9.1 Start Employment User Guide for Processing Pay Rate Change for EPA Faculty Employees

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Introduction
An EPA pay rate change action is processed in the HR System once the request has been reviewed and approved by EPA Administration within the PeopleAdmin system. Please note that EPA Additional Compensation is processed through the EPA Additional Compensation Application and is processed separately from these instructions.

For more information on EPA pay rate changes and EPA Additional Compensation please visit this link: http://www.ncsu.edu/human_resources/EPA/epasalaryadmin.php.

Pay Rate Change Scenario
In this scenario we are processing a Pay Rate Change for an EPA Faculty employee due to duties changing.
Email Approval Example

This is an example of an approval email that you will receive from EPA Administration.

The request to adjust the Administrative Supplement (ADMSTP) for, Employee Name, has been endorsed by EPA Administration with an effective date of 01/01/2015. Below are the specifics of the endorsed personnel action:

I. Incumbent Information
   Name: Kathleen Wolfpack
   Employee ID: 000123456
   Action Number: AC150558EP
   Working Title: Associate Professor

II. Position Information
   OUC: 160501 - Philosophy & Religious Studies
   Position Number: 00040015
   Job Title: F021 - Associate Professor
   Position Type: Tenured/TT Faculty
   EPA Category: Faculty
   Appointment Length: 9-Month Recurring
   FTE: 1.00

III. EPA Job Action Information
   Type of EPA Action: Salary Adjustment
   Type of Salary Supplement: ADMSTP - Administrative Supplement
   Current Base Salary: $71,242 ($65,242 + $6,000 ADMSTP)
   Proposed Salary Supplement: $6,600 (increasing existing supplement by $600)
   Percent of change from June 30th base salary: 3.76%
   Salary Supplement Begin Date: 01/01/2015
   Salary Supplement End Date: N/A

   Basis for Request: Increasing current admin supplement by $600 per year to cover additional duties as Chair for Courses on the Undergraduate Committee, per dept. Head.

IV. Status
   Action Status: (EPA) Approved as Requested
   Type of Action: Salary Adjustment
   Date Approved: 11/24/2014
   Effective Date: 01/01/2015

To further assist with this action, here are instructions for entering this action into the HR (PeopleSoft) System:

**STEP ONE**

1. Select Workforce Administration> Job Information> Job Data.
2. Insert a new row.
3. In the Work Location panel, enter the appropriate effective date.
4. Select Action: Pay Rate Change (PAY).
6. Go to the Compensation panel and add a new row for the supplemental pay.
7. Enter the endorsed supplemental pay amount.
8. Calculate Compensation to display the new Compensation Rate.
9. Save the action.
Job Data
To process a pay rate change action for an employee you will need to locate the employee in Job Data. To navigate to this screen, follow the path below.

Once you click on the Job Data Link, the screen below will appear. Type in the employee’s ID number or name and click Search.

Hint: To search by NAME type in the full first and last name then click Search.
To process the action click on the plus sign in the right hand corner of the Work Location screen. With reviewing the approval email, update the effective date of the pay rate change action. Once the date has been entered then select the appropriate Action and Reason. This information should be provided in the approval email. If you should need to review the complete list of reasons click on the.

Once this panel is complete, click on the Compensation tab to update the salary.
Compensation Panel

In this example an ADMSTP already exist, ($6000). To update this panel with the changed Administrative Supplement, first begin by changing the amount of the ADMSTP salary under the Pay Components section.

Next step is to click on Calculate Compensation so the new salary is visible under Compensation Rate and Pay Components. Once this is complete, click Save.
The action has been processed and is now active in the HR System. The next step is to scan and email the appropriate paperwork to your designated HRIM Specialist.

**Pay Rate Change Paperwork Check-List**

1. EPA Administration Endorsement Email
2. Copy of employee notification memo/letter (if applicable)