

# 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](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.

The screenshot shows the navigation path: Main Menu > Human Resources Systems > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info. A dropdown menu is open under 'Position Management', showing a list of options including 'Position Manager'. A red line highlights the path from 'Human Resources Systems' to 'Add/Update Position Info'. The 'Add/Update Position Info' option is highlighted in yellow.

To retrieve the position, type in the 8-digit position number in the appropriate field and click .

The screenshot shows the 'Add/Update Position Info' screen. The 'Find an Existing Value' tab is selected. The 'Search Criteria' section is expanded, showing fields for Position Number, Description, Position Status, Business Unit, Department, Job Code, and Reports To Position Number. Each field has a 'begins with' dropdown and a text input box. The 'Position Number' field is highlighted with a yellow arrow. At the bottom, the 'Search' button is highlighted with a yellow arrow. The 'Search' button is located next to the 'Clear' button and the 'Basic Search' and 'Save Search Criteria' links.

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-Classification and Compensation.

Description	Specific Information	Budget and Incumbents
<b>Position Information</b> <span>Find   View All   First 2 of 8   Last</span>		
Position Number: <b>00123456</b>		
Headcount Status: Filled 00042891 Current Head Count: 1 out of 1		
*Effective Date: 09/15/2012 <input type="text"/> *Status: Active <input type="button" value="PAF"/>		
*Reason: CNV <input type="text"/> Conversion Action Date: 09/29/2012		
*Position Status: Approved <input type="text"/> Status Date: 01/01/1901 <input type="text"/>		
<input type="checkbox"/> Position Flagged Flagged Position Reason <input type="text"/> None Selected		
Recurring/Contract Length: 12 Month <input type="text"/>		
<input type="checkbox"/> Time Limited (SPA) Mandatory/Essential/Key <input type="text"/> *Empl Class <input type="text"/> SPA <input type="text"/> SPA Employee		
<b>Job Information</b>		
JCAT: 512X00 Accounting Assistant		
*Job Code: 10750N <input type="text"/> Accounting Technician		
*Regular Shift: N/A <input type="text"/>		
*Title: Accounting Technician Short Title: AcctTech <a href="#">Detailed Position Description</a>		
<b>Work Location</b>		
*Department: 140601 <input type="text"/> Fitts Dept Indust & Syst Engr		
*Location: 026 <input type="text"/> E.P.Fitts-Industri.& Sys Engr		
Reports To: 00042945 <input type="text"/> Business Officer		
<b>Salary Plan Information</b>		
Salary Admin Plan: FSCL <input type="text"/> Grade: 01 <input type="text"/> Step: 3 <input type="text"/>		
Standard Hours: 40.00 <input type="text"/> Work Period: W <input type="text"/> Weekly		
Shared Position FTE: 0.000000 <input type="text"/>		
<b>U S A</b>		
FL SA Status: Nonexempt <input type="text"/>		
Updated on: 09/29/2012 10:03:05AM Updated By: CONVERSION		

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.

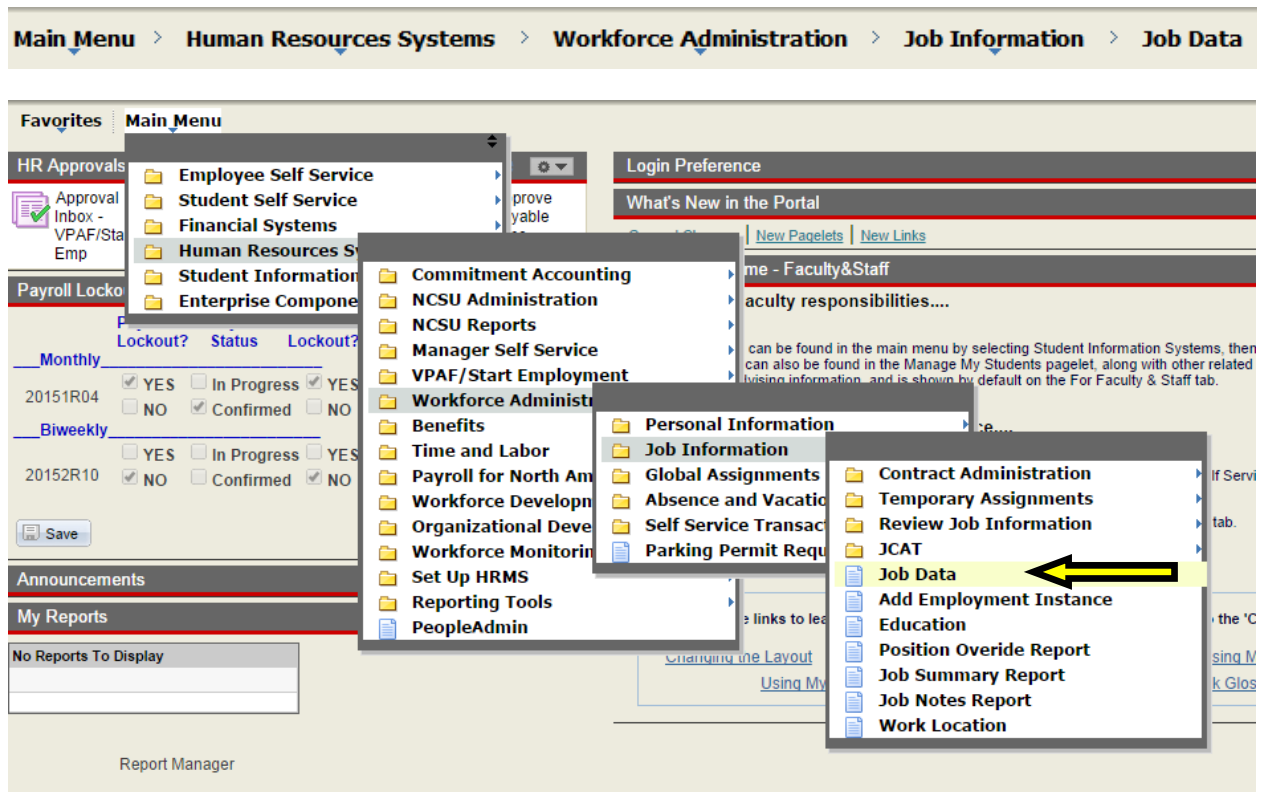
The screenshot displays the 'Specific Information' tab of a position action form. The 'Incumbents' section at the top right contains two checked checkboxes: 'Update Incumbents' and 'Include Salary Plan/Grade'. A yellow arrow points to the 'Effective Date' field, which is set to 02/01/2015. Another yellow arrow points to the 'Update Incumbents' checkbox. The form includes sections for Position Information, Job Information, Work Location, and Salary Plan Information, with various fields for dates, status, and organizational details.

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 .

The screenshot shows the 'Job Data' search screen. It has a search criteria section with fields for 'Empl ID:', 'Empl Record:', 'Name:', 'Last Name:', 'Second Last Name:', 'Alternate Character Name:', and 'Middle Name:'. Each field has a dropdown menu for search criteria (e.g., 'begins with', '=') and a text input field. There are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A yellow box on the right contains a hint: 'Hint: To search by NAME type in the full first and last name then click Search.' Annotations include a yellow arrow pointing to the 'Search' button, a yellow box with 'OR' between two arrows pointing to the 'Empl ID:' and 'Name:' fields, and a yellow arrow pointing to the 'Basic Search' link.

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.

**Work Location** | Job Information | Payroll | Salary Plan | Compensation | Appointment Info | Rank/Tenure Info

**Kathleen Wolfpack**  
Employee

Empl ID: **123456789**  
Empl Record: 0

**Work Location** Find First 2 of 2

\*Effective Date: **02/01/2015** PAF Go To Row + -

Effective Sequence: **0** \*Action: **Position Change**

HR Status: **Active** \*Reason: **Reclass SPA Higher Journey Ref**

Payroll Status: **Active** \*Job Indicator: **Primary Job** History ☐

Position Number: **00123456** Accountant  
Override Position Data

Position Entry Date: 08/24/2013  
☒ Position Management Record

Regulatory Region: **USA** United States

Company: **NCS** NC State University

Business Unit: **NCSU1** NC State Univ Business Unit

Department: **140801** Fitts Dept Indust & Syst Engr

Department Entry Date: 08/24/2013

Location: **026** E.P.Fitts-Industrl & Sys Engr

Establishment ID: **001** NC State University Date Created: 12/03/2014

Last Start Date: 01/03/2008

Expected Job End Date:  End Job Automatically ☐

Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#) | [Distribution Set Up](#)

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History

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

**Work Location** | Job Information | Payroll | Salary Plan | Compensation | Appointment Info | Rank/Tenure Info

**Kathleen Wolfpack**  
Employee

Empl ID: **123456789**  
Empl Record: 0

**Work Location** Find 1 of 2 Last

\*Effective Date: **02/01/2015** PAF Go To Row + -

Effective Sequence: **1** \*Action: **Pay Rate Change**

HR Status: **Active** \*Reason: **Pay Increase - Reclass**

Payroll Status: **Active** \*Job Indicator: **Primary Job** Current ☐

Position Number: **00123456** Accountant  
Override Position Data

Position Entry Date: 08/24/2013  
☐ Position Management Record

Regulatory Region: **USA** United States

Company: **NCS** NC State University

Business Unit: **NCSU1** NC State Univ Business Unit

Department: **140801** Fitts Dept Indust & Syst Engr

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Last Start Date: 01/03/2008

Expected Job End Date:  End Job Automatically ☐

Job Data | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#) | [Distribution Set Up](#)

Save | Return to Search | Notify | Refresh | Update/Display | Include History | Correct History



## Compensation Panel

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

**Work Location** **Job Information** **Payroll** **Salary Plan** **Compensation** **Appointment Info** **Rank/Tenure Info**

**Kathleen Wolfpack**  
Employee

Empl ID: **123456789**  
Empl Record: **0**

**Compensation** Find 1 of 2 Last  
Effective Date: **02/01/2015** Go To Row  
Effective Sequence: **1** Action: **Pay Rate Change**  
HR Status: **Active** Reason: **Pay Increase - Reclass**  
Payroll Status: **Active** Job Indicator: **Primary Job** Current ☐  
Compensation Rate: **54,000.00** **USD** \*Frequency: **A** Annual  
Compensative Information  
Pay Rates  
Default Pay Components  
Pay Components Personalize Find 1 of 1  
Amounts Controls Changes Conversion  
\*Rate Code Help Rate Code Seq Comp Rate Currency Frequency Percent Rate Code Group  
1 BASE ? 0 54,000.000000 USD A  
Calculate Compensation  
Job Data Employment Data Earnings Distribution Benefits Program Participation Distribution Set Up  
Save Return to Search Notify Refresh Update/Display Include History Correct History

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

1.	Approval email received from HR-Classification and Compensation	
2.	Copy of memo or letter given to employee if applicable	

\*edited by EM