

Changing an Employee's Salary-Hourly Rate
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Changing an Employee's Salary-Hourly Rate

Changing an Employee's Salary-Hourly Rate Overview

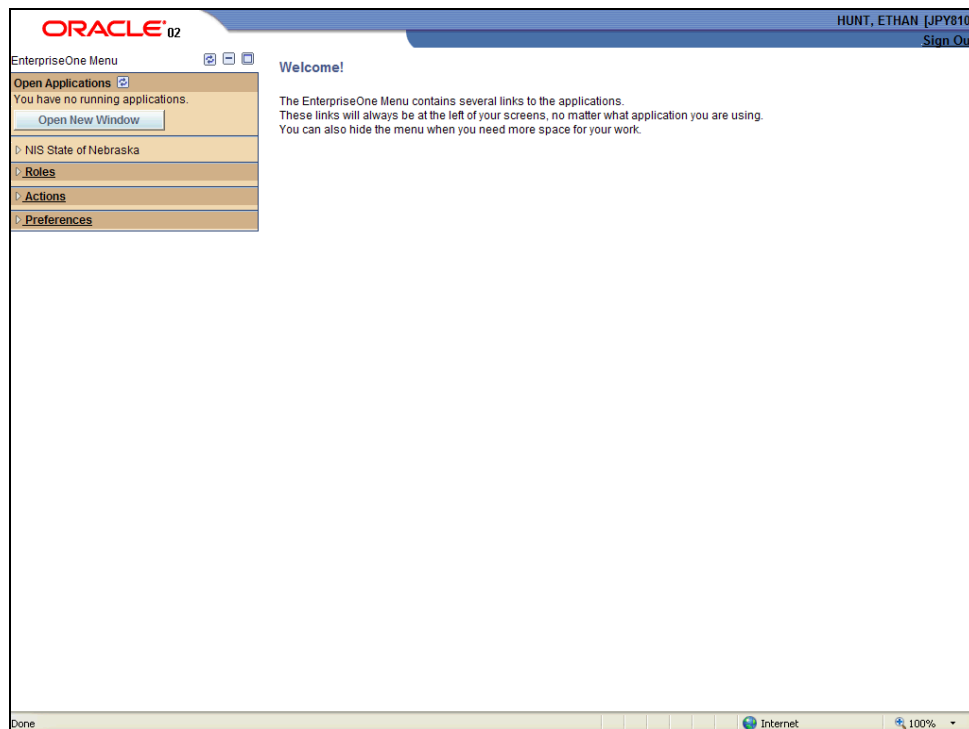
This work instruction shows how to make a change in Basic Compensation.

Warning: A compensation change made to the employee record is effective immediately. The new rate applies to any hours entered on a time card after the rate change

Changing an Employee's Salary-Hourly Rate Lesson

Procedure

In this lesson you will learn how to change an employee's salary or hourly rate.

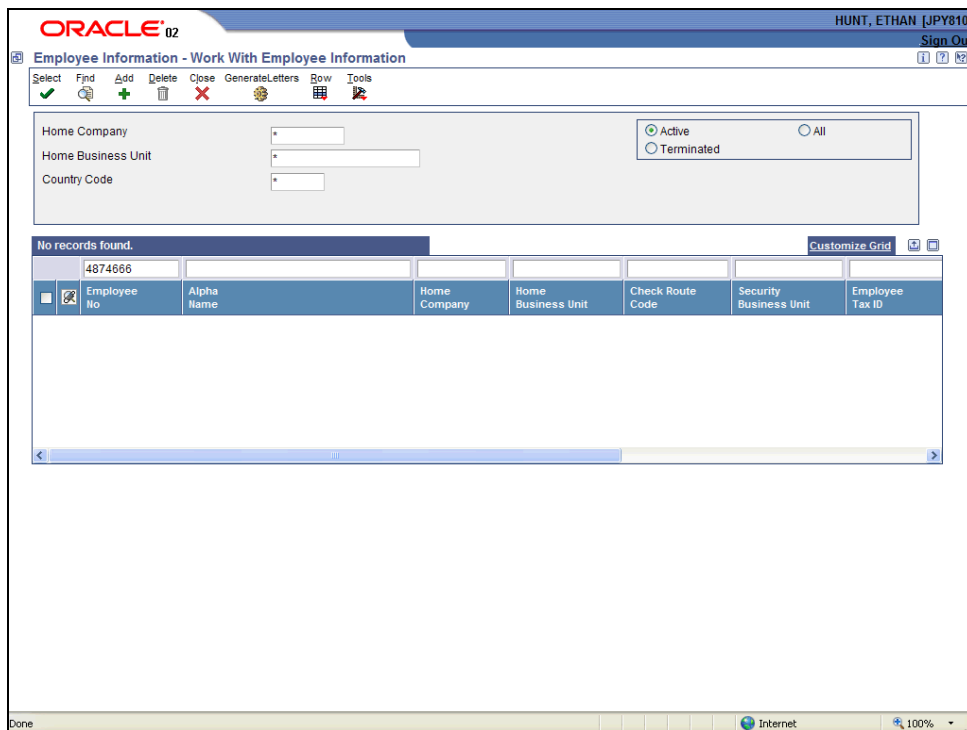


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska



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Step	Action
2.	Click the Human Resources/Payroll - Agencies link.
3.	Click the Employee Maintenance link.
4.	Click the Employee Information link.
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.



Step	Action
6.	After entering your search criteria click the Find button.
7.	Select the record by clicking the check box next to it.

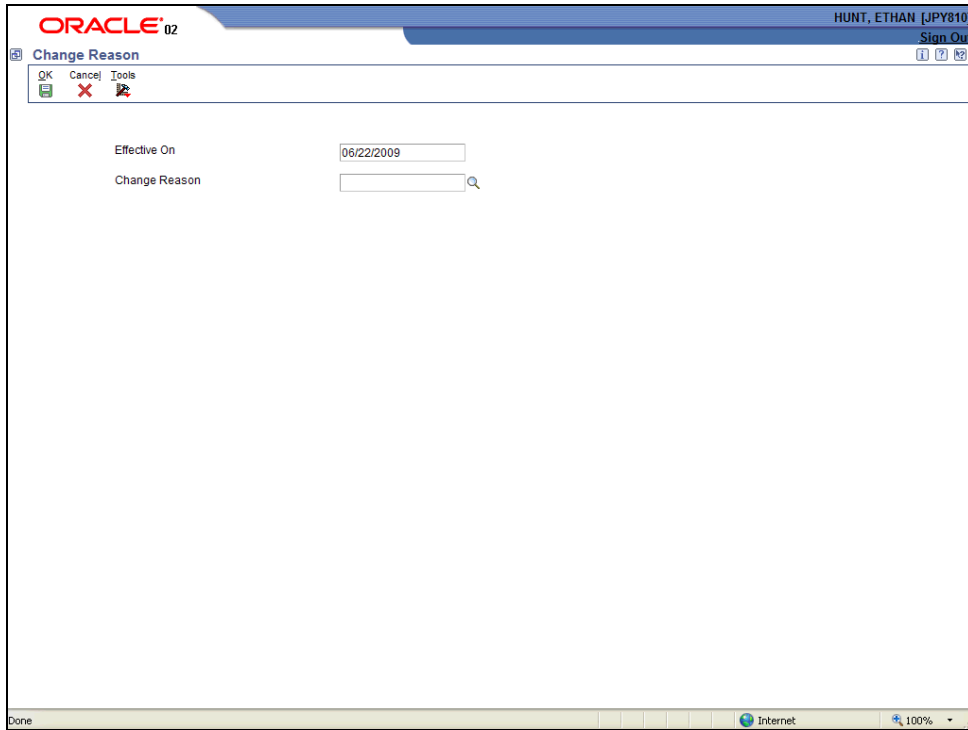
Step	Action
8.	Click the Row button. 
9.	Click the Basic Compensation menu. 
10.	Change either the Salary field or the Hourly Rate field. Salary field for salaried employees. Hourly Rate field for hourly employees.


The screenshot shows the Oracle HR system interface for 'Employee Information - Basic Compensation'. The employee is KENT, CLARK S (Employee No. 4874666). The form is set for a salaried employee (Pay Class S) with a salary of 40000 and an hourly rate of 16.827. The pay period salary is 1,346.15. The form includes fields for Home Business Unit, Job Code, Pay Frequency, Barg Unit, Pay Class, Pay Grade/Step, Salary, Hourly Rate, Pay Rate Source, Pay Period Salary, Compa-Ratio, Std Hrs/Day, Std Hrs/Year, Std Days/Year, Default Auto Pay Type, Pay on Std Hours, Overtime Exempt, FTE, and Compensation Review dates.

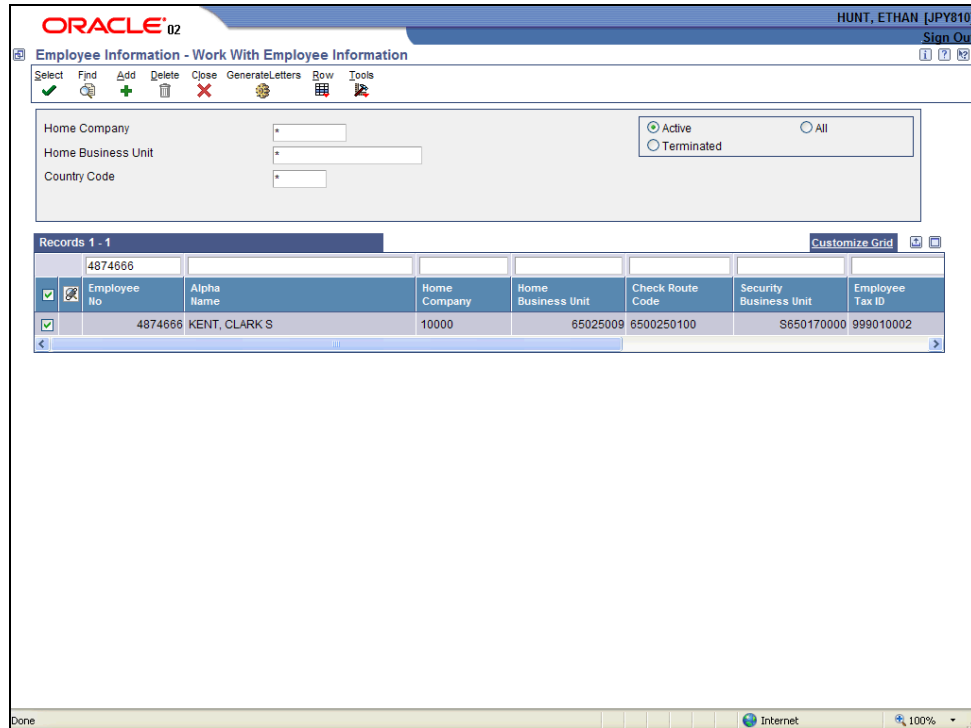
Step	Action
11.	After making the changes click the OK button. 
12.	You may get a yellow warning telling you to verify the Salary, Hourly Rate, Std Hrs/Year fields are correct. If they are correct click OK again. 


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Step	Action
13.	You will need to enter the Change Reason Code in the Change Reason field. Use the Visual Assist tool if you do not know the code to use.
14.	Click the OK button. 



Step	Action
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.