Pay Rate Change

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June 18th 2010 HRMS UL Meeting

Agenda

• What’s changed?
• Rational for changes
• When will the changes be available
• Security reminder
• Questions
What’s Changed?

• Data Selection page
  – Job Family criteria added
  – Can run by Dept ID and Job Family
  – Additional fields added to results
  – Bi-Weekly employees shown in annualized terms
  – User friendly date format of mm/dd/yyyy (what no more 20010109????)

What’s Changed?

• Excel template now contains more fields
  – New Fields: Job Code Description, Job Family, Job Family Description, FTE, Standard Hours, Salary Grade, FLSA Status, Supervisor First Name and Supervisor Last Name
  – Fixed “leading zero” issue with empl IDs
  – Renamed fields to a more User Friendly naming convention
  – New Comp Rate and Full Time rate will be annualized for all employees aside from hourly!
  – Can process multiple short codes for Salary Supplement
Rational for change

- Changes were given to ITS from Process Improvement Advisory Group (PIAG), and Unit Administer Workgroup (UAW)
- Changes were also reviewed and discussed with central HR

When will the changes be available

- Pay Rate Change Data Selection and excel template will be available for use on June 30th
- Pay Rate Change Template is stored in My Linc (search “pay rate change” to find all Pay Rate Change documentation)
Security reminder

- HR Pay Rate Change Updater
  - Provides access to both download and upload pay rate changes
- HR Total Appointment View User/HR App Viewer
  - Can only RUN the data selection process. Does not have access to upload pay rate changes
- OARs form to request access.
  - HR Pay Rate Change role requires Central HR approval.
  - HR Total Appointment View User has required training (on-line)

Questions

QUESTIONS?