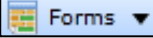



HOW TO SUBMIT A POSITION AND COMPENSATION CHANGE FORM

1. Select the employee from the Address Book in My HR
2. Access the **Position and Compensation Form** from the  Forms drop-down
3. Insert the Effective Date at the top of the form

Effective Date*: Today Tomorrow As of 

4. Select the Location (Department) for the position. Then select the new Position Title. Insert the Reason for the change. If the employee is changing FTE, insert the new Full Time Equivalent. **Note: If this is a new position, you must work with HR first before submitting the request to ensure the correct position is loaded in the system.**

Work Assignment

Location *	Full Time Equivalent	Reason *
<input type="text" value="Research Administration"/>	<input type="text" value="1"/>	<input type="text" value="Promotion"/>
Position Title *	Position Term	Employment Indicator
<input type="text" value="Research Administration Research Coordinator"/>	<input type="text" value="Regular"/>	<input type="text" value="No Patient Contact"/>

5. Complete the new Pay Details information.

Pay and Rates

Pay Type *	Pay Class *	Average Daily Hours *	Normal Weekly Hours *	Semi Monthly Hours (Top)	Semi Monthly Hours (Bottom)
<input type="text" value="Salary"/>	<input type="text" value="Full Time"/>	<input type="text" value="8"/>	<input type="text" value="40"/>	<input type="text" value="87"/>	<input type="text" value="87"/>
Vacation Rate	Overtime Rate	Alternate Rate			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

Pay Type: Salaried or Hourly
Pay Class: Full-Time, Part-Time, or Casual
Semi Monthly Hours (Top): [87 hours] X [FTE]
Semi Monthly Hours (Bottom): [87 hours] X [FTE]
Normal Weekly Hours: [40 hours] X [FTE]
Average Daily Hours: [8 hours] X [FTE]

6. Under Compensation Changes, update the employee's salary/wage either by:

ENTERING A NEW AMOUNT

- Keep the Change Total toggle checked
- Select a **Reason** from the drop-down (Merit)
- Type in a new **Amount**.

Reason	Amount *	Comment	
Merit	\$57,000		
	Annual Salary	Base Rate	Change %
Previous Compensation	\$55,000.0000	\$26.3410	
Merit	+ \$2,000.0000	+ \$0.9579	+ 3.64 %
Employee Compensation	\$57,000.0000 ↑	\$27.2989 ↑	+ 3.64 %

ENTERING AN INCREMENT CHANGE

- Switch to the **Change by Increment** Toggle

Change Total or
 Change by Increment

- Click the **+ Add** button
- Select a **Reason** from the drop-down (Merit)
- Select a **Change Type**. You can either increase the pay by a set dollar amount or by a percentage.
- Enter the **Change Value**

Reason	Change Type	Change Value	Comment
Merit	% Amount	3%	
	Annual Salary	Base Rate	Change %
Previous Compensation	\$55,000.0000	\$26.3410	
Merit	+ \$1,650.0000	+ \$0.7902	+ 3.00 %
Employee Compensation	\$56,650.0000 ↑	\$27.1312 ↑	+ 3.00 %

- Click Submit

