

**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

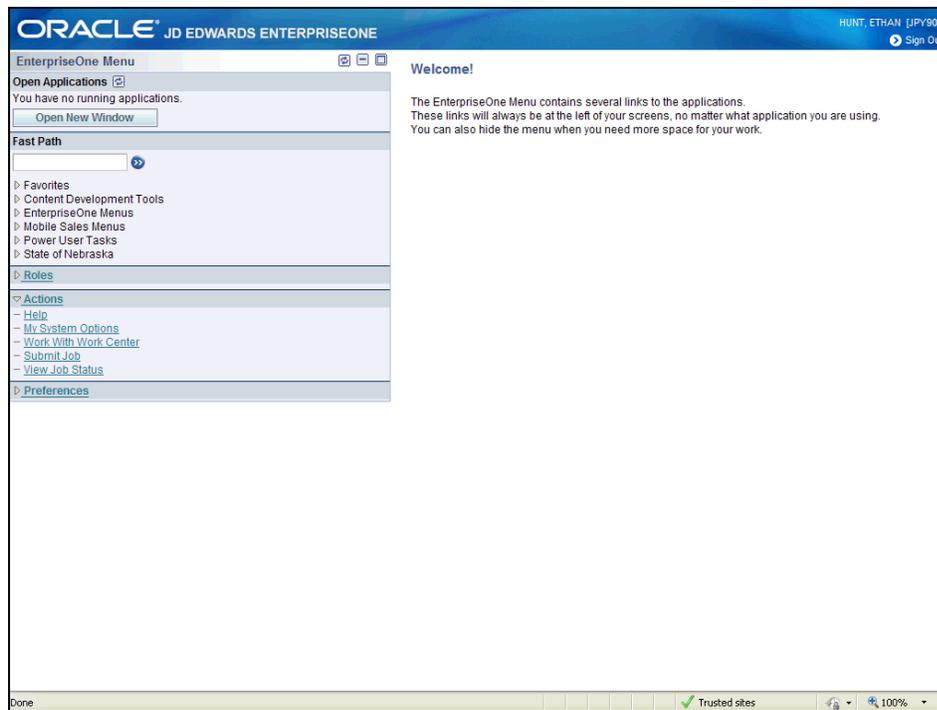
This work instruction shows how to make a change in Basic Compensation.

**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.

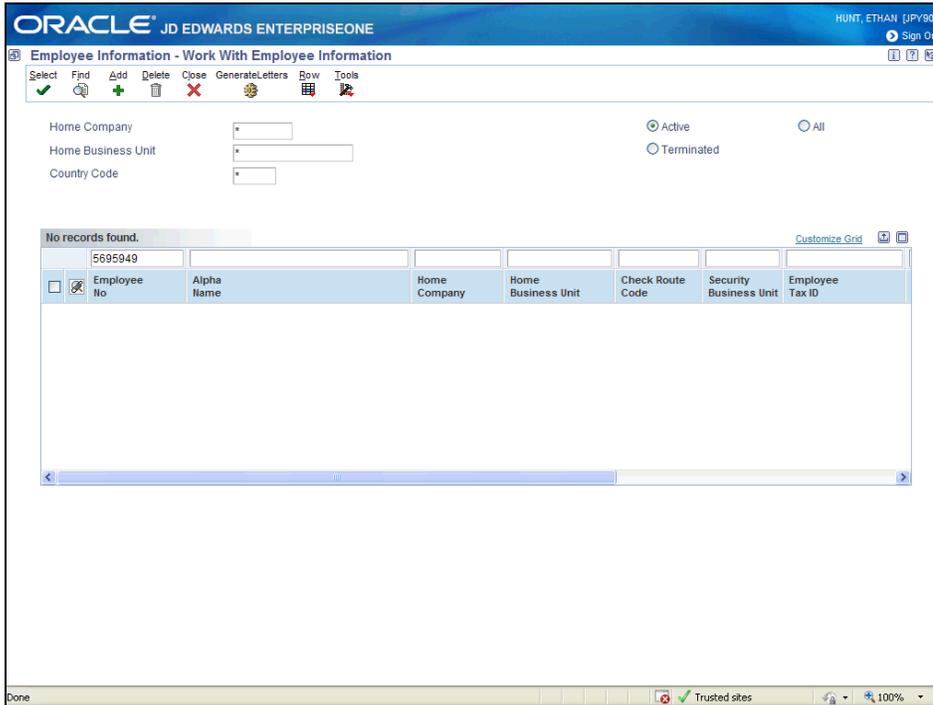


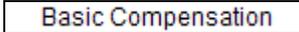
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Human Resources</b> link. <a href="#">Human Resources</a>
3.	Click the <b>Employee Maintenance</b> link. <a href="#">Employee Maintenance</a>
4.	Click the <b>Employee Information</b> link. <a href="#">Employee Information</a>

# Training Guide

## Changing an Employee's Salary-Hourly Rate

Step	Action
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 <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field.



Step	Action
6.	After entering your search criteria click the <b>Find</b> button. 
7.	Select the record by clicking the check box next to it. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Basic Compensation</b> menu. 
10.	Change either the <b>Salary</b> field or the <b>Hourly Rate</b> field.  <b>Salary</b> field for salaried employees. <b>Hourly Rate</b> field for hourly employees.

**ORACLE** JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

**Employee Information - Basic Compensation**

Employee No. 5695949 KENT, CLARK S

Home Business Unit 65025009 N/S

Job Code G07092 IT Manager I

Pay Frequency B BI-WEEKLY Position ID 06522407 IT MANAGER I

Barg Unit G MANAGEMENT GROUP Locality

Pay Class S SALARIED

Pay Grade/Step 20 00 Pay Rate Source 3 NONE

Salary 40000 @ A Pay Period Salary 1,346.15

Hourly Rate 16.827 Compa-Ratio .49

Std Hrs/Day 8.00 Pay on Std Hours

Std Hrs/Year 2080.00 Overtime Exempt Y

Std Days/Year 260.00 FTE 1.00

Default Auto Pay Type

**Compensation Review**

N/A

N/A

N/A 0

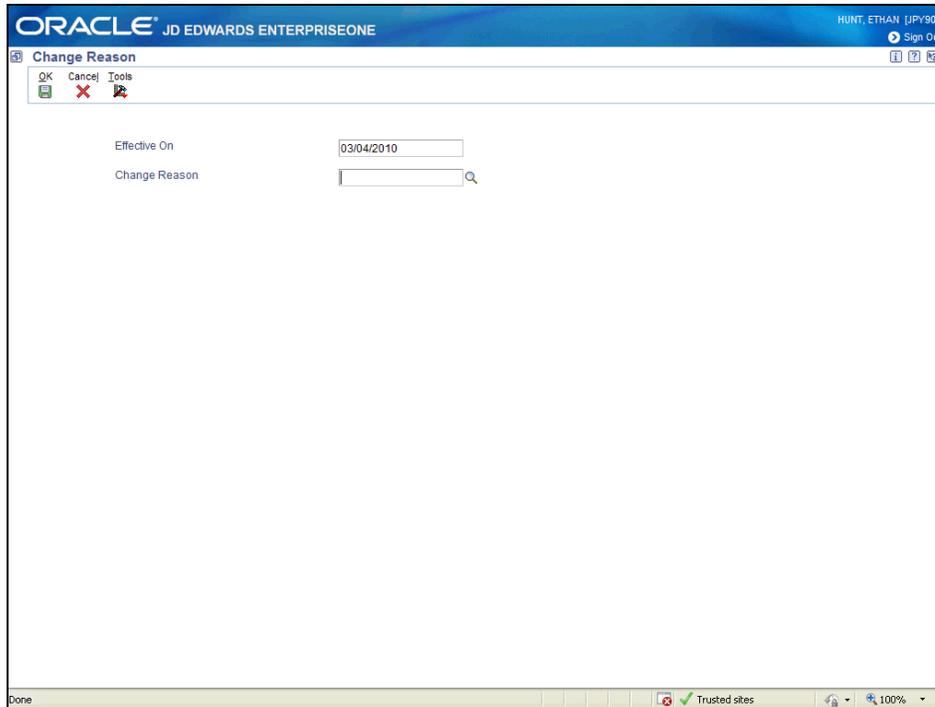
Next Comp Review Date

Last Tier/Ranking Review Date

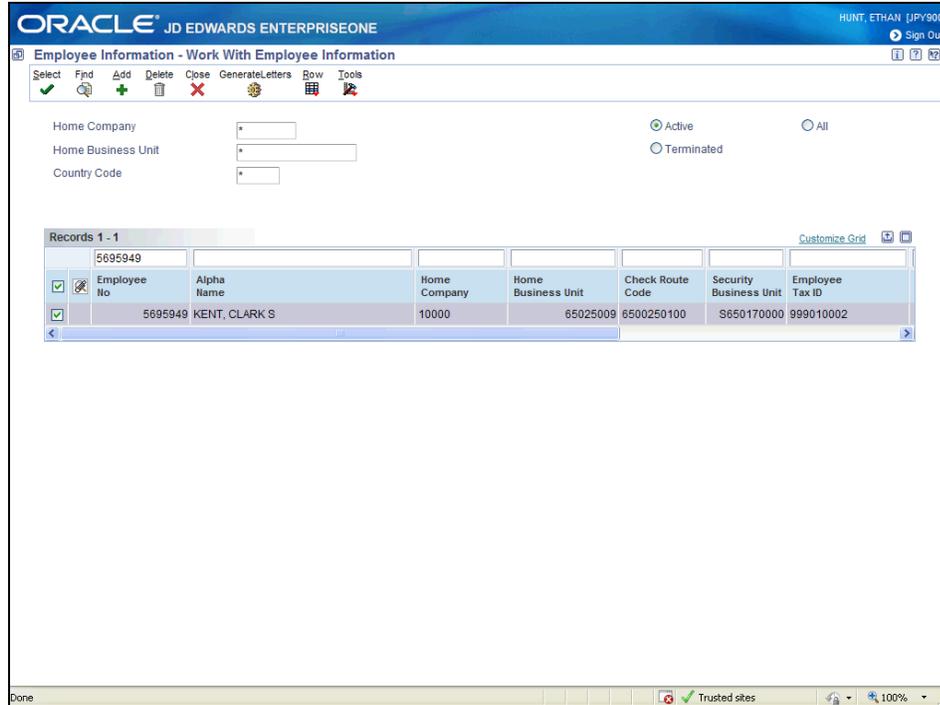
Step	Action
11.	After making the changes click the <b>OK</b> button. 
12.	You may get a yellow warning telling you to verify the <b>Salary, Hourly Rate, Std Hrs/Year</b> fields are correct. If they are correct click <b>OK</b> again. 

# Training Guide

## Changing an Employee's Salary-Hourly Rate



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



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