

How to Change or Update an Employee’s Compensation Overview

This Job Aid guides users 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 and 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 **HR351_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 being made. 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. To reverse or adjust a pay change, provided 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.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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HR351_Updating an Employee's Compensation**Revision History**

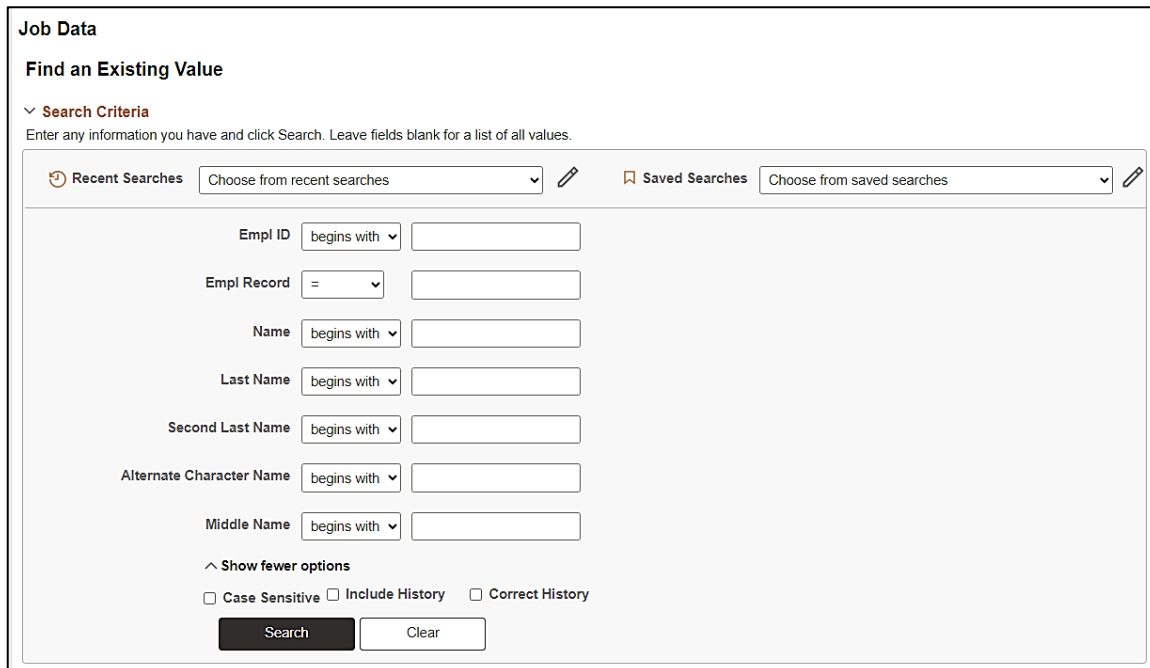
Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1; Section 2 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.


HR351_Updating an Employee's Compensation
How to Change an Employee's Compensation


Use this process to change an employee's compensation. Follow the steps in the section titled [How to Correct an Employee's Compensation](#) when making corrections to an employee's compensation.


Step	Action
1.	Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.





	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
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2.	Enter the employee's Employee ID in the Empl ID field. 
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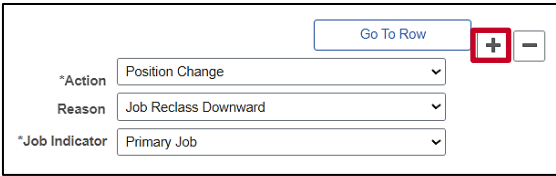
	Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on search options, see the WBT titled NAV205_Navigation in Cardinal HCM . This WBT can be found on the Cardinal website under Learning .
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HR351_Updating an Employee's Compensation

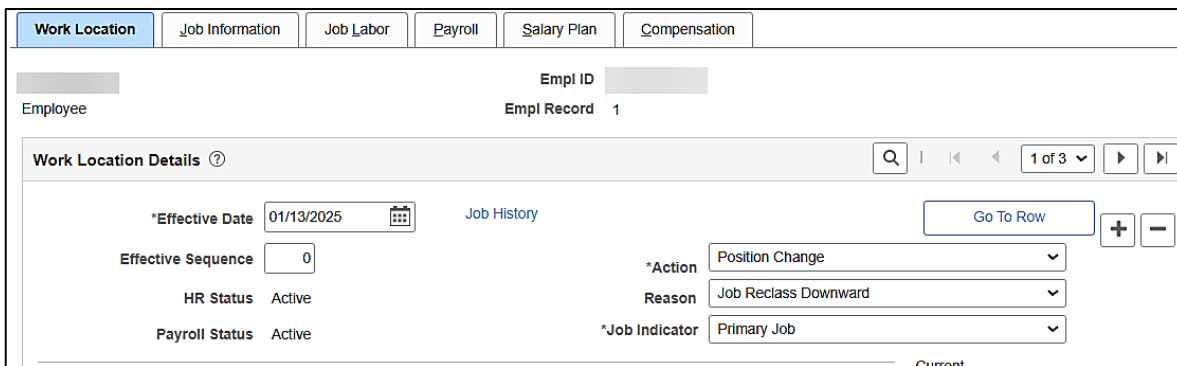
Step	Action
3.	Click the Include History checkbox. 
4.	Click the Search button. Note: Cardinal security restricts the user to only their agency employees. 

The **Work Location** page for the employee displays.







5.	Click the Add a New Row icon (+) to add a new effective dated row. 
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A new effective dated row is created.



HR351_Updating an Employee's Compensation

Step	Action
	<p>When a new row is created, the row count increases by one and the effective date displays the current date. In this example, today's date is "1/13/2025". A change to the employee's job record is initiated by a change to the Position that was entered on "1/6/2025".</p>
6.	<p>Update the Effective Date to reflect the applicable date. If the change is the same date as the position change, the Effective Sequence will be changed to 1.</p> <div data-bbox="292 541 805 680" style="border: 1px solid black; padding: 5px;"> <p>*Effective Date <input type="text" value="01/06/2025"/> </p> <p>Effective Sequence <input style="border: 2px solid red;" type="text" value="1"/></p> </div>
	<p>If this change is the result of an alternate salary plan step, ensure that the effective date is the same or later date than the effective date of the alternate salary plan update.</p> <p>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.</p>
7.	<p>Click the Action dropdown button and select the appropriate action.</p> <p>Note: In this example, "Pay Rate Change" has been selected.</p> <div data-bbox="292 1033 1036 1167" style="border: 1px solid black; padding: 5px;"> <p>*Action <input style="border: 2px solid red;" type="text" value="Pay Rate Change"/> ▼</p> <p>Reason <input type="text" value=""/> ▼</p> </div>
	<p>For further information on Action/Action Reasons, see the Job Aid titled HR351_Action Reason Codes. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
8.	<p>Click the Reason dropdown button and select the appropriate reason.</p> <p>Note: In this example, "Job Reclass Downward" has been selected.</p> <div data-bbox="292 1440 945 1558" style="border: 1px solid black; padding: 5px;"> <p>*Action <input type="text" value="Pay Rate Change"/> ▼</p> <p>Reason <input style="border: 2px solid red;" type="text" value="Job Reclass Downward"/> ▼</p> </div>
9.	<p>If a new Alternate Salary Plan was updated on the position, click the Salary Plan tab. Otherwise continue to step 11.</p> <div data-bbox="292 1684 1198 1831" style="border: 1px solid black; padding: 5px;"> <p> <input type="button" value="Work Location"/> <input type="button" value="Job Information"/> <input type="button" value="Job Labor"/> <input type="button" value="Payroll"/> <input style="border: 2px solid red;" type="button" value="Salary Plan"/> <input type="button" value="Compensation"/> </p> <p>Employee <input type="text" value=""/> Empl ID <input type="text" value=""/></p> <p>Empl Record 1</p> </div>

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Step	Action
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The **Salary Plan** page displays.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Tom Smith01 Employee		Empl ID 00863024700 Empl Record 1			
Salary Plan Details ⓘ					1 of 3
Effective Date	01/06/2025		Go To Row		
Effective Sequence	1	Action	Pay Rate Change		
HR Status	Active	Reason	Job Reclass Downward		
Payroll Status	Active	Job Indicator	Primary Job		
Salary Admin Plan	UG	Ungraded	Current		
Grade		Grade Entry Date			
Step		Step Entry Date			
<input type="checkbox"/> Includes Wage Progression Rule					

10. Validate that the expected Alternate Salary Plan/Grade/Step has been updated to the employee job record from the position.

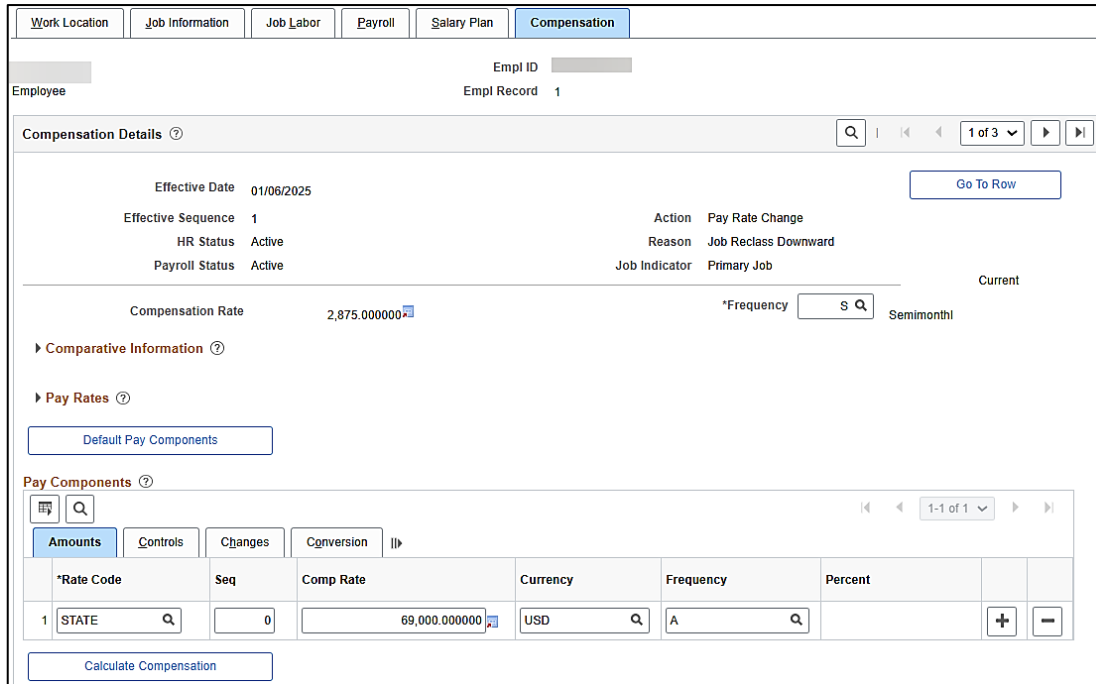
Salary Admin Plan	UG	Ungraded	Grade Entry Date
Grade			Step Entry Date
Step			
<input type="checkbox"/> Includes Wage Progression Rule			

11. Click the **Compensation** tab.

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
Employee		Empl ID [redacted] Empl Record 1			

Step	Action
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The **Compensation** page displays.



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

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 1

Compensation Details

Effective Date: 01/06/2025
 Effective Sequence: 1
 HR Status: Active
 Payroll Status: Active

Action: Pay Rate Change
 Reason: Job Reclass Downward
 Job Indicator: Primary Job

Compensation Rate: 2,875.000000 *Frequency: S Semimonthly

► Comparative Information
 ► Pay Rates

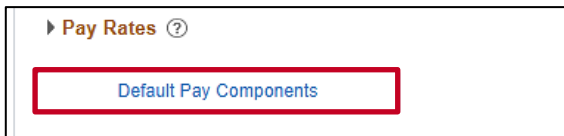
Default Pay Components

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	69,000.000000	USD	A	

Calculate Compensation

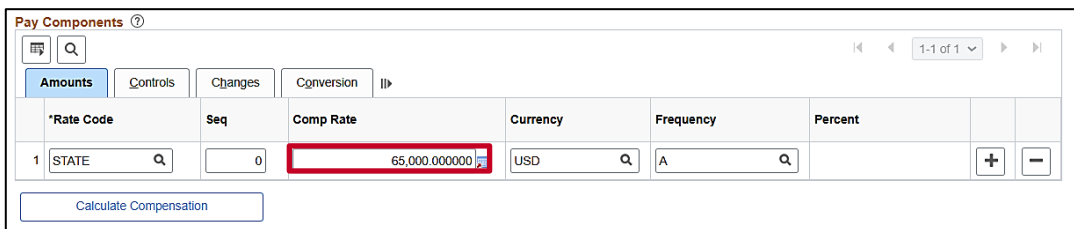
12. Click the **Default Pay Components** button.



► Pay Rates

Default Pay Components

13. Enter the new compensation rate in the **Comp Rate** field.



Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 STATE	0	65,000.000000	USD	A	

Calculate Compensation

14. Click the **Calculate Compensation** button.



Calculate Compensation


15. Click the **Save** button.





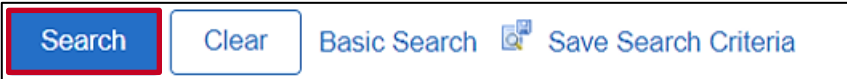
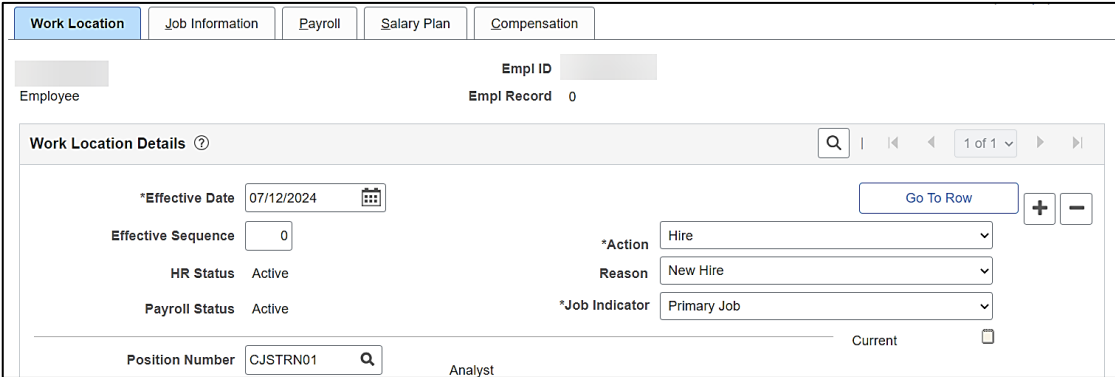

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

How to Correct an Employee's Compensation

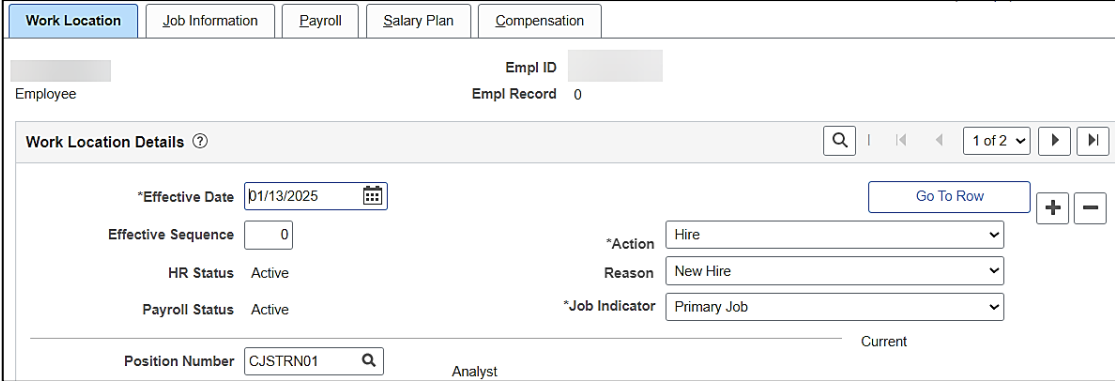

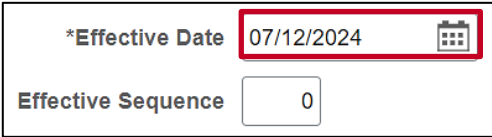
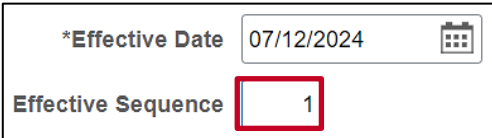

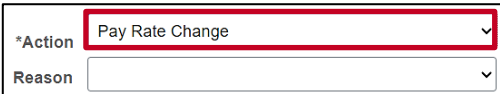
Use this process to correct an employee's compensation. Follow the steps in the section titled [How to Change an Employee's Compensation](#) when making changes to an employee's compensation.

Step	Action
1.	Navigate to the Job Data page using the following path: NavBar > Menu > Workforce Administration > Job Information > Job Data
<p>The Job Data Search page displays.</p> <div data-bbox="246 640 1393 1304" style="border: 1px solid black; padding: 10px;"> <p>Job Data</p> <p>Find an Existing Value</p> <p>▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>🕒 Recent Searches <input type="text" value="Choose from recent searches"/> </p> <p>🔖 Saved Searches <input type="text" value="Choose from saved searches"/> </p> </div> <p>Empl ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Second Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Alternate Character Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Middle Name <input type="text" value="begins with"/> <input type="text"/></p> <p>^ Show fewer options</p> <p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> </div>	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
2.	<p>Enter the employee's Employee ID in the Empl ID field.</p> <p>Note: Users can also search for the applicable employee using the various Name fields if the Employee ID is not known.</p> <div data-bbox="293 1696 992 1770" style="border: 1px solid #ccc; padding: 5px;"> <p>Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text"/></p> </div>

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Step	Action
	<p>Users 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. For further information on search options, see the WBT titled NAV205_Navigation in Cardinal HCM. This WBT can be found on the Cardinal website under Learning.</p>
3.	<p>Click the Include History checkbox.</p> 
4.	<p>Click the Search button.</p> <p>Note: Cardinal security restricts the user to seeing only their agency employees.</p> 
<p>The Work Location page for the employee displays.</p> 	
5.	<p>Make note of the Effective Date of the current row where the compensation error occurred. In this example, the effective date is “7/12/2024”.</p>
6.	<p>Click the Add a New Row icon (+) to add a new effective dated row.</p> 

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Step	Action
	<p>A new row is created.</p> 
	<p>When a new row is created, the row count increases by one and the effective date defaults to the current date.</p> <p>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.</p>
7.	<p>Update the Effective Date field to reflect the same date as the previous row of data when the compensation was originally entered on the job record.</p> 
8.	<p>Click in the Effective Sequence field and change it to the next sequential number.</p> <p>Note: In this example, it is changed from “0” to “1”.</p> 
	<p>If a transaction has occurred after the effective date of the compensation change has already been entered on the Job Record, a VCC ticket will need to be entered for PPS to make the compensation change.</p>
9.	<p>Click the Action dropdown button and select the Action of “Pay Rate Change”.</p> 

Step	Action																
10.	Click the Reason dropdown button and select the reason of "Pay Correction". <div data-bbox="292 378 795 472" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Action <input type="text" value="Pay Rate Change"/></p> <p>Reason <input type="text" value="Pay Correction"/></p> </div>																
11.	Click the Compensation tab. <div data-bbox="292 556 1209 724" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> <input type="button" value="Work Location"/> <input type="button" value="Job Information"/> <input type="button" value="Payroll"/> <input type="button" value="Salary Plan"/> <input style="border: 2px solid red;" type="button" value="Compensation"/> </p> <p>Employee <input type="text" value=""/> Empl ID <input type="text" value=""/></p> <p>Empl Record 0</p> </div>																
<p>The Compensation page displays.</p> <div data-bbox="259 808 1372 1270" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p> <input type="button" value="Work Location"/> <input type="button" value="Job Information"/> <input type="button" value="Job_Labor"/> <input type="button" value="Payroll"/> <input type="button" value="Salary Plan"/> <input style="border: 1px solid blue;" type="button" value="Compensation"/> </p> <p>Employee <input type="text" value=""/> Empl ID <input type="text" value=""/></p> <p>Empl Record 0</p> <p>Compensation Details 1 of 2</p> <p> Effective Date 07/12/2024 <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 Current </p> <p>Compensation Rate 2,916.66667 <input type="text" value=""/> *Frequency <input type="text" value="S"/> Semimonthly</p> <p> <input type="button" value="Default Pay Components"/> </p> </div>																	
12.	Click the Default Pay Components button. <div data-bbox="292 1354 738 1459" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><input style="border: 2px solid red;" type="button" value="Default Pay Components"/></p> </div>																
13.	In the Pay Components section, enter the correct compensation rate amount in the Comp Rate field. <div data-bbox="292 1564 1396 1795" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Pay Components 1-1 of 1</p> <p> <input type="button" value="Amounts"/> <input type="button" value="Controls"/> <input type="button" value="Changes"/> <input type="button" value="Conversion"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 <input type="text" value=""/></td> <td style="text-align: center;">0</td> <td style="border: 2px solid red; text-align: center;">60,000.000000 <input type="text" value=""/></td> <td>USD <input type="text" value=""/></td> <td>A <input type="text" value=""/></td> <td></td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Calculate Compensation"/></p> </div>	*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent			1 STATE <input type="text" value=""/>	0	60,000.000000 <input type="text" value=""/>	USD <input type="text" value=""/>	A <input type="text" value=""/>		+	-
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent												
1 STATE <input type="text" value=""/>	0	60,000.000000 <input type="text" value=""/>	USD <input type="text" value=""/>	A <input type="text" value=""/>		+	-										

HR351_Updating an Employee's Compensation

Step	Action
14.	Click the Calculate Compensation button. 
15.	Click the Save button. 