9.1 Start Employment User Guide for Processing Pay Rate Change for EPA Non-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 Non-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 base salary adjustment request submitted for, Employee Name, has been endorsed by EPA Administration with an effective date of 12/01/2014. Below are the specifics of the endorsed EPA job action:

I. Incumbent Job Information
   Employee ID: 000123456
   Name: Kathleen Wolfpack
   Working Title: Assistant Director

II. Position Information
   OUC: 240120 - Academic and Student Affairs - Assessment
   Position Number: 00040015
   Title: C210T - Assistant Director
   Position Type: EPA Non-Faculty
   EPA Category: Instructional
   Appointment Length: 12-Month Recurring
   FTE: 1.0

III. Job Action Information
   PeopleAdmin Action #: AC150666EP
   Type of EPA Action: Salary Adjustment, Update Existing Position Description
   Type of Salary Action: Duties Change
   Endorsed annualized base salary: 61,800
   Annualized amount of salary adjustment: $1,800
   % of annualized salary adjustment: 3%
   Basis for Request: Kathleen Wolfpack’s new responsibilities in the department include: planning and facilitating external comprehensive program review. This includes working with faculty to identify academic program needs, providing data, managing external reviewers’ schedules, finances and report writing. Asking for a 3% increase in salary that equals $1800.00

IV. Status of Requested Action
   Action Status: (EPA) Approved as Requested
   Type of Action: Salary Adjustment
   Date Approved: 12/11/2014
   Effective Date: 12/01/2014

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

Select Workforce Administration> Job Information> Job Data

- Insert a new row
- In the Work Location panel, enter the appropriate effective date
- Select Action: Pay Rate Change (PAY)
- Select Reason: PID - Pay Increase, EPA Duties
- Go to the Compensation panel and change the salary
- Calculate Compensation to display the new Compensation Rate
- 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 then click on the Compensation tab to update the salary.
**Compensation Panel**

To update this panel with the new salary first begin by changing the Base salary under the Pay Components section.

The 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 designed HRIM Specialist.
Pay Rate Change Paperwork Check-List

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<tbody>
<tr>
<td>1.</td>
<td>EPA Administration Endorsement Email</td>
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<tr>
<td>2.</td>
<td>Copy of employee notification memo/letter (if applicable)</td>
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</tbody>
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*Edited by EM*