

How to Change or Update an Employee's Compensation Overview

This job aid will guide you through the steps required when a compensation change needs to be made to an employee's state, non-state, or special pay rate. The system contains edits that maintain the acceptable parameters for compensation actions, based upon the salary plan, grade minimum and maximum thresholds.

Salary changes due to upward, downward, or lateral job changes, which includes job code, salary plan/grade/step changes, require two separate transactions. It is necessary to process the position update prior to processing the salary change. Refer to the *"Managing Position Data Job Aid"* for assistance with keying the position update. The effective date of the pay action cannot be prior to the effective date of the position change. The position change and the salary change must have the same effective date in the system. Therefore, when processing the pay change, an effective sequence will be added within the current effective dated row on the job data page.

It is important that the action/action reasons are accurate based on the type of change you are making. Examples of these consistent action/action reasons will be provided throughout this job aid. There are audit reports that agencies and DHRM will use to monitor demotions, promotions, upward and downward pay changes to ensure that the prerequisite position change necessary to properly impact the compensation action are processed in accordance with DHRM Compensation Policy 3.05.

If this compensation change is a result of demotion or pay change that must be removed, it is necessary to open a VCCC Helpdesk ticket in order for Cardinal PPS to remove the data rows. In order to reverse or adjust a pay change, as long as there is not another effective dated row following the effective date of the pay change needing to be reversed or changed, an effective sequence may be added using the same date as the pay action.

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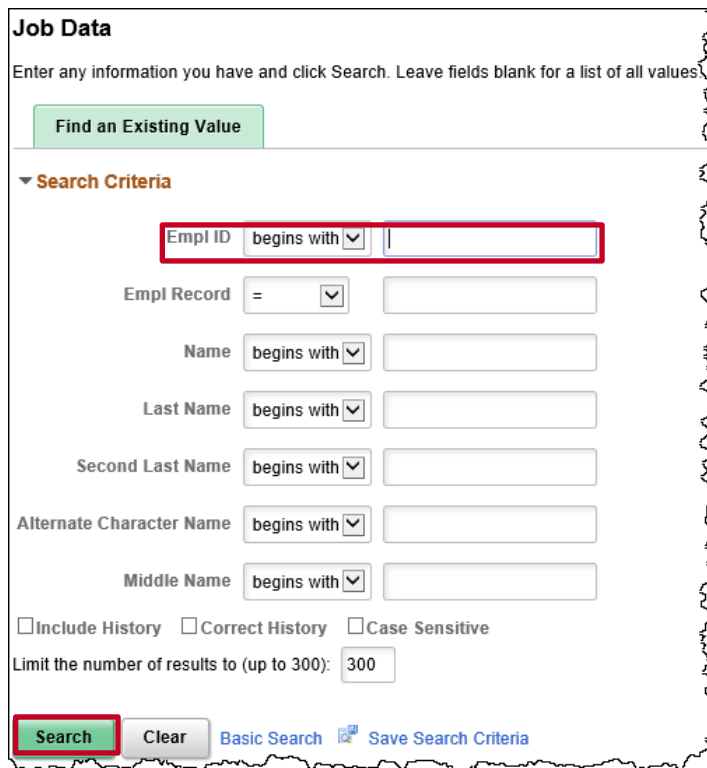
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How to Change an Employee's Compensation

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administrator > Job Information > Job Data

The **Job Data Search** page displays.



2. Enter the employee's Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The WBT titled **NAV205_Navigation in Cardinal HCM** will provide tips and tricks on searching for employees. It can be found on the Cardinal website under **Learning**.

Note: Cardinal security restricts the user to seeing only their agency employees.

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The **Job Data** page displays the search results.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with 00900

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Correct History Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

300 of 1894 results are displayed.

View All 1-100 of 300

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
	0				(blank)	(blank)	Test
	0				(blank)	(blank)	(blank)
	0				(blank)	(blank)	(blank)
	0				(blank)	(blank)	(blank)

4. From the **Search Box** select the desired employee to update.

The **Work Location** tab displays.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Empl ID 00900001200

Employee Empl Record 0

Work Location Details 1 of 1

*Effective Date 06/10/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave of Absence

*Action Position Change

Reason Job Reclass Downward

*Job Indicator Primary Job

Current

Go To Row + -

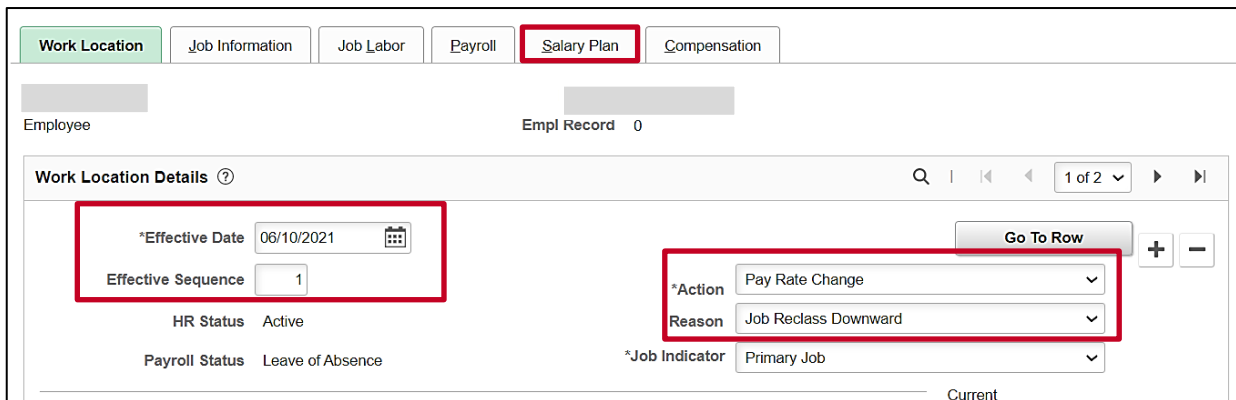
Note: A change to the employee's job record initiated from a change on the Position was entered on 6/10/2021.

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- Click the **Add a New Row** icon (+) to add a new effective dated row.
- The **Effective Date** field defaults to the current system date. Update this date to the applicable date using the **Calendar** icon as needed. If the change is the same date as the Position change the effective sequence will be changed to 1. As shown in step 11 below.

Note: If this change is the result of an alternate salary plan step make sure the effective date is the same or later date than the effective date of the alternate salary plan update.

Note: For further information on effective dating, see the Job Aid titled **HR351_Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

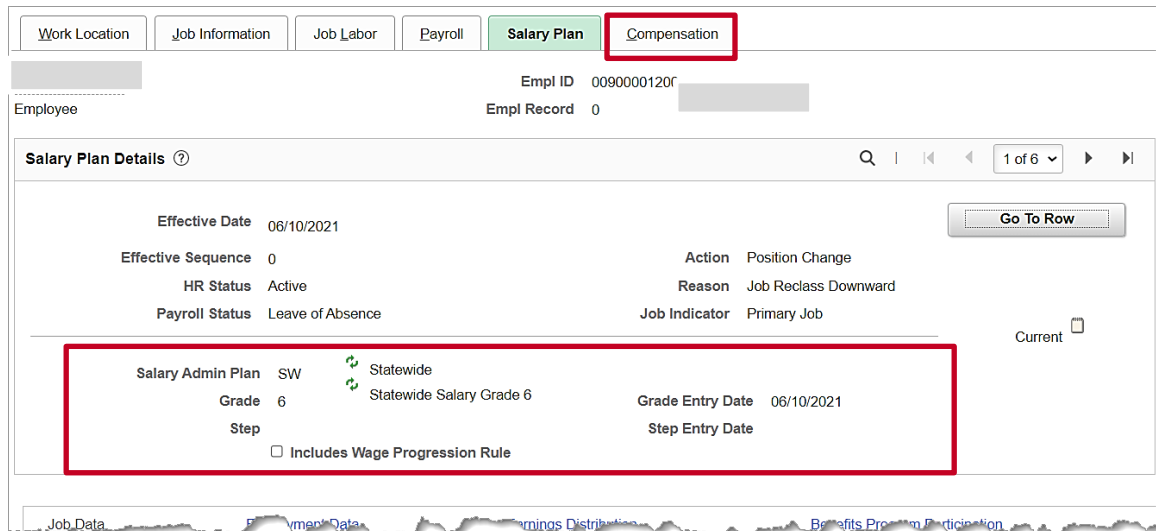


The screenshot shows the 'Salary Plan' tab selected in a web application. The interface includes a navigation bar with tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the navigation bar, there are fields for 'Employee' and 'Empl Record 0'. The main content area is titled 'Work Location Details' and contains a table with the following fields: '*Effective Date' (06/10/2021), 'Effective Sequence' (1), 'HR Status' (Active), 'Payroll Status' (Leave of Absence), '*Action' (Pay Rate Change), 'Reason' (Job Reclass Downward), and '*Job Indicator' (Primary Job). A 'Go To Row' button with '+' and '-' icons is also visible.

- Click the **Action** drop-down arrow.
 - Select the appropriate **Action**. In this example **Pay Rate Change** has been selected. The number of types of Actions where a pay change is allowed are limited to Pay Rate Change, Hire, Rehire, and Transfer.
- Note:** For further information on Action/Action Reason, see the Job Aid titled **HR351_Action Reason Codes**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
- Click the **Reason** drop-down arrow.
 - Select the appropriate **Reason** to reflect the compensation change. In this example **Job Reclass Downward** has been selected.
 - In this example the effective date of the Pay Rate Change is the same day as the change to the position so the **Effective Sequence** must be updated to reflect the next sequential number. In this example it is updated to 1.
 - If a new **Alternate Salary Plan** was updated on the position, click the **Salary Plan** tab. Otherwise continue to step 14.

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The **Salary Plan** tab displays.



Work Location Job Information Job Labor Payroll **Salary Plan** **Compensation**

Empl ID 00900001200
Employee Empl Record 0

Salary Plan Details ? 1 of 6

Effective Date 06/10/2021

Effective Sequence 0 Action Position Change
HR Status Active Reason Job Reclasse Downward
Payroll Status Leave of Absence Job Indicator Primary Job

Current

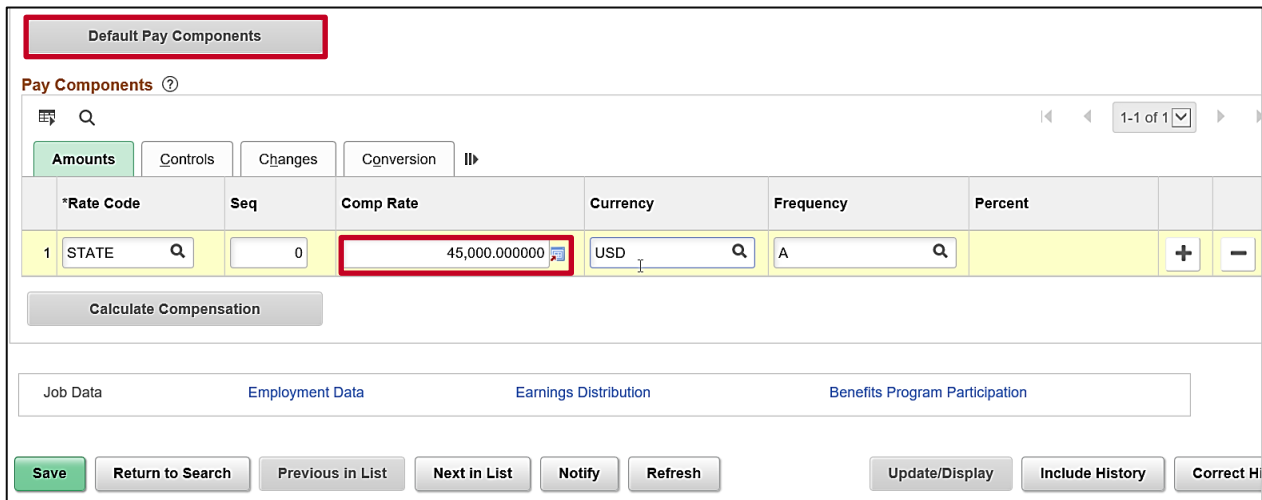
Salary Admin Plan SW ↻ Statewide
Grade 6 ↻ Statewide Salary Grade 6 Grade Entry Date 06/10/2021
Step Step Entry Date
 Includes Wage Progression Rule

Job Data Employment Data Terminations Distribution Benefits Program Participation

13. Validate the expected Alternate **Salary Plan/Grade/Step** has been updated to the employee job record from the Position.
14. Click the **Compensation** tab.

HR351_Updating an Employee's Compensation

The **Compensation** page displays.



Default Pay Components

Pay Components ?

Amunts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	45,000.000000	USD	A	

Calculate Compensation

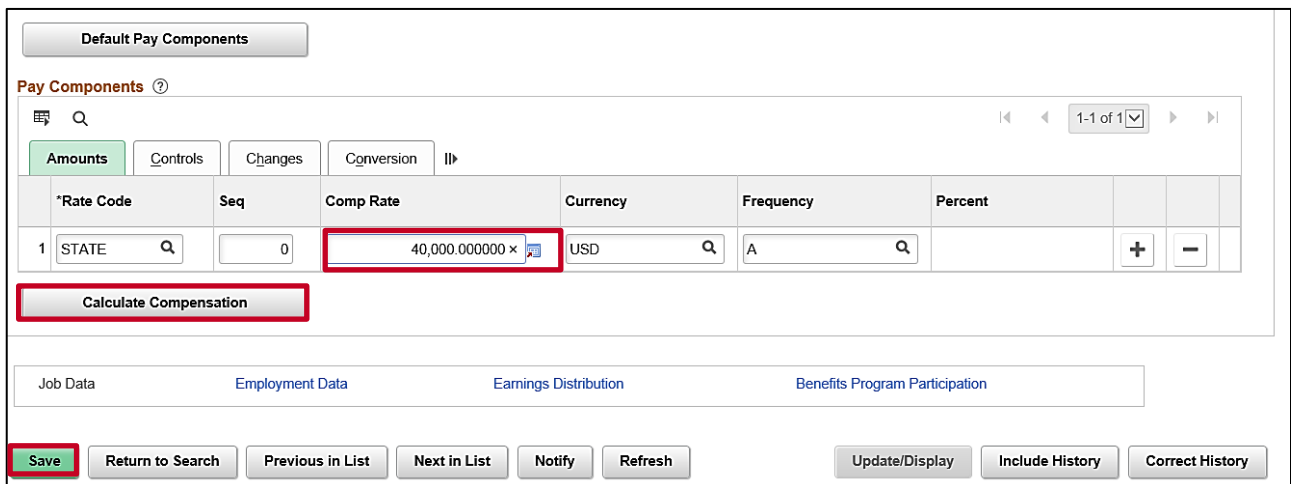
Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct H

15. Click the **Default Pay Components** button.

16. Highlight the **Comp Rate**.

17. Enter the New Compensation Rate.



Default Pay Components

Pay Components ?

Amunts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	40,000.000000 x	USD	A	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

18. Click the **Calculate Compensation** button.

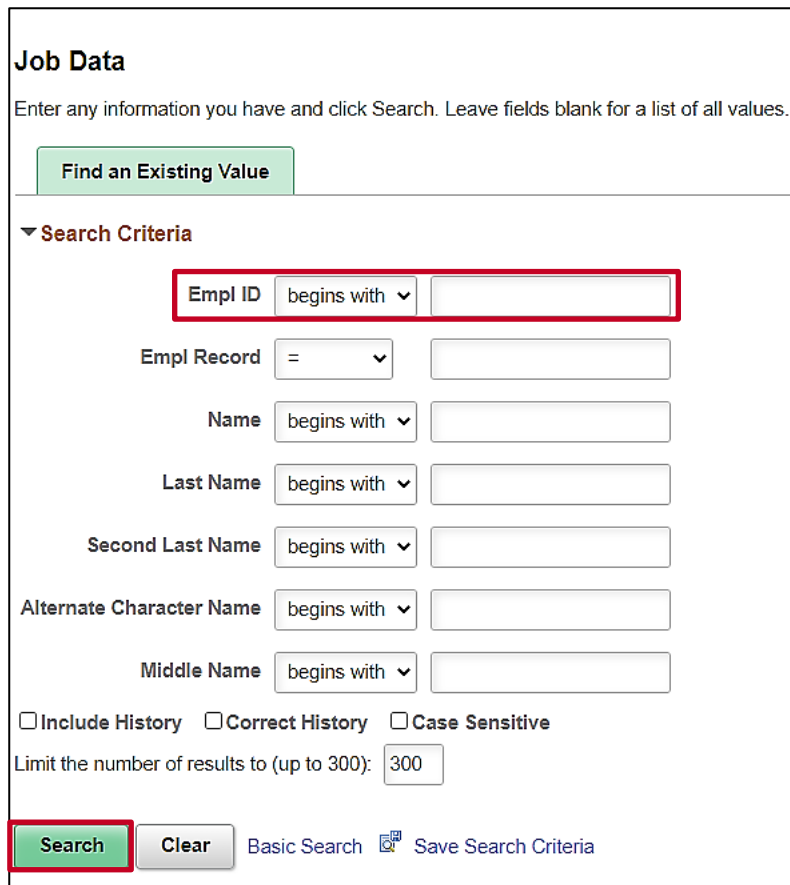
19. Click the **Save** button.

How to Correct an Employee's Compensation

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administrator > Job Information > Job Data

The **Job Data Search** page displays.



20. Enter the employee's Employee ID in the **Empl ID** field.

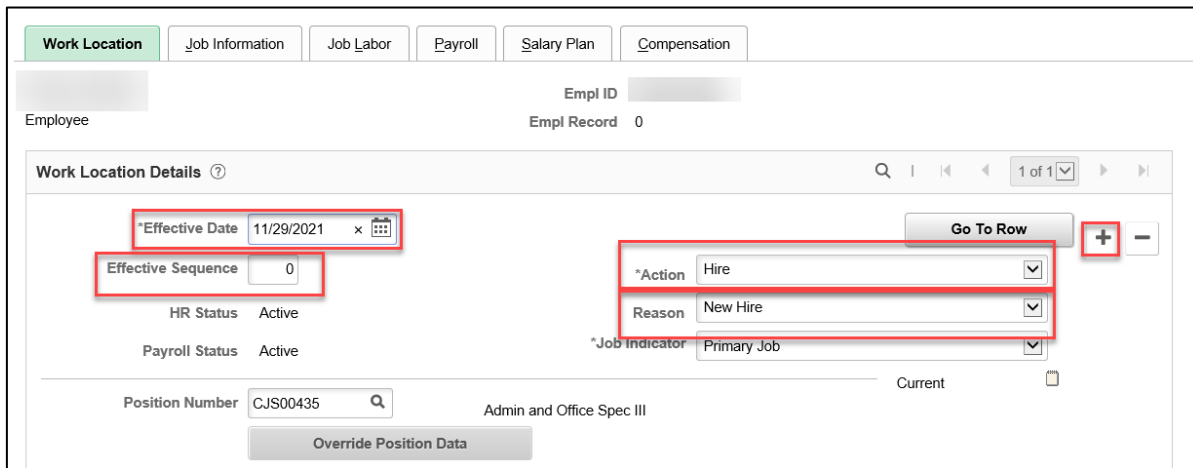
21. Click the **Search** button.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The WBT titled **NAV205_Navigation in Cardinal HCM** will provide tips and tricks on searching for employees. It can be found on the Cardinal website under **Learning**.

Note: Cardinal security restricts the user to seeing only their agency employees.

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The **Work Location** tab displays.



The screenshot shows the 'Work Location' tab in a web application. At the top, there are navigation tabs: 'Work Location' (selected), 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the tabs, there are fields for 'Employee' (redacted), 'Empl ID' (redacted), and 'Empl Record' (0). The main area is titled 'Work Location Details' and contains a table with one row of data. The table has columns for:

- *Effective Date: 11/29/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- *Action: Hire
- Reason: New Hire
- *Job Indicator: Primary Job

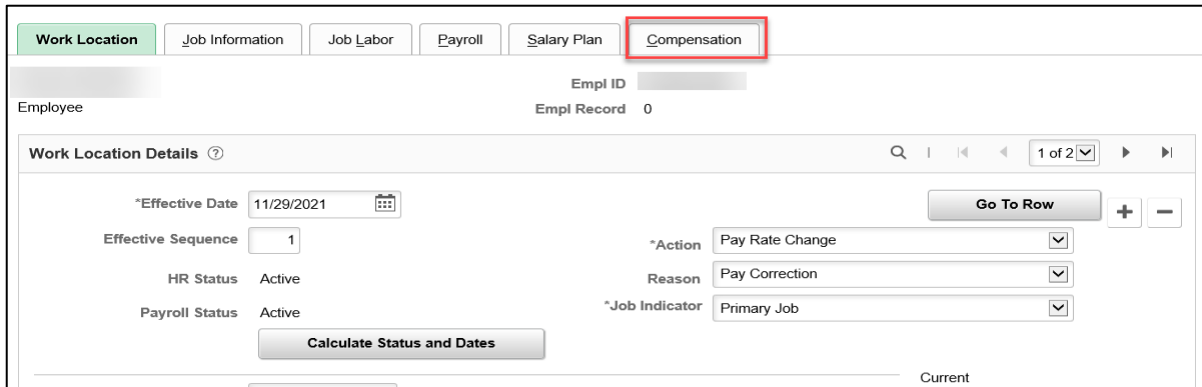
 At the bottom of the table, there is a 'Position Number' field with the value 'CJS00435' and a search icon, followed by the text 'Admin and Office Spec III' and 'Current'. There is also an 'Override Position Data' button. On the right side of the table, there is a 'Go To Row' button and a '+' icon for adding a new row.

22. **Write down** the effective date of the current row where the compensation error occurred.
23. Click the **Add a New Row** icon (+) to add a new effective dated row and enter the correction to the Compensation.
24. The **Effective Date** field defaults to the current system date. Change the effective date to be the **SAME** date as the previous row of data when the Compensation was originally entered on the job record.
25. The **Effective Date** is the same as the previous row, place the cursor in the **Effective Sequence** field and change it to the next sequential number. In this example it is changed from 0 to 1.

Note: If an additional row of Job Data has already been entered on the Job Record a VCC ticket will need to be entered for PPS to make the Compensation change.

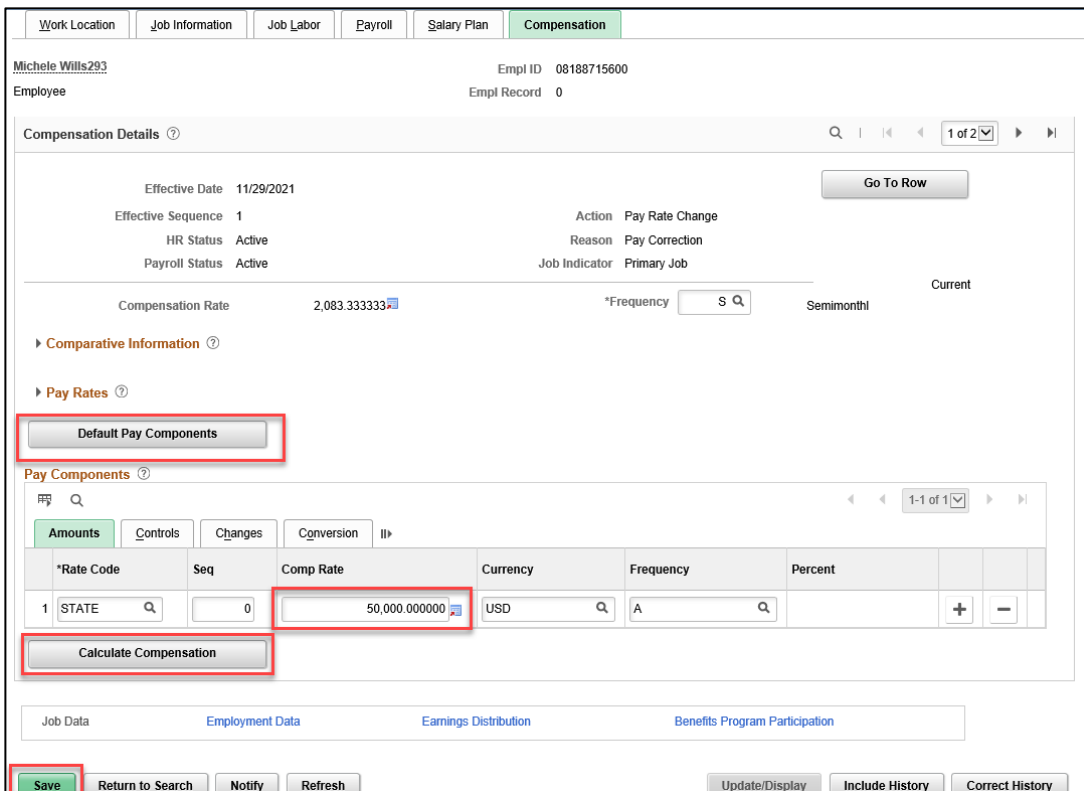
26. Click the **Action** drop-down arrow and select the Action of **Pay Rate Change**.
27. Click the **Reason** drop-down arrow and select the **Reason of Pay Correction**.

The **Compensation** page refreshes.

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28. Click on the **Compensation** tab.

The **Compensation** tab displays.



*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	50,000.000000	USD	A	

29. Click on the **Default Pay Components** button.

30. Place the cursor in the **Comp Rate** field and enter the correct comp rate amount.

31. Click the **Calculate Compensation** button.

32. Click the **Save** button.

HR351_Updating an Employee's Compensation

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation																
Michele Wills293 Employee		Empl ID 08188715600 Empl Record 0																			
Compensation Details 1 of 2																					
Effective Date 11/29/2021		<input type="button" value="Go To Row"/>																			
Effective Sequence 1		Action Pay Rate Change																			
HR Status Active		Reason Pay Correction																			
Payroll Status Active		Job Indicator Primary Job																			
<div style="text-align: right;">Current <input type="checkbox"/></div>																					
Compensation Rate 2,166.666667		*Frequency S Semimonthly																			
<p>► Comparative Information</p> <p>► Pay Rates</p> <input type="button" value="Default Pay Components"/>																					
Pay Components 1-1 of 1																					
<table border="1"> <thead> <tr> <th>*Rate Code</th> <th>Seq</th> <th>Comp Rate</th> <th>Currency</th> <th>Frequency</th> <th>Percent</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 STATE</td> <td>0</td> <td>52,000.000000</td> <td>USD</td> <td>A</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>						*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent			1 STATE	0	52,000.000000	USD	A		+	-
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent																
1 STATE	0	52,000.000000	USD	A		+	-														
<input type="button" value="Calculate Compensation"/>																					

The **Compensation** page is updated.