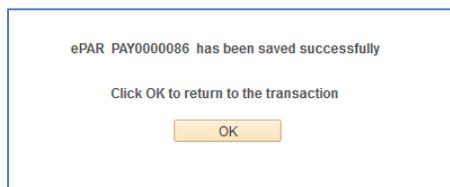
Previous

Audit Details

Entered By: Updated By:
 Entered On: Updated On:

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 combinations. 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.

The screenshot shows the 'Action/Reason Selection' form. The '*Action:' dropdown is set to 'Pay Rate Change'. The '*Reason:' dropdown is set to 'Base Pay - Increase in Pay'. The 'Old Effective Date' is 12/01/2015. The '*Effective Date' is 01/15/2016, which is highlighted with a red box. Other fields include 'Old Effective Sequence: 0', 'Effective Sequence: 0', and 'Fiscal Year: 2016'.

Data Change: Demotion

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

The screenshot shows the 'Action/Reason Selection' form. The '*Action:' dropdown is set to 'Data Change' and the '*Reason:' dropdown is set to 'Demotion', both highlighted with red boxes. The 'Old Effective Date' is 12/26/2015. The '*Effective Date' field is empty. The 'Profile Type' dropdown is set to 'Univ Staff Pos Profile Templ'. There is a 'Comments' text area and 'Previous' and 'Next' buttons at the bottom.

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:

The screenshot shows the 'Step 5 of 9: ePAR NPP- JOB Pos Summary' screen. It contains several sections: 'Transaction Details', 'Employee Details', 'Current Position Summary', and 'New Position Summary'. The 'Current Position Summary' and 'New Position Summary' sections each have a table with columns for ID, Type of Review, Exemption Statute, Feed to CU Careers?, and Job Summary. In the 'New Position Summary' table, the 'Feed to CU Careers?' checkbox is unselected and highlighted with a red box.

Current Position Summary				
ID	Type of Review	Exemption Statute	Feed to CU Careers?	Job Summary
			<input type="checkbox"/>	

New Position Summary				
ID	Type of Review	Exemption Statute	Feed to CU Careers?	Job Summary
			<input type="checkbox"/>	

5. Click **Next**. 

Data Change: Promotion

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

The screenshot shows a form titled "Action/Reason Selection". The form contains the following fields:

- *Action:** A dropdown menu with "Data Change" selected. This field is highlighted with a red box.
- *Reason:** A dropdown menu with "Promotion" selected. This field is highlighted with a red box.
- Old Effective Date:** 12/26/2015
- Old Effective Sequence:** 0
- *Effective Date:** A text input field with a calendar icon.
- Effective Sequence:** 0
- Fiscal Year:** A text input field.
- Profile Type:** A dropdown menu with "Univ Staff Pos Profile Templ" selected.
- Comments:** A large text area for entering comments.
- Navigation:** "Previous" and "Next" buttons at the bottom right.

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:

The screenshot shows a web form titled "Step 6 of 9: ePAR NPP- JOB Pos Summary". It is divided into several sections: "Transaction Details", "Employee Details", "Current Position Summary", and "New Position Summary".

- Transaction Details:** PAR Action: Pay Change, Action: Data Change, Document ID: ePAR Pay Rate Change, Request ID: NEXT, Reason Code: Demotion, Document Instance: 0, ePAR Status: Initial, Effective Date: 12/17/2015, Document Status: Initial / Add Entry, Effective Seq: 0.
- Employee Details:** Name: [blank], Empl ID: [blank], Empl Rcd: 0, Profile Type: Univ Staff Pos Profile Templ, Profile ID: [blank], Last Personnel Action: [blank], Last Transaction Date: [blank].
- Current Position Summary:** A table with columns: ID, Type of Review, Exemption Statute, Feed to CU Careers?, Job Summary. The "Feed to CU Careers?" checkbox is unselected.
- New Position Summary:** A table with columns: ID, Type of Review, Exemption Statute, Feed to CU Careers?, Job Summary. The "Feed to CU Careers?" checkbox is unselected and highlighted with a red box.

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:

The screenshot shows a form titled "Action/Reason Selection". The form contains the following fields:

- *Action:** A dropdown menu with "Data Change" selected. This field is highlighted with a red box.
- *Reason:** A dropdown menu with "Temp to Permanent" selected. This field is highlighted with a red box.
- Old Effective Date:** 12/26/2015
- Old Effective Sequence:** 0
- *Effective Date:** A date input field with a calendar icon.
- Effective Sequence:** 0
- Fiscal Year:** A text input field.
- Profile Type:** A dropdown menu with "Univ Staff Pos Profile Templ" selected.
- Comments:** A large text area for entering notes.

At the bottom of the form, there are two buttons: "Previous" and "Next".

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:

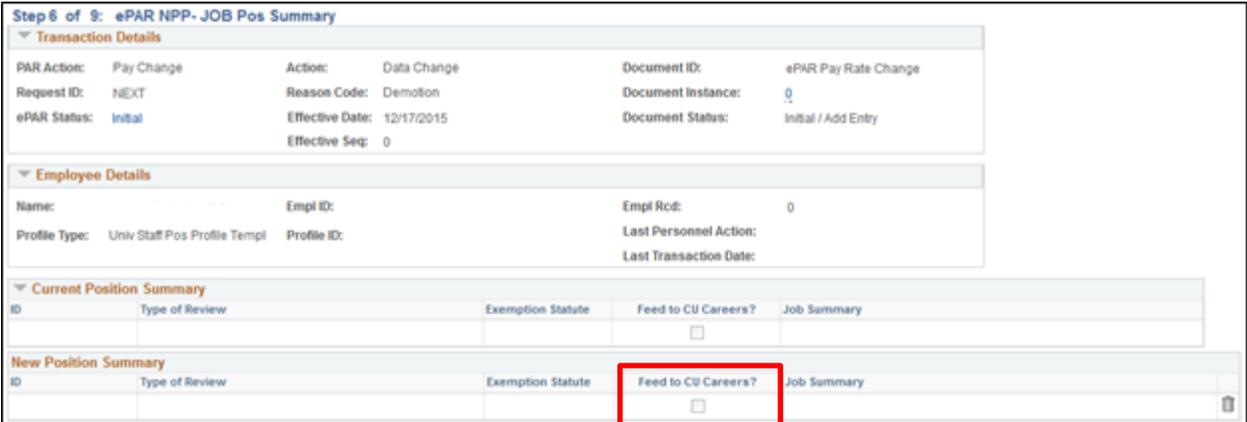
Compensation:

- 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 unselected, 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:

The screenshot shows a form titled "Action/Reason Selection". The form contains the following fields:

- *Action:** A dropdown menu with "Data Change" selected. This field is highlighted with a red box.
- *Reason:** A dropdown menu with "To Classified" selected. This field is also highlighted with a red box.
- Old Effective Date:** 12/26/2015
- Old Effective Sequence:** 0
- *Effective Date:** A date input field with a calendar icon.
- Effective Sequence:** 0
- Fiscal Year:** A text input field.
- Profile Type:** A dropdown menu with "Univ Staff Pos Profile Templ" selected.
- Comments:** A large text area for entering comments.
- Navigation:** "Previous" and "Next" buttons at the bottom.

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:

The screenshot shows a web form titled "Step 6 of 9: ePAR NPP- JOB Pos Summary". It is divided into several sections: "Transaction Details", "Employee Details", "Current Position Summary", and "New Position Summary".

- Transaction Details:** PAR Action: Pay Change, Action: Data Change, Document ID: ePAR Pay Rate Change, Request ID: NEXT, Reason Code: Demotion, Document Instance: 0, ePAR Status: Initial, Effective Date: 12/17/2015, Document Status: Initial / Add Entry, Effective Seq: 0.
- Employee Details:** Name: [blank], Empl ID: [blank], Empl Rcd: 0, Profile Type: Univ Staff Pos Profile Templ, Profile ID: [blank], Last Personnel Action: [blank], Last Transaction Date: [blank].
- Current Position Summary:** A table with columns: ID, Type of Review, Exemption Statute, Feed to CU Careers?, Job Summary. The "Feed to CU Careers?" checkbox is unchecked.
- New Position Summary:** A table with columns: ID, Type of Review, Exemption Statute, Feed to CU Careers?, Job Summary. The "Feed to CU Careers?" checkbox is unchecked and highlighted with a red box.

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:

Step 6 of 9: ePAR NPP- JOB Pos Summary

Transaction Details

PAR Action: Pay Change Action: Data Change Document ID: ePAR Pay Rate Change
 Request ID: NEXT Reason Code: Demotion Document Instance: 0
 ePAR Status: Initial Effective Date: 12/17/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: Empl ID: Empl Rcd: 0
 Profile Type: Univ Staff Pos Profile Templ Profile ID: Last Personnel Action:
 Last Transaction Date:

Current Position Summary

ID	Type of Review	Exemption Statute	Feed to CU Careers?	Job Summary
			<input type="checkbox"/>	

New Position Summary

ID	Type of Review	Exemption Statute	Feed to CU Careers?	Job Summary
			<input type="checkbox"/>	

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:

Action/Reason Selection

*Action: Data Change *Reason: To Student

Old Effective Date: 12/26/2015 Old Effective Sequence: 0

*Effective Date: Effective Sequence: 0 Fiscal Year:

Profile Type: Univ Staff Pos Profile Templ

Comments:

Previous Next

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:

Step 6 of 9: ePAR NPP- JOB Pos Summary

Transaction Details

PAR Action: Pay Change Action: Data Change Document ID: ePAR Pay Rate Change
 Request ID: NEXT Reason Code: Demotion Document Instance: 0
 ePAR Status: Initial Effective Date: 12/17/2015 Document Status: Initial / Add Entry
 Effective Seq: 0

Employee Details

Name: Empl ID: Empl Rcd: 0
 Profile Type: Univ Staff Pos Profile Templ Profile ID: Last Personnel Action:
 Last Transaction Date:

Current Position Summary

ID	Type of Review	Exemption Statute	Feed to CU Careers?	Job Summary
			<input type="checkbox"/>	

New Position Summary

ID	Type of Review	Exemption Statute	Feed to CU Careers?	Job Summary
			<input type="checkbox"/>	

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:

Action/Reason Selection

*Action: Data Change *Reason: To University Staff
 Old Effective Date: 12/26/2015 Old Effective Sequence: 0
 *Effective Date: Effective Sequence: 0 Fiscal Year:
 Profile Type: Univ Staff Pos Profile Templ
 Comments:

Previous Next

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 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 and Temp/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:

The screenshot displays the 'Step 6 of 9: ePAR NPP- JOB Pos Summary' form. It is divided into three main sections: Transaction Details, Employee Details, and Position Summary.

- Transaction Details:** PAR Action: Pay Change; Action: Data Change; Document ID: ePAR Pay Rate Change; Request ID: NEXT; Reason Code: Demotion; Document Instance: 0; ePAR Status: Initial; Effective Date: 12/17/2015; Document Status: Initial / Add Entry; Effective Seq: 0.
- Employee Details:** Name: [redacted]; Empl ID: [redacted]; Empl Rcd: 0; Profile Type: Univ Staff Pos Profile Templ; Profile ID: [redacted]; Last Personnel Action: [redacted]; Last Transaction Date: [redacted].
- Current Position Summary:** A table with columns: ID, Type of Review, Exemption Statute, Feed to CU Careers?, Job Summary. The 'Feed to CU Careers?' checkbox is unchecked.
- New Position Summary:** A table with columns: ID, Type of Review, Exemption Statute, Feed to CU Careers?, Job Summary. The 'Feed to CU Careers?' checkbox is unchecked and highlighted with a red box.

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 Tmpl, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Tmpl:

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

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 Step of 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:

The screenshot shows a form titled "Action/Reason Selection". The form contains the following fields:

- *Action:** A dropdown menu with "Pay Rate Change" selected. This field is highlighted with a red box.
- *Reason:** A dropdown menu with "Base Pay - Increase in Pay" selected. This field is also highlighted with a red box.
- Old Effective Date:** 12/26/2015
- Old Effective Sequence:** 0
- *Effective Date:** An empty text box with a calendar icon.
- Effective Sequence:** 0
- Fiscal Year:** An empty text box.
- Comments:** A large text area for entering comments.
- Buttons:** "Previous" and "Next" buttons at the bottom right.

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 Tmpl, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Tmpl:

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):

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

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.

The screenshot shows a form titled "Action/Reason Selection". The form contains the following fields:

- *Action:** Pay Rate Change (highlighted with a red box)
- *Reason:** Percent of Time Change (highlighted with a red box)
- Old Effective Date:** 12/01/2015
- Old Effective Sequence:** 0
- *Effective Date:** 12/22/2015 (with a calendar icon)
- Effective Sequence:** 0
- Fiscal Year:** 2016
- Profile Type:** Univ Staff Pos Profile Templ
- Comments:** (empty text area)

At the bottom of the form are two buttons: "Previous" and "Next".

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:

The screenshot shows a form titled "Action/Reason Selection". It contains the following fields:

- *Action: Pay Rate Change (highlighted with a red box)
- *Reason: Reappointment (highlighted with a red box)
- Old Effective Date: 01/04/2016
- Old Effective Sequence: 0
- *Effective Date: [] (with a calendar icon)
- Effective Sequence: 0
- Fiscal Year: []
- Comments: []
- Buttons: Previous, Next

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:

Contract Information	
Contract Pay Type:	<input type="text"/>
Monthly Frequency:	M <input type="text"/> MON Sal
Pay Period Hours:	
Assign Hours To Flag:	Not Applicable
Contract End Date:	<input type="text"/>
Payment End Date:	<input type="text"/>
Termination Date:	<input type="text"/>
Payment Term:	<input type="text"/>
Calculation Method:	Actual
Daily Hours:	8.00
Contract Begin Date:	<input type="text"/>
Payment Begin Date:	<input type="text"/>
Actual Start Date:	<input type="text"/>

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 be 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:

The screenshot shows a form titled "Action/Reason Selection". The form contains the following fields:

- *Action: Pay Rate Change (dropdown menu, highlighted with a red box)
- *Reason: Restore Pay (dropdown menu, highlighted with a red box)
- Old Effective Date: 12/26/2015
- *Effective Date: [text input field with a calendar icon]
- Old Effective Sequence: 0
- Effective Sequence: 0
- Fiscal Year: [text input field]
- Comments: [text area]
- Buttons: Previous, Next

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 Tmpl, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Tmpl:

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):

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 **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 (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

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:

The screenshot shows a form titled "Action/Reason Selection". The form contains the following fields:

- *Action:** A dropdown menu with "Pay Rate Change" selected. This field is highlighted with a red box.
- *Reason:** A dropdown menu with "Temp Pay Decrease in Pay" selected. This field is also highlighted with a red box.
- Old Effective Date:** 12/26/2015
- Old Effective Sequence:** 0
- *Effective Date:** A text input field with a calendar icon.
- Effective Sequence:** 0
- Fiscal Year:** A text input field.
- Comments:** A large text area.
- Buttons:** "Previous" and "Next" buttons at the bottom right.

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 Tmpl, Temp/Student Non-Person Prof, and Univ Staff Pos Profile Tmpl:

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 (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 **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