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.

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

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