Changing an Employee's Salary / Hourly Rate

Overview

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

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

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.

Navigation

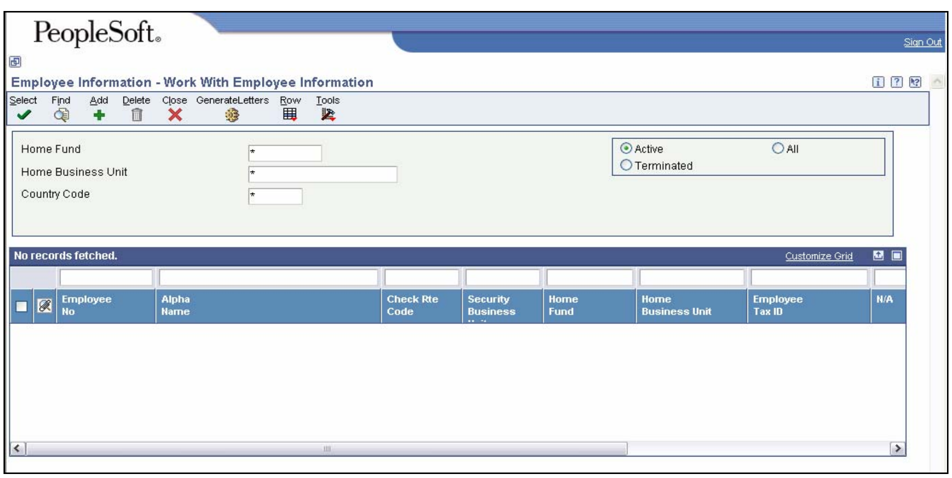
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

Steps

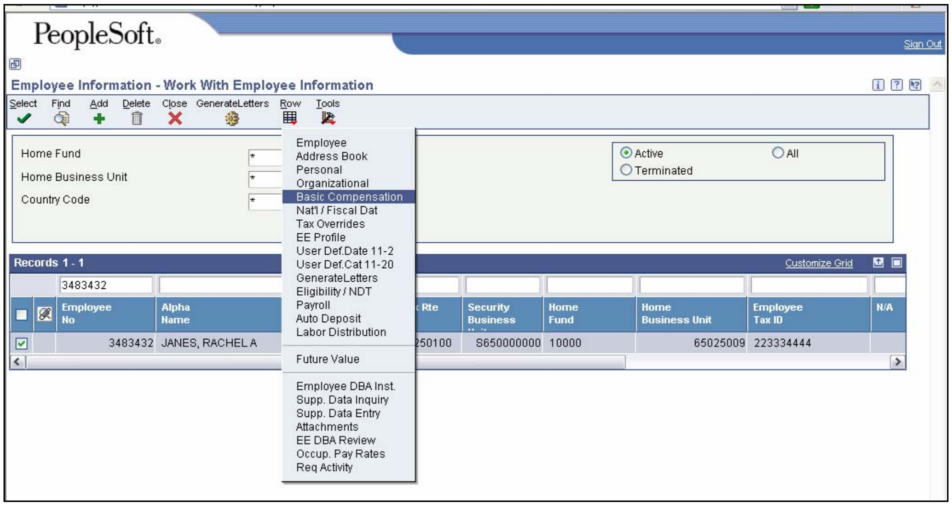
Enter a change in Basic Compensation

Start this instruction from the Employee Information – Work with Employee Information window.

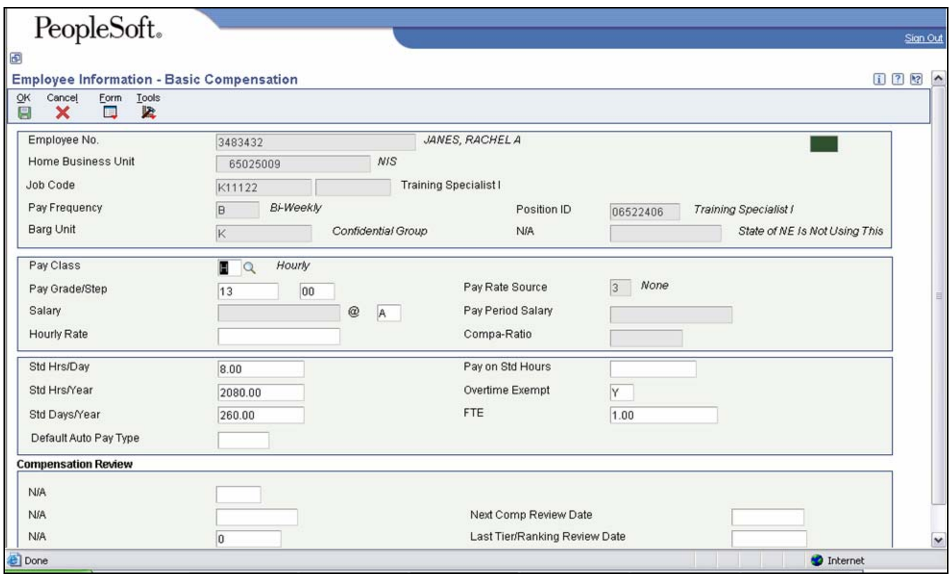


1. Enter all or part of the employee name in the QBE (query-by-example) line directly above the Alpha Name column in the grid.

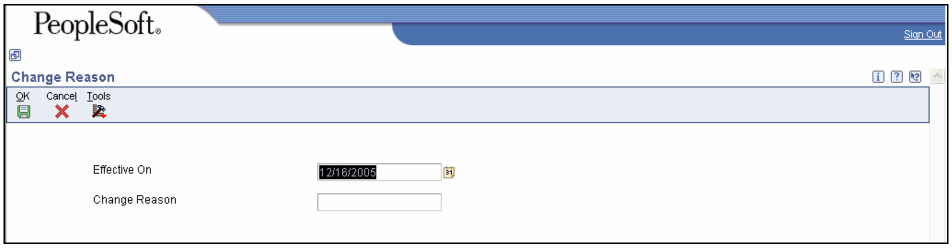
2. Click **Find**. The Employee Information – Work With Employee Information window appears.
3. Choose the employee on the grid row to be changed.
4. Click **Row**, **Basic Compensation**.



The Employee Information – Basic Compensation window appears.



5. Complete the appropriate fields:
   - Hourly Rate – Hourly employees
   - Salary – Salaried employees
6. Click **OK**. The Employee Information – Change Reason window appears.
7. Verify the Effective On date and type the Change Reason code.



8. Click **OK** to return to the Work With Employee Information window.