Change Compensation for an Employee or Position

CONTENTS

PURPOSE

This guide is for changing an employee's compensation rate or compensation plan.

LOG IN TO THE EMPLOYEE WORK CENTER

1. The Employee Work Center can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

EDIT COMPENSATION

1. Type the employee name or Employee ID in the search box and press Enter.
2. Click the Related Actions icon (#1) next to the employee's name (employee as type, #2), click Compensation (#3) and then select Request Compensation Change (#4).
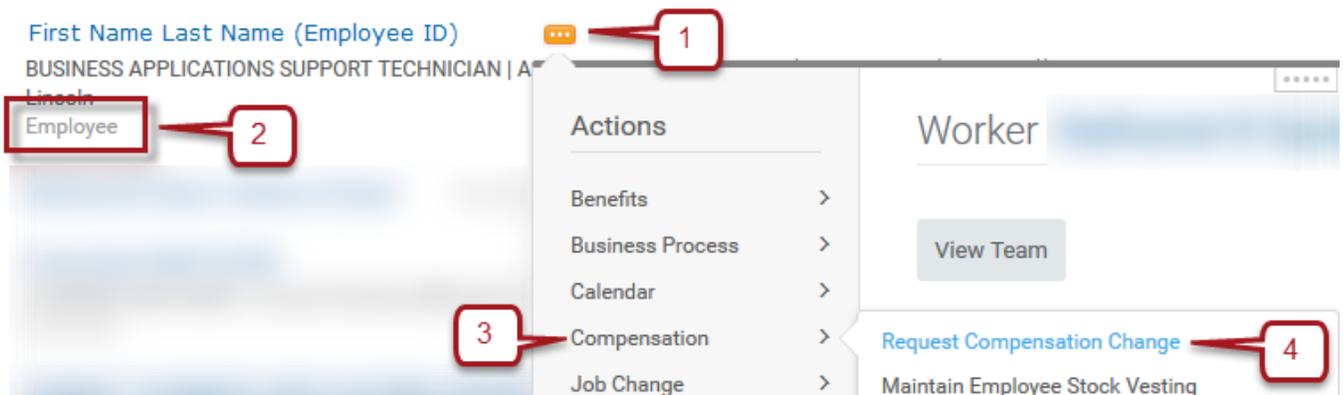
NOTE: To change the compensation on a position, search for and click the position #. From the related actions menu, go to Compensation > Request Default Compensation. Enter the Effective Date, then click OK to continue (see step 4 and beyond on the following pages).

3. The Effective Date defaults to the first day of the next pay period. Change the date if you want this change to be effective OTHER THAN on the next pay period.

    NOTE: If you type a new Effective Date, the "Use Next Pay Period" box becomes unchecked (see screenshot).


4. Select the Reason (*required field) for the compensation change from one of the following options:

    a. Base Salary Change > Permanent >

        i.   Annual Adjustment

        ii.   Brought to a Minimum

        iii. Correction

        iv.   Decrease in Hours Worked

        v.   Demotion

        vi.   Disciplinary Reduction

        vii. End of Probation-Rules Only

        viii. Increase in Hours Worked

        ix.   Ingrade Adjustment

        x.   Job Reclassification

        xi.   July 1 Increase

        xii. Merit

        xiii. Partial Pay during LOA

        xiv. Promotion

        xv.   Working out of class – Start

        xvi. Working out of class – Stop

    b. Base Salary Change > Temporary >

        i.   Ingrade Adjustment

        ii.   Working out of class

5. Click OK.

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CHANGE COMPENSATION GUIDELINES

The compensation guidelines (pay range) are based on the employee's job profile or job code. To change the guidelines:

1. Click the Edit icon (pencil) in the Guidelines section.
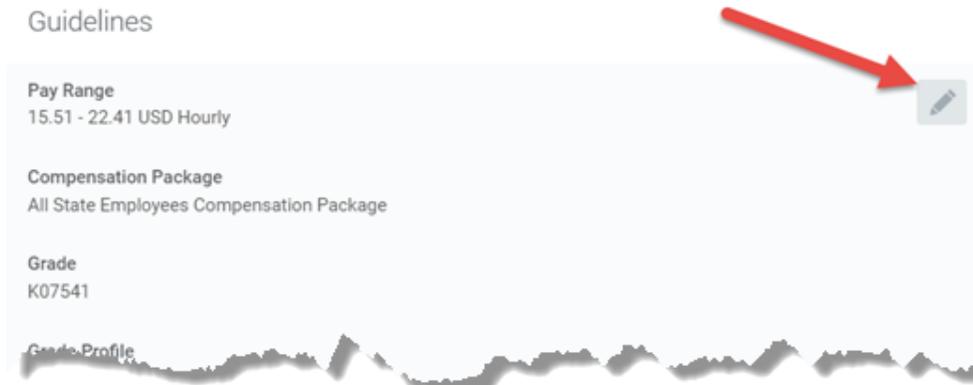
NOTE: The Compensation Package should default to All State Employees Compensation Package, based on the hiring restrictions entered on the position.

2. Select either:

   a. The salary grade (if applicable)

   b. The job profile (job code) in the Grade field

3. Go on to the next applicable section.
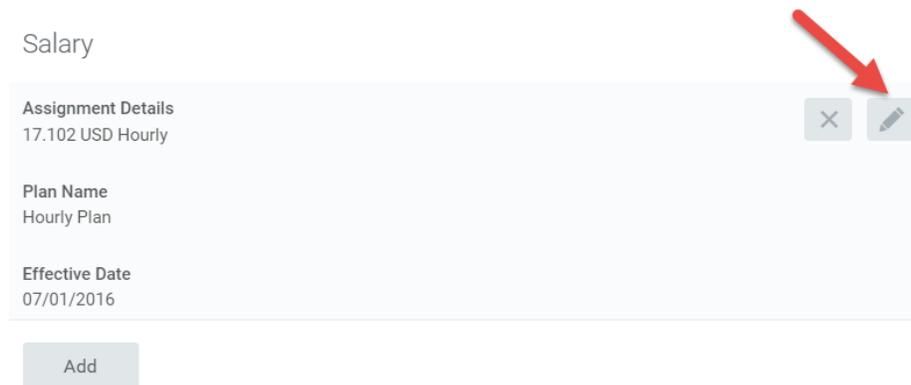
CHANGE COMPENSATION

1. Find the Salary section on the Compensation page. Changes to pay rates will be made here.

   NOTE: For our use, all compensation information is entered into the Salary section. DO NOT USE any of the other sections to enter compensation information (Hourly, Period Salary, Unit Salary, etc.).

   NOTE: Please do not make changes to the Effective Date & Reason or Total Base Pay on this page.

2. Click the Edit icon (the pencil).

   NOTE: If you need to change plan assignment from either a salary plan to an hourly plan or vice versa, see that section below.

3. To change the salary, enter the new amount in one of the following fields:

   a. Amount field (# 1a in the screenshot), e.g., 17.102 or 35572.16 (hourly or annual).

   b. The Amount Change field (# 1b in the screenshot), e.g., 1.00 or 1.50 (dollar amount).

   c. The Percent Change field (# 1c in the screenshot), e.g., 5 (percent).

Compensation Plan
Hourly Plan

Total Base Pay
15.51 - 22.41 USD Hourly

Amount *
17.102   1a

Amount Change
0.00   1b

Percent Change
0   1c

Currency *
X USD

Frequency *
X Hourly   2

> Additional Details

Assignment Details
17.102 USD Hourly

4. Select the correct Frequency (# 2 in the screenshot).

   NOTE: The Currency field defaults to USD (U.S. Dollar).

   NOTE: Check to make sure the frequency matches the compensation plan (e.g., hourly employee will need to have hourly in the frequency field; salary plan can have either hourly or annual in the frequency field, but the dollar amount above needs to be correct for the frequency chosen).

   NOTE: Use the following number of digits after the decimal point, depending on hourly or salary rates:

   • Three digits after the decimal point on hourly rates as found in the current classification & pay plan.

   • Two digits after the decimal point for annual amounts.

   NOTE: All employees must have a compensation plan in order to get paid.

5. Click Submit.

Change Compensation for an Employee or Position

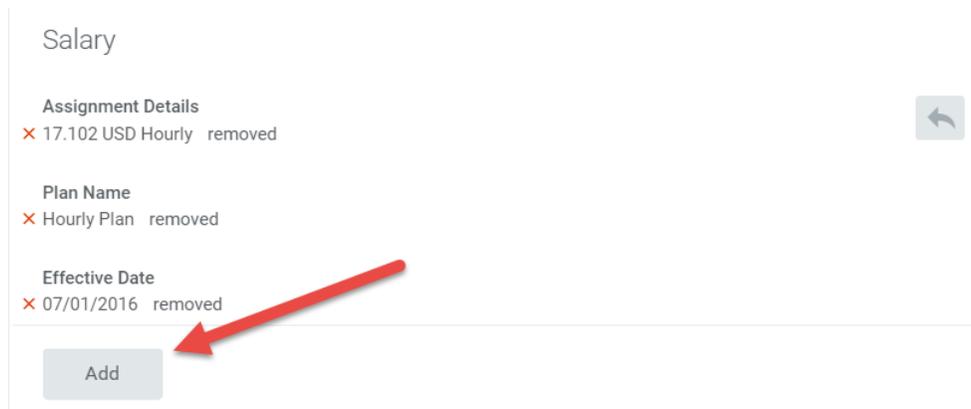## TO CHANGE FROM A SALARY PLAN TO AN HOURLY PLAN OR VICE VERSA

To change the employee (or position) from either a salary plan to an hourly plan or vice versa, complete the following:

1. Select the Remove icon (the 'X') in the Salary/Hourly section.

   NOTE: If the system does not let you remove the incorrect plan assignment, wait a second and try it again. If it still does not let you remove it, go on to #2, and then come back to remove the incorrect plan assignment.
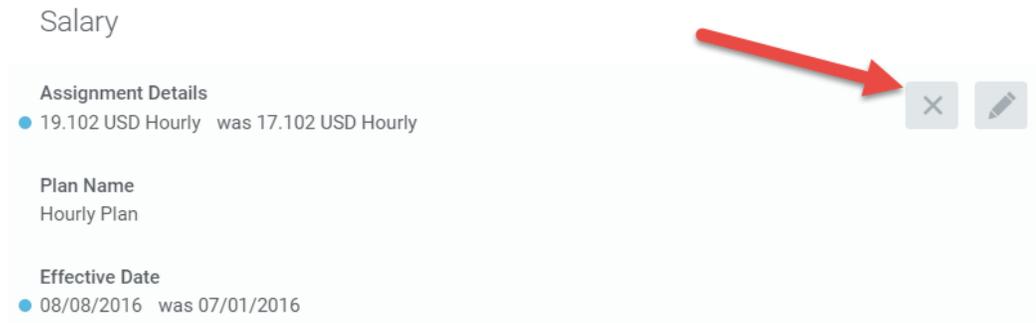
2. Click Add to insert a new plan (notice the "ex's" on the previous plan assignment information).

3. Click the search prompt box for Compensation Plan and navigate to All Compensation Plans.

4. Select the correct plan (Hourly Plan or Salary Plan), based on the Pay Rate Type for the position.

   NOTE: Since you are changing from either a salary plan to an hourly plan or vice versa, you will only see the other option, e.g., if you are changing from hourly, you will only see salary, and vice versa.

5. Be sure the correct salary information is entered (see steps 2, 3, and 4 in the Change Compensation section).

6. Click Submit.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center

- The Employee Development Center

Email:		as.linkhelp@nebraska.gov

Phone:		402.471.6234