Changing Employee's Pay Rate Mid-Pay Period

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SYSTEM POLICIES
The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Changing Employee's Pay Rate Mid-Pay Period 1
- **Changing Employee's Pay Rate Mid-Pay Period Overview** 1
- **Changing an Employee's Salary-Hourly Rate Lesson** 1
- **Add Hours To Be Paid At The Lower Rate** 5

Changing Employee's Pay Rate Mid-Pay Period

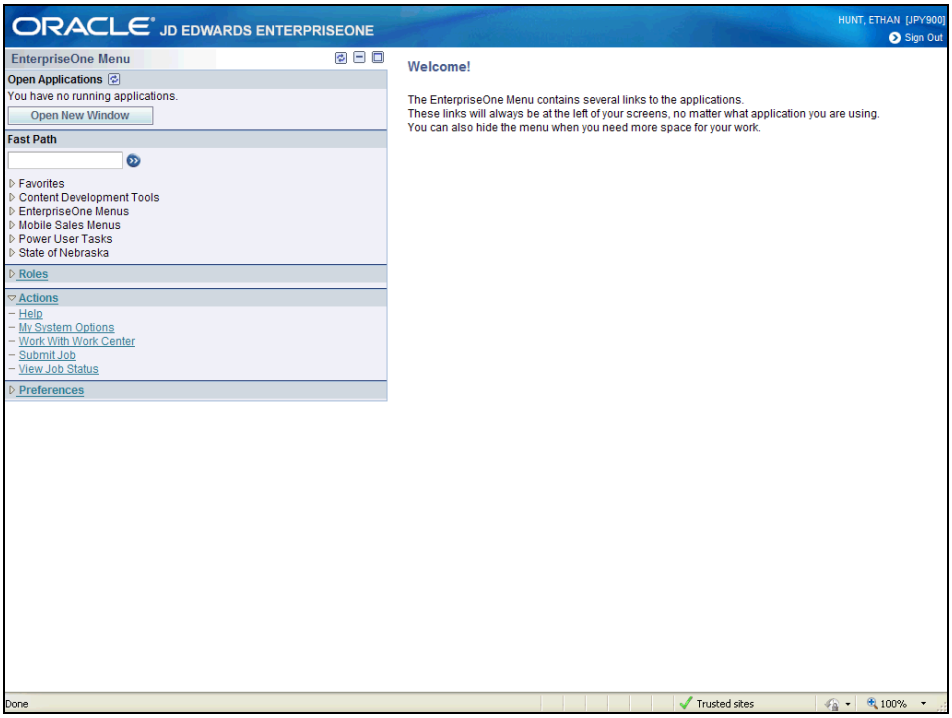
Changing Employee's Pay Rate Mid-Pay Period Overview

When an employee's pay rate changes at mid-pay period, first the basic compensation is changed to reflect the new higher rate. The hours to be paid at the lower rate are entered through Time Entry.

Changing an Employee's Salary-Hourly Rate Lesson

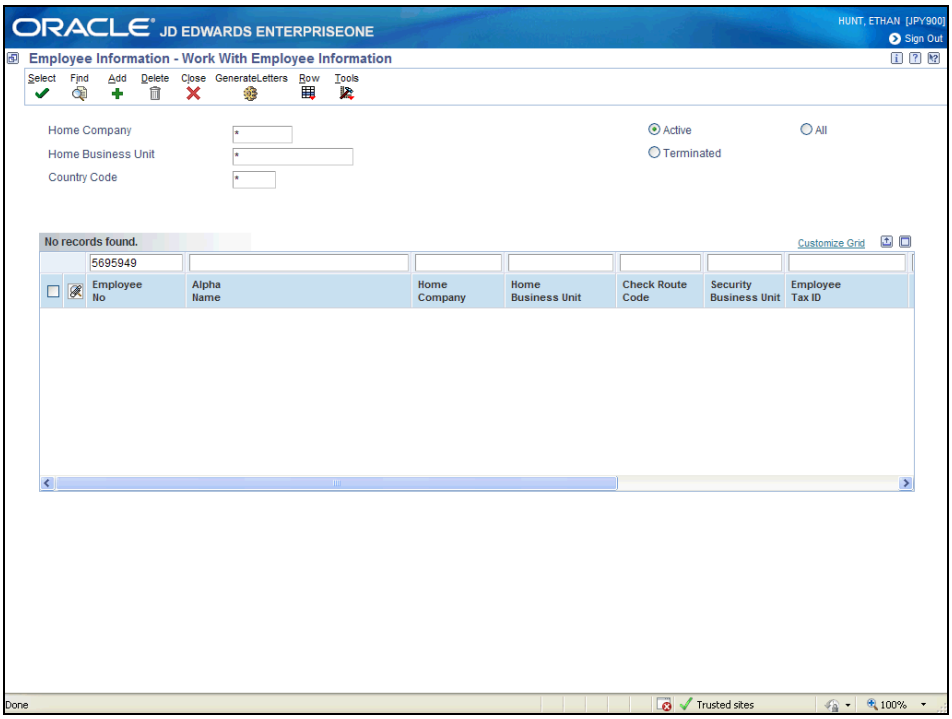
Procedure

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

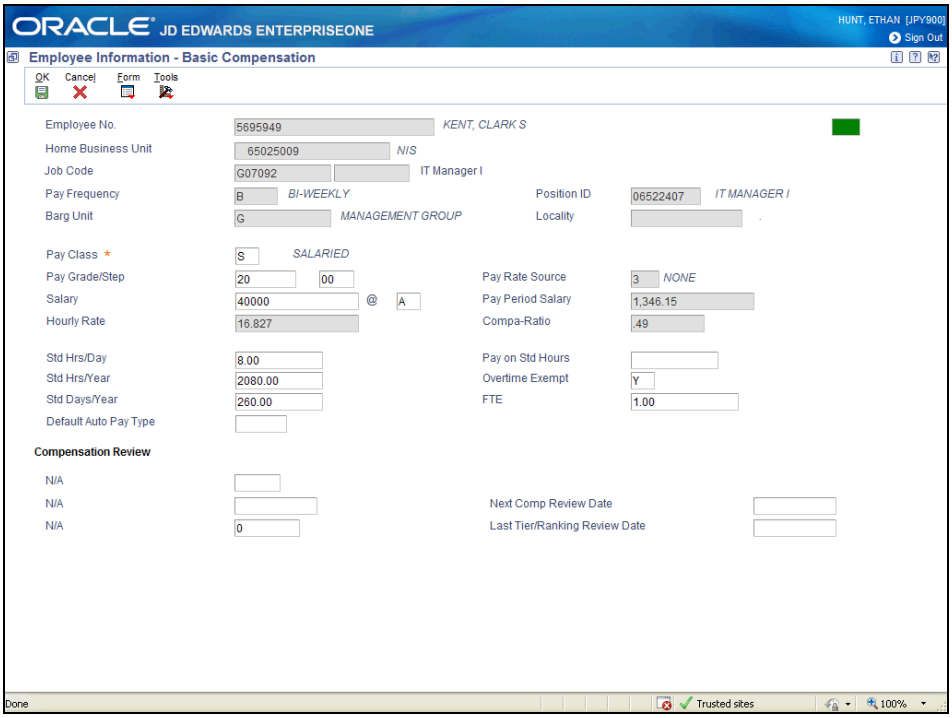


Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Human Resources** link. Human Resources
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information

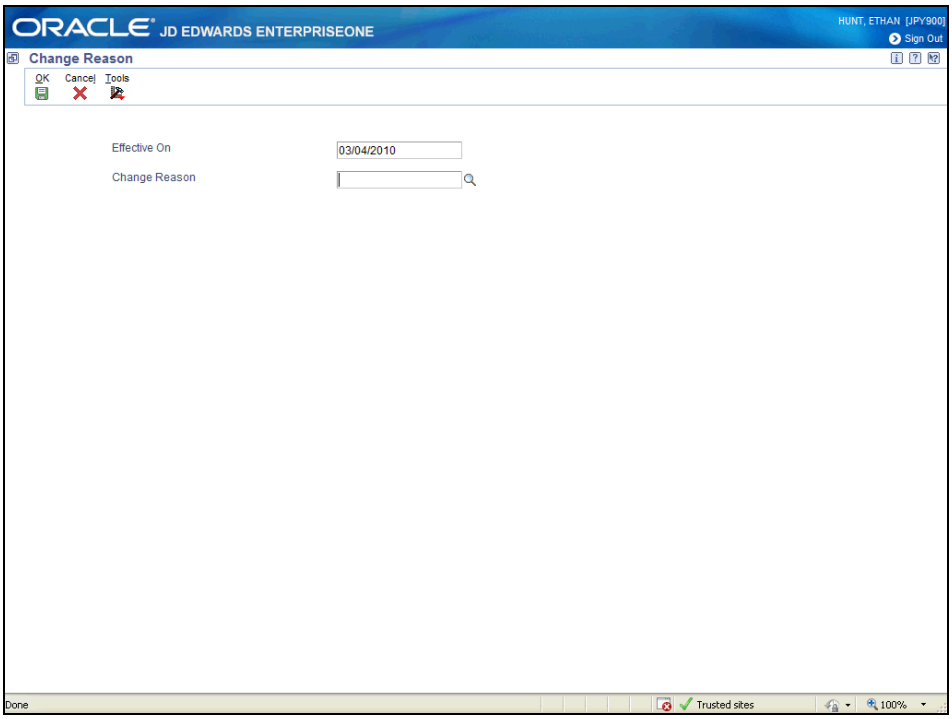
Step	Action
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the **Employee No** field (the employee's address book number), and the **Alpha Name** field.



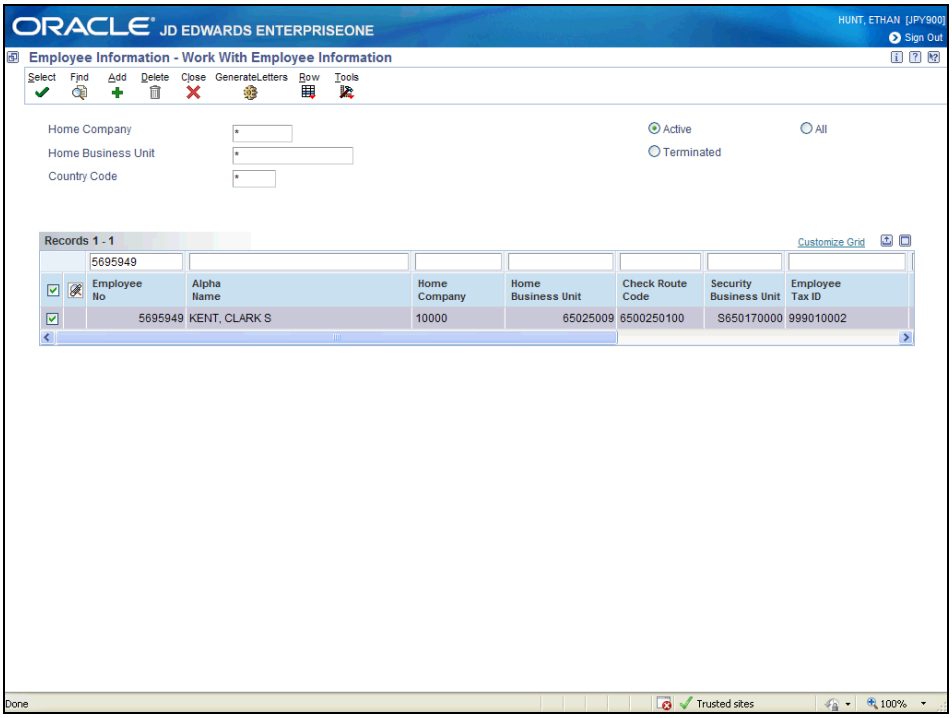
Step	Action
6.	After entering your search criteria click the **Find** button.
7.	Select the record by clicking the check box next to it.
8.	Click the **Row** button.
9.	Click the **Basic Compensation** menu. Basic Compensation
10.	Change either the **Salary** field or the **Hourly Rate** field. **Salary**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



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.



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.

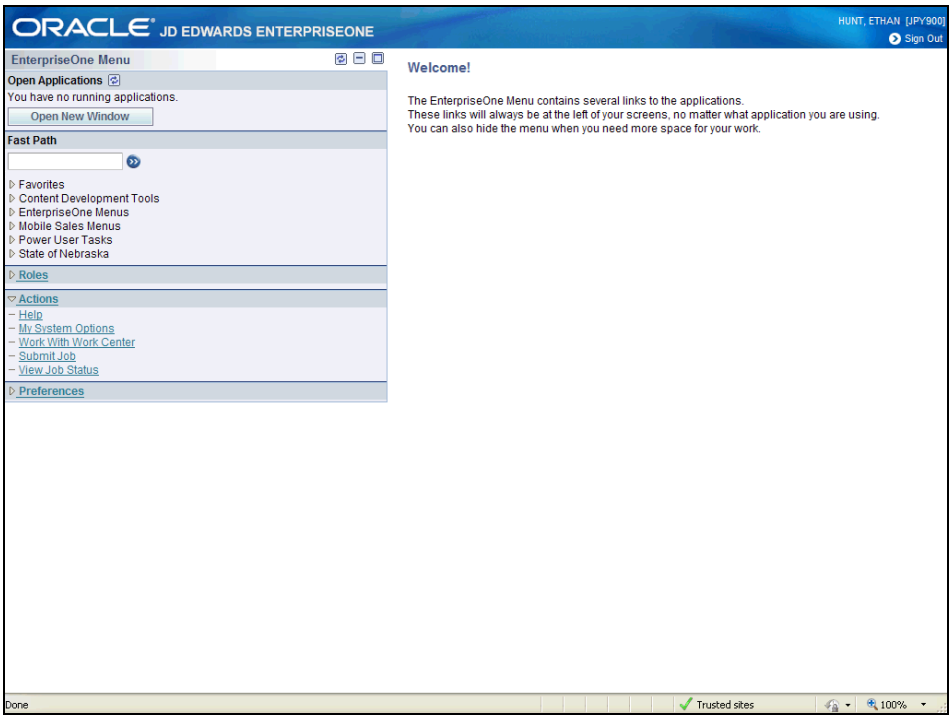


Step	Action
15.	Click the **Close** button.
16.	You have successfully completed this lesson. **End of Procedure.**

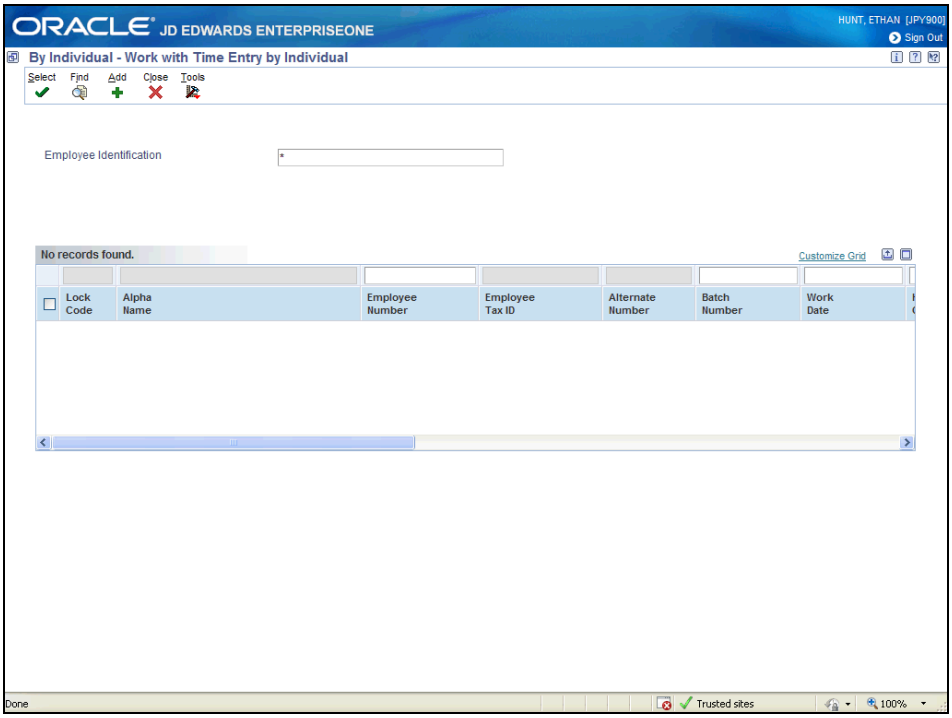
Add Hours To Be Paid At The Lower Rate

Procedure

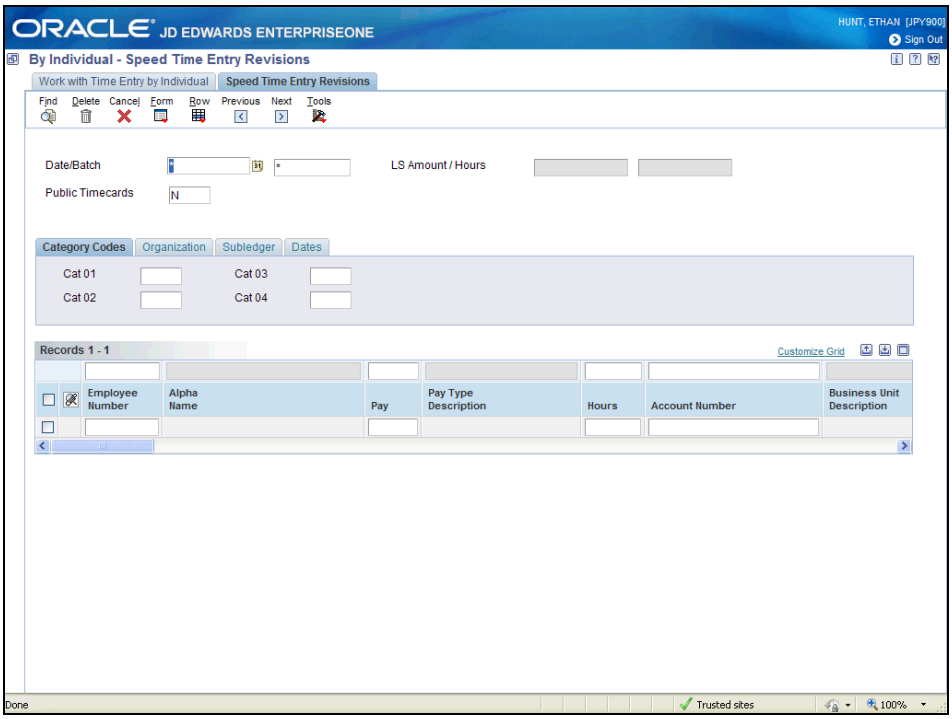
In this lesson you will learn how to add hours to be paid at a lowwer rate for part of a pay period.



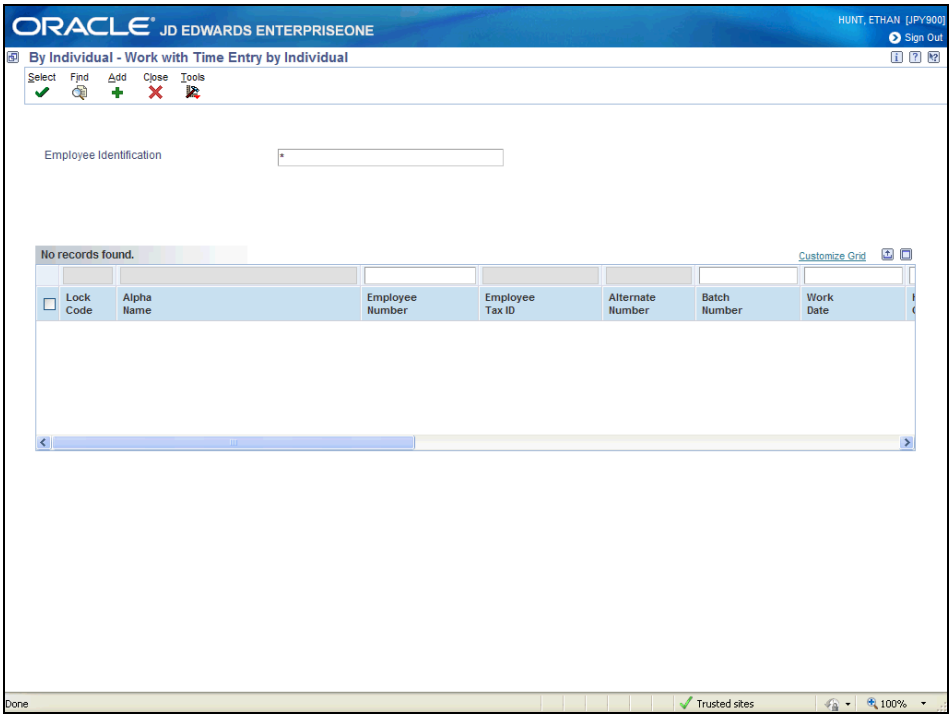
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Time Maintenance** link. Time Maintenance
5.	Click the **By Individual** link. By Individual



Step	Action
6.	Click the **Add** button.



Step	Action
7.	Complete the **Date/Batch** field. This should be the pay perieds end date. Use the **Visual Assist** tool if you need to.
8.	Enter the employee's address book number in the **Employee Number** field in the grid.
9.	Click in the **Pay** field.
10.	Complete the **Pay** field with the pay code for the hours to be paid at the lower rate. Use the **Visual Assist** tool if needed. **Note**: **Pay Type 2** must be used for salaried employees.
11.	Click in the **Hours** field.
12.	Complete the **Hours** field with amount of hours to be paid at the lower rate.
13.	Click the scrollbar to scroll to the right.
14.	Click in the **Ovr/Rt** field.
15.	Complete the **Ovr/Rt** field with the old, lower rate.
16.	Press the **Down** arrow on your keyboard to get the **OK** button to appear.
17.	Repeat these steps to add additional lines if necessary.
18.	When you are finished click the **OK** button.
19.	Click the **Cancel** button.



Step	Action
20.	Click the **Close** button.
21.	You have successfully completed this lesson. **End of Procedure.**