

# 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.

This work instruction shows how to:

[Enter a Change in Basic Compensation](#)

[Add Hours to be Paid at the Lower Rate](#)

## 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

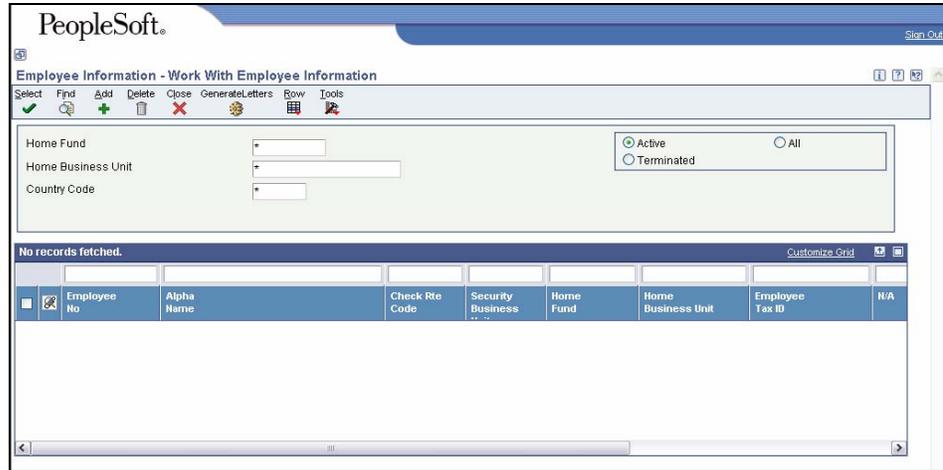
Click Roles, HR\_PR  
(Citrix users – right click on the menu, choose Apply Roles, choose HR\_PR.)

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

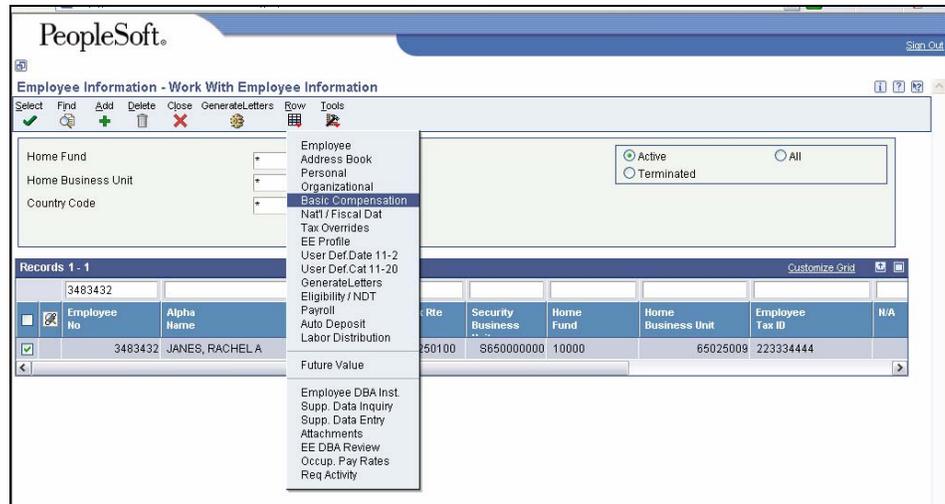
## Steps

## 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.

PeopleSoft. Sign Out

Employee Information - Basic Compensation 1 2 3 4

OK Cancel Form Tools

Employee No. 3483432 JAMES, RACHEL A

Home Business Unit 65025009 NIS

Job Code K11122 Training Specialist I

Pay Frequency B Bi-Weekly Position ID 06522406 Training Specialist I

Barg Unit K Confidential Group N/A State of NE Is Not Using This

Pay Class Hourly

Pay Grade/Step 13 00 Pay Rate Source 3 None

Salary @ A Pay Period Salary

Hourly Rate Compa-Ratio

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 Next Comp Review Date

N/A 0 Last Tier/Ranking Review Date

Done Internet

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.

PeopleSoft. Sign Out

Change Reason 1 2 3 4

OK Cancel Tools

Effective On 12/16/2006

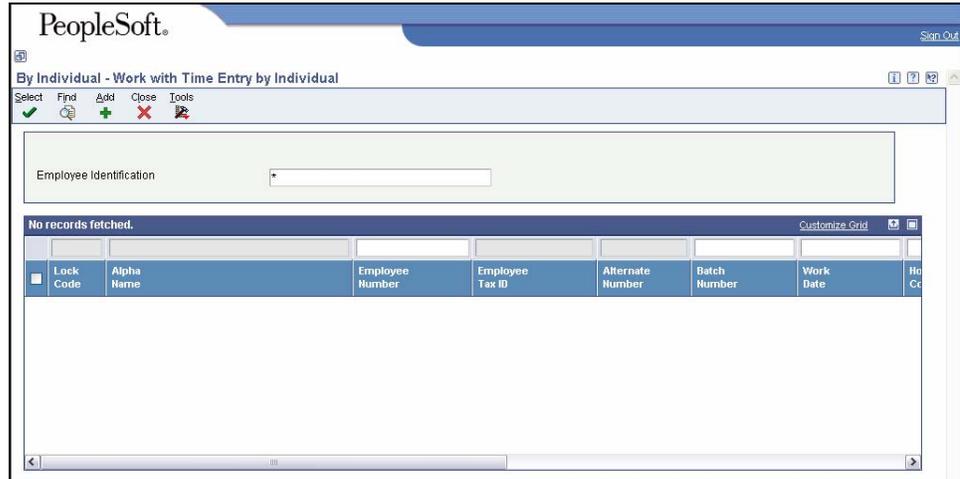
Change Reason

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

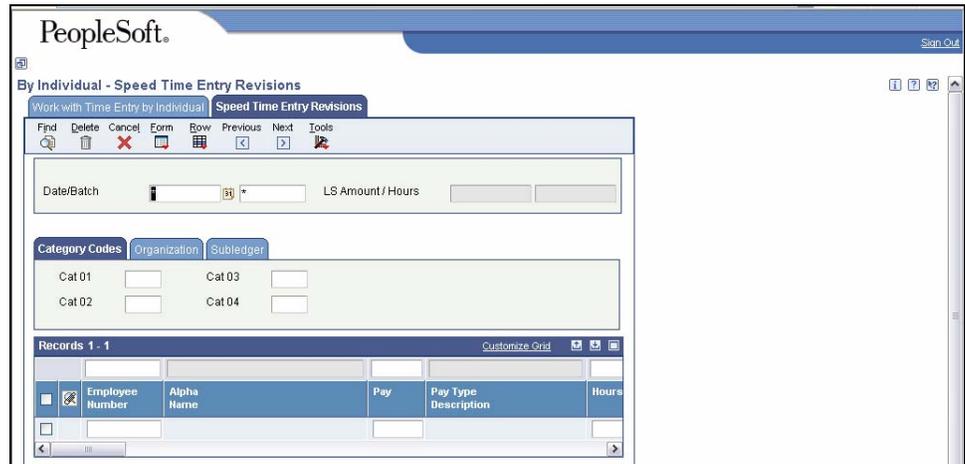
## Add Hours to be paid at the Lower Rate

Navigation: Human Resources and Payroll – Agencies > Payroll > Time Maintenance > By Individual

Start this instruction from the By Individual – Work with Time Entry by Individual window.



1. Click **Add**. The By Individual – Speed Time Entry Revisions window appears.



2. Complete the following fields in the header:
  - Date/Batch – Pay Period End date / Next Numbers will assign a Batch number
3. Complete the following fields on the grid:
  - Employee Number
  - Pay – Pay code for hours to be paid at the lower rate
    - ✎ Pay Type 2 must be used for salaried employees.
  - Hours – The amount of hours to be paid at the lower rate
  - Ovr/Rt – Old, lower rate

4. Use the down arrow key on the keyboard to move to the next row on the grid.
5. Repeat steps 3 – 4 if necessary.
6. Click **OK**.
7. Click **Cancel**.
8. Click **Close**.