


Processing an EHRA/SHRA Pay Rate Change/Salary Supplement in the HR System

What you need before proceeding with action: An approval from [EHRA Administration](#) or [Talent Solutions](#) endorsing the Pay Rate Change- (Add/Remove) Salary Supplement.

NOTE: To remove an existing Salary Supplement, please complete steps 1-5, then proceed to page 5

To process a Pay Rate Change action you will need to locate the employee in **Job Data**. To navigate to this screen follow the path below. **Contact your designated HRIM Specialist and University Payroll of any pay rate change that results in an overpayment during payroll lockout.**

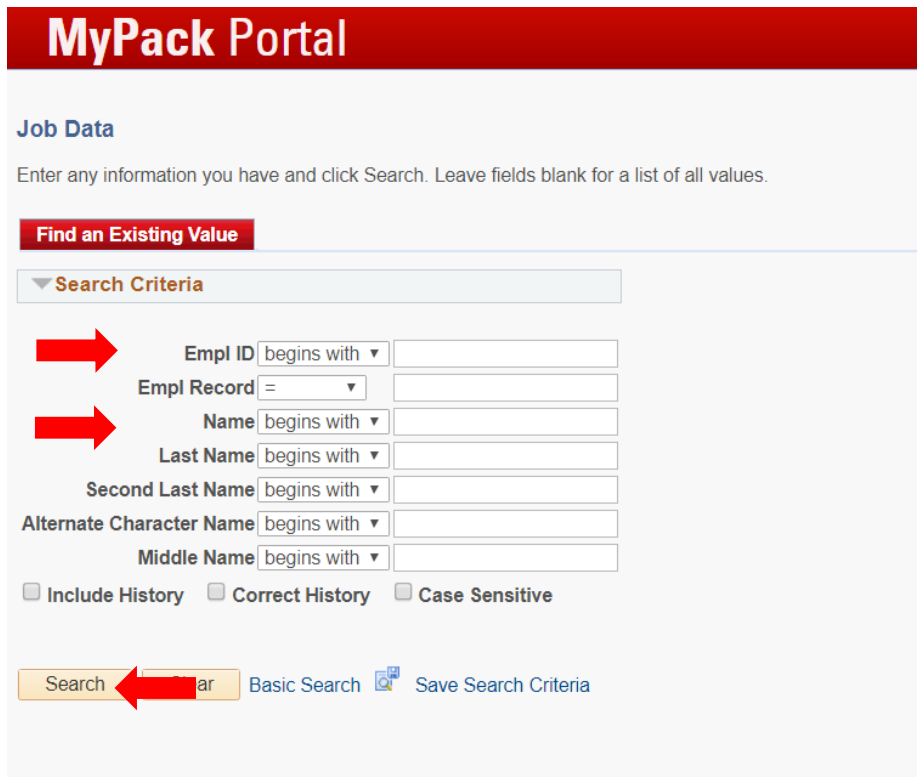
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon .

Then follow this navigation through the menu options.

Human Resources Systems > Workforce Administration > Job Information > Job Data

Once the **Job Data** panel appears then type in the employee ID number (Empl ID) or name then click Search.



Note: The Empl ID number is 9 digits in length. To search by NAME type in the full first and last name then click Search.

Once the employee's information has been located in Job Data, you can now proceed with processing the action.

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

Don Wolfpack
Employee

Empl ID 000123456
E Record 0

Work Location ?

*Effective Date 01/02/2018 [st] [?]

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Pay Rate Change

*Reason ? Salary Supplement - Add

*Job Indicator Primary Job

Position Number 00045678 Research Specialist-Exempt
Override Position Data

Position Entry Date 10/01/2001
 Position Management Record

Regulatory Region USA United States
Company NCS NC State University
Business Unit NCSU1 NC State Univ Business Unit
Department 110701 Animal Science
Department Entry Date 01/01/1999
Location 011 Animal Science
Establishment ID 001 NC State University Date Created 01/11/2018

Last Start Date 01/01/1999
Expected Job End Date [st] 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

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

Step 1: click on the plus sign in the top right hand corner to add a row to Job Data

Step 2: the **Effective Date** will default to the current date, update with the confirmed effective date

Step 3: in the **Action** field, select Pay Rate Change from the drop down box

Step 4: in the **Reason** field, select the appropriate Salary Supplement option from the drop down box

Step 5: click on the Compensation tab

Once the Compensation panel opens, you can continue the action.

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

Don Wolfpack Empl ID 000123456
Employee Empl Record 0

Compensation Find First 1 of 22 Last
Go To Row

Effective Date 01/02/2018
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Pay Rate Change
Reason Salary Supplement - Add
Job Indicator Primary Job

Current

Compensation Rate 55,735.00 USD *Frequency Annual

Comparative Information
Pay Rates
Default Pay Components

Pay Components Personalize Find First 1 of 1 Last

Amounts Controls Changes Conversion

*Rate Code	Help Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 BASE	?	0	55,735.000000	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

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

Step 6

Step 6: click on the plus sign on the compensation panel and it will add a row beneath the base salary

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

Don Wolfpack Empl ID 000123456
Employee Empl Record 0

Compensation Find First 1 of 22 Last

Effective Date 01/02/2018 **Go To Row**

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Salary Supplement - Add

Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 69,735.00 USD *Frequency Annual

▶ Comparative Information

▶ Pay Rates

Default Pay Components

Pay Components Personalize | Find | First 1-2 of 2 Last

Amounts Controls Changes Conversion

*Rate Code	Help Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 BASE		0	55,735.000000	USD	A		
2 TMSUP	?	0	14,000.000000	USD	A		

Calculate Compensation

Employment Data **Step 9** Earnings Distribution Benefits Program Participation Distribution Set Up

Step 11 Save Return to Search Notify Refresh Update/Display Include History Correct History

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

Step 7: enter the approved supplement amount in the **Comp Rate field** (in whole dollars only)

Step 8: select the appropriate Rate Code (*approval email from EHRA or TOS will indicate the rate code*)

- Clicking on the Magnifying Glass will pull up all options, you can then search for your approved code

Step 9: click on **Calculate Compensation**

Step 10: verify total Comp Rate amounts match the Compensation Rate (ex: \$55,735 + \$14,000 = \$69,735)

Step 11: **Save** the action

Once saved, the action is complete.

To Remove a Salary Supplement:

Please complete steps 1-5 on page 2, then proceed with the following steps:

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

Don Wolfpack
Employee

Empl ID 000123456
Empl Record 0

Compensation ? Find First 1 of 23 Last

Effective Date 02/28/2018
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Pay Rate Change
Reason Salary Supplement - Remove
Job Indicator Primary Job

Future

Compensation Rate 69,735.00 USD *Frequency A Annual

Go To Row

Comparative Information ?

Pay Rates ?

Default Pay Components

Pay Components ? Personalize | Find | First 1-2 of 2 Last

Amounts | Controls | Changes | Conversion

	*Rate Code	Help Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group		
1	BASE	?	0	55,735.000000	USD	A			+	-
2	TMP SUP	?	0	14,000.000000	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

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

Step 6: click on the minus sign next to the supplement and it will remove the row beneath the base salary

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

Don Wolfpack Empl ID 000123456
Employee Empl Record 0

Compensation Find First 1 of 23 Last
Go To Row

Effective Date 02/28/2018
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Pay Rate Change
Reason Salary Supplement - Remove
Job Indicator Primary Job

Future

Compensation Rate 55,735.00 USD *Frequency A Annual

Comparative Information
Pay Rates

Default Pay Components

Pay Components Personalize Find First 1 of 1 Last
Amounts Controls Changes Conversion

*Rate Code	Help Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 BASE	?	0	55,735.000000	USD	A		

Calculate Compensation

Job Post Employment Data Earnings Distribution Benefits Program Participation Distribution Set Up

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

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

Step 7: click on **Calculate Compensation**

Step 8: verify total Comp Rate amount matches Compensation Rate (ex: \$55,735 without supplement)

Step 9: **Save** the action

Once saved, the action is complete.