

## Unclassified Employee Pay Rate Change

**How To:** Enter a pay rate change for an unclassified employee that is unrelated to the unclassified merit process.

<b>STEP 1:</b>	Select the menu items in the following order: <b>Workforce Administration &gt; Job Information &gt; Job Data</b>
<b>Expected Results:</b>	Job Data search page displays.
<b>STEP 2:</b>	Enter the <b>Employee ID</b> in the EmplID field. Click 
<b>Expected Results:</b>	Work Location page displays.
<b>STEP 3:</b>	Click  to add a new row.
<b>Expected Results:</b>	A new Job Data row is added with the current date in the Effective Date field.
<b>STEP 4:</b>	Change the <b>Effective Date</b> to the date of the pay rate change.
<b>Expected Results:</b>	The field updates after tabbing out or clicking on another field.
<b>STEP 5:</b>	Select <b>Pay Rate Change</b> from the drop down list in the Action field.
<b>Expected Results:</b>	Pay Rate Change displays in the Action field and Reason field becomes blank.
<b>STEP 6:</b>	Select <b>Other</b> from the drop down list next to the Reason field.
<b>Expected Results:</b>	Reason code displays.
<b>STEP 7:</b>	Click on <b>Compensation page</b> . Enter the new <b>hourly rate</b> in the Comp Rate field and click  .
<b>Expected Results:</b>	New pay rates display.
<b>STEP 8:</b>	Click on Benefits Program Participation link. Enter new <b>Annual Benefits Base Rate</b> .
<b>Expected Results:</b>	New rate displays.
<b>STEP 9:</b>	Click 
<b>Expected Results:</b>	