Employee Data Changes: Compensation Change

Overview

Compensation changes are any changes to an employee’s compensation that adjust their annual base pay, including: start or end of a temporary salary increase (TSI), reclassification, administrative supplements, and interim appointments.

There are nine Smart HR templates Department Processors or the HR Department will use to maintain an employee’s compensation data. These nine are:

<table>
<thead>
<tr>
<th>Template ID</th>
<th>Description</th>
<th>Who Uses It</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC_TBH_DC_STUD_DAT</td>
<td>Student Data / Pay Change</td>
<td>Department Processor</td>
</tr>
<tr>
<td>UC_TBH_DC_GA_PAY</td>
<td>Graduate Assistant Pay/Level Change</td>
<td>Department Processor</td>
</tr>
<tr>
<td>UC_TBH_DC_GI_PAY</td>
<td>Graduate Intern Pay Change</td>
<td>Department Processor</td>
</tr>
<tr>
<td>UC_TBH_DC_CLAS_HR</td>
<td>Classified Pay Change – HR Initiated</td>
<td>HR Department</td>
</tr>
<tr>
<td>UC_TBH_DC_UCLPAYDP</td>
<td>Unclassified Pay Change – Department Initiated</td>
<td>Department Processor</td>
</tr>
<tr>
<td>UC_TBH_DC_UCLPAYHR</td>
<td>Unclassified Pay Change – HR Initiated</td>
<td>HR Department</td>
</tr>
<tr>
<td>UC_TBH_DC_SPNT_PAY</td>
<td>Special Payroll Non-Teaching Pay Change</td>
<td>Department Processor</td>
</tr>
<tr>
<td>UC_TBH_DC_SPT_PAY</td>
<td>Special Payroll Teaching Pay Change</td>
<td>Department Processor</td>
</tr>
<tr>
<td>UC_TBH_DC_UNCL_ADM</td>
<td>Unclassified Administrative Supplement Change</td>
<td>Department Processor</td>
</tr>
</tbody>
</table>

This job aid walks through the steps to complete the following three compensation changes:

- Unclassified Temporary Salary Increase (TSI)
- Graduate Assistant Level Change
- UCPEA Reclassification
UConn/Core -CT: Employee Data Changes: Compensation Change
Version 1.0

Process Steps: Unclassified Temporary Salary Increase
Scenario: An unclassified employee is receiving a temporary salary increase. The employee will remain in the same position, and there is no change to the employee’s job code or title. The HR Department is responsible for initiating this transaction.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation: Main Menu &gt; Core-CT HRMS &gt; Workforce Administration &gt; Smart HR Template &gt; Smart HR Transactions</td>
<td><img src="image1" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
| 2    | On the Smart HR Transactions page, select the following:  
  - Transaction Type: All  
  - Select Template: UC_TBH_DC_UCLPAYHR  
  Click Create Transaction. | ![Screenshot](image2) |
| 3    | On the Enter Transaction Details page, enter the following:  
  - **Employee ID:** Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee.  
  - **Employment Record Number:** If the employee has multiple jobs, ensure the correct employee record number is selected.  
  - **Job Effective Date:** This will auto-populate to the current date. Update if necessary.  
  - **Action:** This will auto-populate to Pay Rate Change. Keep as is.  
  - **Reason Code:** Select a reason code. In this example, select Begin TSI.  
  Click Continue. | ![Screenshot](image3) |
Most of the information on the Enter Transaction Information page will auto-populate.

Most of the fields that have auto-populated data can be updated on this template at any time. The fields that are greyed-out are ready only and cannot be edited.

In this example, the employee is receiving a temporary salary increase. His position, title and job code are not changing.

Under the UConn Job Compensation – Pay Components 2 section, update the following fields:

- **Comp Rate Code**: Enter UCTSI for a temporary salary increase
- **Compensation Rate**
- **Currency Code**
- **Compensation Frequency**

If your department’s business process requires it, enter additional information in the form of comments in the Comments section.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>When all information is entered and accurate, click <strong>Save and Calculate</strong> at the bottom of the template.</td>
<td><img src="image" alt="Screenshot" /></td>
</tr>
<tr>
<td>6</td>
<td>At the bottom of the template, an <strong>Attachment</strong> section will open. If applicable, search for and attach an attachment to include with the department change. Click the <strong>plus sign (+)</strong> to add additional attachments.</td>
<td><img src="image" alt="Attachment Table" /></td>
</tr>
<tr>
<td>7</td>
<td>When all information on the template is complete, click <strong>Submit</strong> to route the pay change template to the department’s Smart HR Approver for approval.</td>
<td>--</td>
</tr>
</tbody>
</table>
Process Steps: Graduate Assistant Level Change

Scenario: A Graduate Assistant is moving from Level 1 to Level 2. The assistant’s current appointment end date is 9/30/2016, so the Department Processor must update both the effective date and the new appointment end date. This transaction is initiated by the Department Processor.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Navigation:</strong> Main Menu &gt; Core-CT HRMS &gt; Workforce Administration &gt; Smart HR Template &gt; Smart HR Transactions</td>
<td></td>
</tr>
</tbody>
</table>

2. On the **Smart HR Transactions** page, select the following:
   - **Transaction Type:** All
   - **Select Template:** UC_TBH_DC_GA_PAY
   - Click **Create Transaction**.

3. On the **Enter Transaction Details** page, enter the following:
   - **Employee ID:** Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee.
   - **Employment Record Number:** If the employee has multiple jobs, ensure the correct employee record number is selected.
   - **Job Effective Date:** This will auto-populate to the current date. Update to 10/01/2016 for the new appointment.
   - **Action:** This will auto-populate to **Pay Rate Change**. Keep as is.
   - **Reason Code:** Select a reason code. In this example, select **Graduate Level Change**.
   - Click **Continue**.
### Step 4

On the **Enter Transaction Information** page, most of the data auto-populates. Any of the fields that are editable, like Location Code, Supervisor ID, or funding information, can be updated at any time. The fields that are greyed out are read-only and cannot be updated.

Review the **Step** under the **Job – Salary Plan** section of the template. The step is equivalent to the graduate assistant’s level in Student Administration. This field is auto-populated and read-only on the template.

Under the **UConn Dates** section of the template, review the **UOC Appointment Date**. Update the appointment **End Date** to reflect the new end date for the assistantship. In this example, the new end date was updated to **05/22/2017**.

If your department’s business process requires it, enter additional information in the form of comments in the **Comments** section.

### Step 5

When all information is entered and accurate, click **Save and Calculate** at the bottom of the template.
## UConn/Core -CT: Employee Data Changes: Compensation Change

Version 1.0

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>At the bottom of the template, an <strong>Attachment</strong> section will open. If applicable, search for and attach an attachment to include with the department change. Click the <strong>plus sign</strong> (+) to add additional attachments.</td>
</tr>
<tr>
<td>7</td>
<td>When all information on the template is complete, click <strong>Submit</strong> to route the pay change template to the department’s Smart HR Approver for approval.</td>
</tr>
</tbody>
</table>
**Process Steps: UCPEA Reclassification**

**Scenario:** A Technical Records Coordinator, who is a member of UCPEA, is being reclassified to an Administrative Services Assistant 1. The HR Department must enter a new Job Code and increase the employee’s salary. **Note:** This transaction is initiated by the HR Department.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation: Main Menu &gt; Core-CT HRMS &gt; Workforce Administration &gt; Smart HR Template &gt; Smart HR Transactions</td>
<td><img src="image1.png" alt="Screenshot 1" /></td>
</tr>
</tbody>
</table>
| 2    | On the Smart HR Transactions page, select the following:  
- Transaction Type: All  
- Select Template: UC_TBH_DC_UCLPAYHR  
Click Create Transaction. | ![Screenshot 2](image2.png) |
| 3    | On the Enter Transaction Details page, enter the following:  
- Employee ID: Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee.  
- Employment Record Number: If the employee has multiple jobs, ensure the correct employee record number is selected.  
- Job Effective Date: This will auto-populate to the current date. Update if necessary.  
- Action: This will auto-populate to Pay Rate Change. Keep as is.  
- Reason Code: Select a reason code. In this example, select Non Scheduled Salary Change.  
Click Continue. | ![Screenshot 3](image3.png) |
Most of the information on the **Enter Transaction Information** page will auto-populate.

Most of the fields that have auto-populated data can be updated on this template at any time. The fields that are greyed out are ready only and cannot be edited.

In his example, the employee is being promoted (reclassified). The Department Processor must update the employee’s **Job Code** to reflect the new reclassification. In this example, it is **AW9089**.

Update the employee’s **Compensation Rate**. In this example, the salary is increased to **$85,000.00** annually.

If your department’s business process requires it, enter additional information in the form of comments in the **Comments** section.
When all information is entered and accurate, click **Save and Calculate** at the bottom of the template.

At the bottom of the template, an **Attachment** section will open.

If applicable, search for and attach an attachment to include with the department change.

Click the **plus sign (++)** to add additional attachments.

When all information on the template is complete, click **Submit** to route the pay change template to the department’s Smart HR Approver for approval.