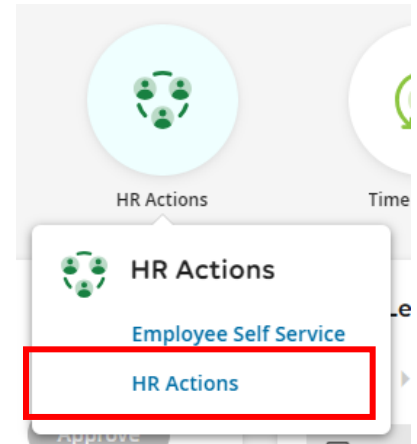


Payment Action for Salary or Rate Update:

This training document is intended to provide instruction on how to submit a Payment Action for change in salary, promotion (for Full-Time or Part-Time) and/or percentage of Full-Time employment:

1. Login to UKG by accessing the UKG Ready button located under the staff tab in Portal.
2. From your home dashboard, click on the **HR Action Forms** icon and select "HR Actions."



3. Go to **Payment Action (Stipend)** from the list and click on **Start** in the far right.

← HR Actions

Available

Open

Submitted

End Position Assignment

Use this HR Action to end the position of an empl

New Position Request (FT Faculty, Student, Grad

Submit this request for new position creation of a

Payment Action (Salary and Rate)

Change in salary, promotion (for Full-Time or Par

Start

Payment Action (Stipend)

Issue one-time or series of payments.

4. Search for the employee in the **Choose Employee** field (use the magnify glass/paper icon to pull the search feature). Then click **Continue**.

Payment Action (Salary and Rate) ✕

Choose Employee *

Henry Test1 ✕ 🔍

Effective From *

12/07/2023 📅

Cancel
Continue

VERY IMPORTANT: The **Effective From** date does not pertain to the date the payment goes into effect. It is a system date related to when the HR Action is created.

5. To update a salary or rate of pay, the change must be added to the **Base Compensation** of the employee. To add this, click on the **+Add** button in the upper right.

Base Compensation *

Annual	\$80,000.00 / 1820.00hrs	Pay Period	\$3,333.33 / 75.83hrs	Hourly	\$43.95604
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+ Add

Effective From	Annual \$	Amount \$	Hours	PP	Amount Earning Autopay	Autopay Type	Actions
12/31/1900	\$80,000.00	\$80,000.00 / Year	1820.00hrs / Year	24		AMOUNT	...

6. The Base Compensation popup box will appear. Fill out the following fields:

- a. **Effective From**- enter the date this payment action should take effect. Please note it should be a pay date.
- b. **Reason Code**- select the reason for this action.
- c. **Amount**- override the amount in this field with the new proposed salary or rate.

Add New Base Compensation ✕

⚠ Rates must be reapplied for changes to take place retroactively. [Reapply Rates](#)

Effective From *

12/16/2023

Amount *

85,000.00000 \$

Hours

1820.00 🕒

PP in Year *

24

Autopay Type

Amount ▼

Reason Code *

Salary Increase ▼

Per

Year ▼

Per

Year ▼

Amount Earning Autopay

▼

Cancel
Save

7. Click **Save**. The new base compensation will appear on the first row:

Base Compensation *

Annual \$80,000.00 / 1820.00hrs Pay Period \$3,333.33 / 75.83hrs Hourly \$43.95604

Annual + Add

Effective From	Annual \$	% Change	Amount \$	Hours	Reason Code	Amount Earning Autopay	Autopay Type	PP	Actions
12/16/2023	\$85,000.00	6.25%	\$85,000.00 / Year	1820.00hrs / Year	Salary Increase		AMOUNT	24	...
12/31/1900	\$80,000.00		\$80,000.00 / Year	1820.00hrs / Year	New Hire		AMOUNT	24	...

8. Click the **Continue** button to move forward.

9. Complete all required fields on the **Position Info Request** form. This information is needed by the Compensation department to determine if any updates to the position description will accompany this action. **VERY IMPORTANT:** there are two pages to this form so please use the arrow in the upper left to move on to the next page. It will not allow you to submit without doing so.

POSITION INFO REQUEST

Image Form

Page 1 of 2

Request Date: 12/07/2023

Requestor's Name: Henry Test1 Position Number*: 197201

Current Position Name/Title*: Test Position

Current Position Supervisor*: Cindy Lou

New Position Name/Title*: New Test Position

Department*: Human Resou. Work Mode*: Remote

New Position Hours: New Position Supervisor:

Reason description provided by requestor: N/A
Please enter N/A if not applicable:

Please click on the arrows in the upper left corner of the screen to move onto the second page and provide an updated position description. All promotions must have an updated position description.

Provide the Position Description on the second page of the form. If no updates are needed then list "N/A."

POSITION INFO REQUEST

Image Form

Page 2 of 2

N/A

New Position Description and Qualifications. Please Enter N/A if not applicable.

- Click Continue to move on. **PLEASE NOTE**, the last section is for Compensation Use ONLY. Please click the **Submit** button to submit your request into workflow.
- To view the status of your request, click on the Submitted tab on the "HR Actions" page and refer to the Workflow State column.

← HR Actions

Available Open **Submitted** Search Actions

All Statuses This Year All Employees

Employee	Created On	Effective Date	Status	Workflow State	Notes	Actions
Payment Action (Stipend) (1)						
NT Nina Test2	12/07/2023	12/07/2023	Submitted	Created		...

As your action moves through the workflow it will show a message for each approver who has approved it. Once it has completed workflow it will show with a "Completed" status:

Payment Action (Stipend) (2)						
RR Rudolph Reindeer	12/04/2023	12/04/2023	Submitted	Approved by Dean/VP		...
CM Coco Melon	12/04/2023	12/04/2023	Completed	Completed		...

Payment Action Workflow:

