9.1 Start Employment User Guide for Processing Pay Rate Change for SPA Employees

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Introduction

An SPA pay rate change action is processed in the HR System once the request has been reviewed and approved by HR Classification and Compensation within the PeopleAdmin system.

For more information on SPA pay rate changes please visit this link: http://www.ncsu.edu/human_resources/classcomp/sal_adjust.php.

Pay Rate Change Scenario

In this scenario we are processing a Pay Rate Change for a SPA employee due to duties changing. The employee will be reclassified from an Accounting Technician position to an Accountant with a salary increase.
Email Approval Example

This is an example of an approval email that you will receive from HR Classification and Compensation.

Good morning,

Thank you for discussing this position with me on Monday. This email serves as confirmation that review of PeopleAdmin action #AC150246SP is complete. As requested, position #00123456, currently held by, Employee Name, is endorsed for reclassification from Accounting Technician-A Contributing to Accountant at the Contributing level.

Please ensure a PeopleSoft action is entered effective 2/1/2015 by the February payroll lockout. For your reference, a detailed summary of the salary change is included below, along with instructions for entering the PeopleSoft action.

Summary of Endorsed PeopleAdmin Action:

I. Incumbent Information
   Name: Kathleen Wolfpack
   Empl ID: 123456789
   Action Number: AC150246SP
   Working Title: Contract Manager

II. Position Information
   OUC: 140601 – Fitts Dept Indust
   Position Number: 00123456
   Endorsed Classification Title: Accountant
   Endorsed Career-band Level: Contributing
   New Job Code: 10751

   *Note: If entering the Job Code into PeopleSoft as a result of an endorsed reclassification action, PeopleSoft may require this code to end in an “N” or “E”. If so, please select accordingly based on the FLSA Status noted below.
   FLSA Status: Exempt
   FTE: 1.0
   Time Limited: No
   Appointment Duration: 12-Month Recurring

III. Personnel Action Information
   Type of SPA Action: Reclassification
   Type of Salary Action: Reclassification
   Current salary: $51,000
   Endorsed Increase- dollar amount: $3,000
   Endorsed Increase - percentage: 5.9%
   Endorsed New Salary: $54,000
   Effective Date: 2/1/2015

IV. Status
   Date Approved: 1/19/2015
   HR Consultant: Name

PeopleSoft Action Instructions:

1) Go to Organizational Development> Add/Update positions> insert a new row> enter the effective date> select Reason: Reclass SPA Higher Journey Reference Rate > Change the job code> Enter the appropriate Step-Level (1=Contributing, 2=Journey, 3=Advanced)> Save the action.
2) Go to Workforce Administration> Job Data> Insert a new row> Enter the effective date> Change the Sequence number to 1> Select Action/Reason: Pay Rate Change / Pay Increase Reclass> Go to the Salary Plan panel and ensure the appropriate Step-Level is reflected (1=Contributing, 2=Journey, 3=Advanced)> go to the Compensation panel and enter the new salary information> click on Calculate Compensation to display the new Compensation Rate. Save the action.
Position Data

First step in this process is to update the position so the new information can feed to the person in Job Data. To navigate to this screen follow the path below.

To retrieve the position, type in the 8-digit position number in the appropriate field and click Search.
Once the Position Information page appears then the action can be processed. The instructions on how to process the action will be provided in the body of the email you receive from HR-Cloassification and Compensation.
In this particular scenario the fields highlighted below have been updated per the approval email. To ensure the position action automatically feeds to job data, make sure the “Update Incumbents” box is checked under the Specific Information tab before saving the action.

Once this action is completed then you can proceed to Job Data and verify that the action transitioned correctly and also process the pay rate change associated with this reclassification. If the position action did not transition to job data and the incumbent box was checked notify your HRIM specialist to investigate.

**NOTE:** The position action must appear in job data before any other transaction appears with the same effective date.
Job Data
To navigate to the Job Data 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.
The position change that was processed should be the most current action. The instructions on how to process the Pay Rate Change action will be provided in the body of the email you receive from HR-Classification and Compensation.

To process the pay rate change click on the plus sign to add a row. Update the effective date, Sequence, and Action and Reason.
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 .

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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<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Approval email received from HR-Classification and Compensation</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of memo or letter given to employee if applicable</td>
</tr>
</tbody>
</table>

*edited by EM*