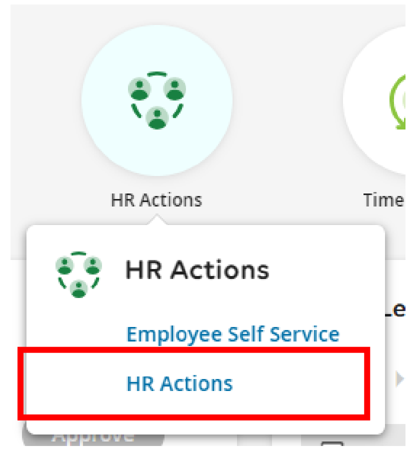
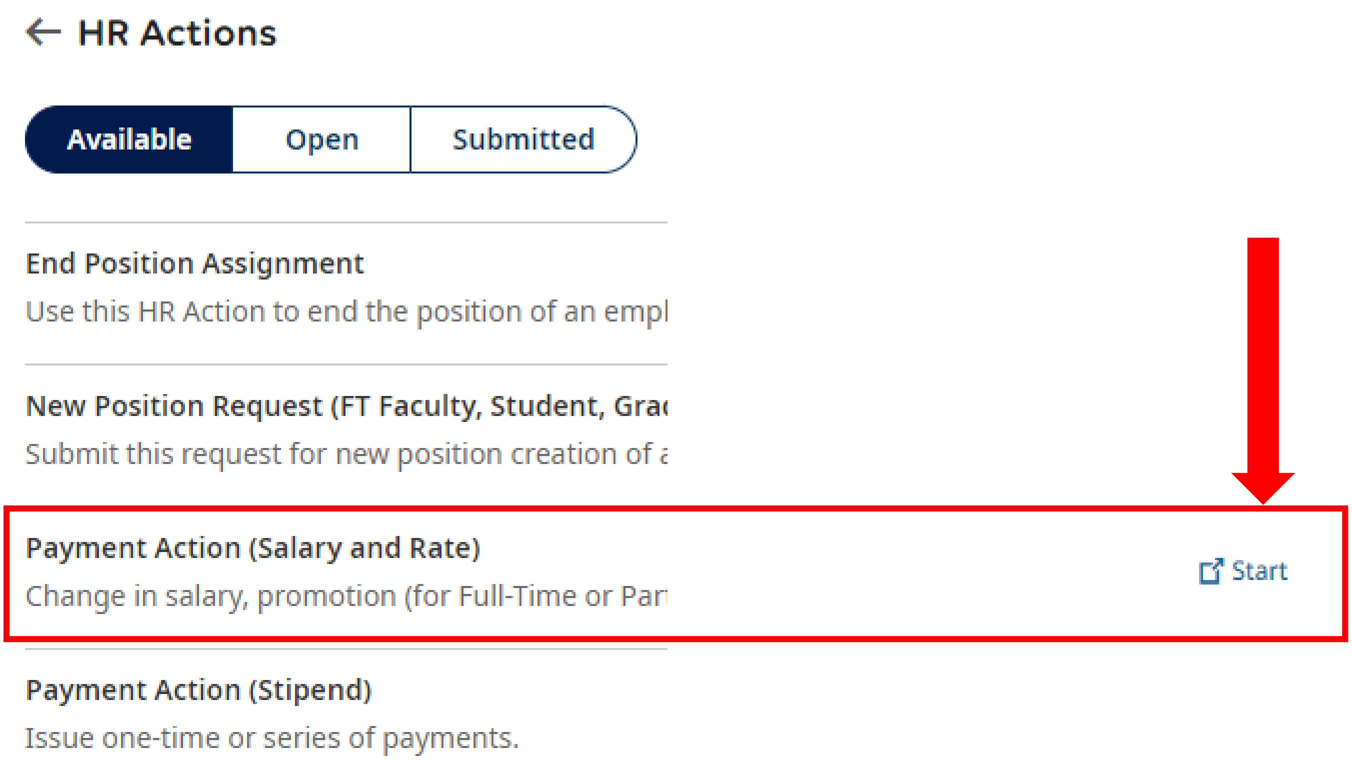
Payment Action for Salary or Rate Update:

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."

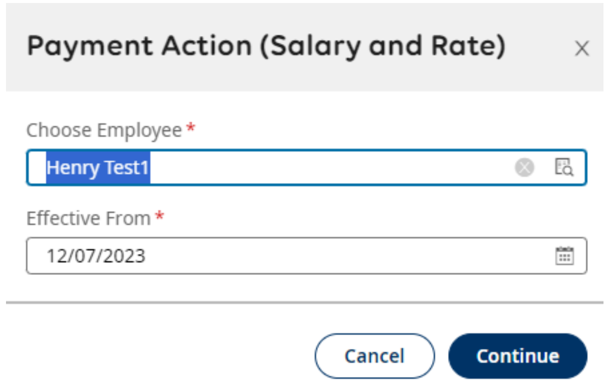


3. Go to **Payment Action (Stipend)** from the list and click on **Start** in the far right.



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

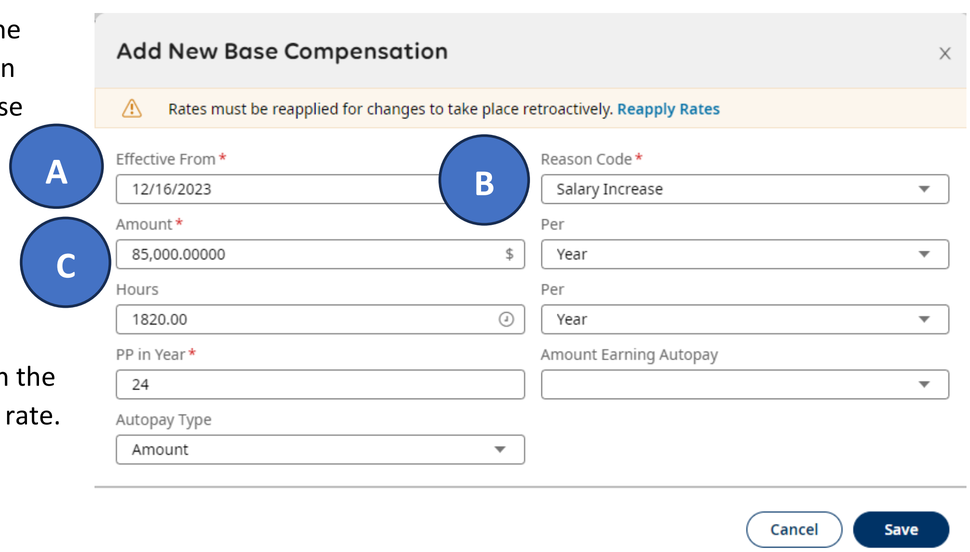
VERY IMPORTANT: The **Effective From** date does not pertain to the date the payment goes into effect. It is a system date related to when the HR Action is created.



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.

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.



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

Base Compensation *

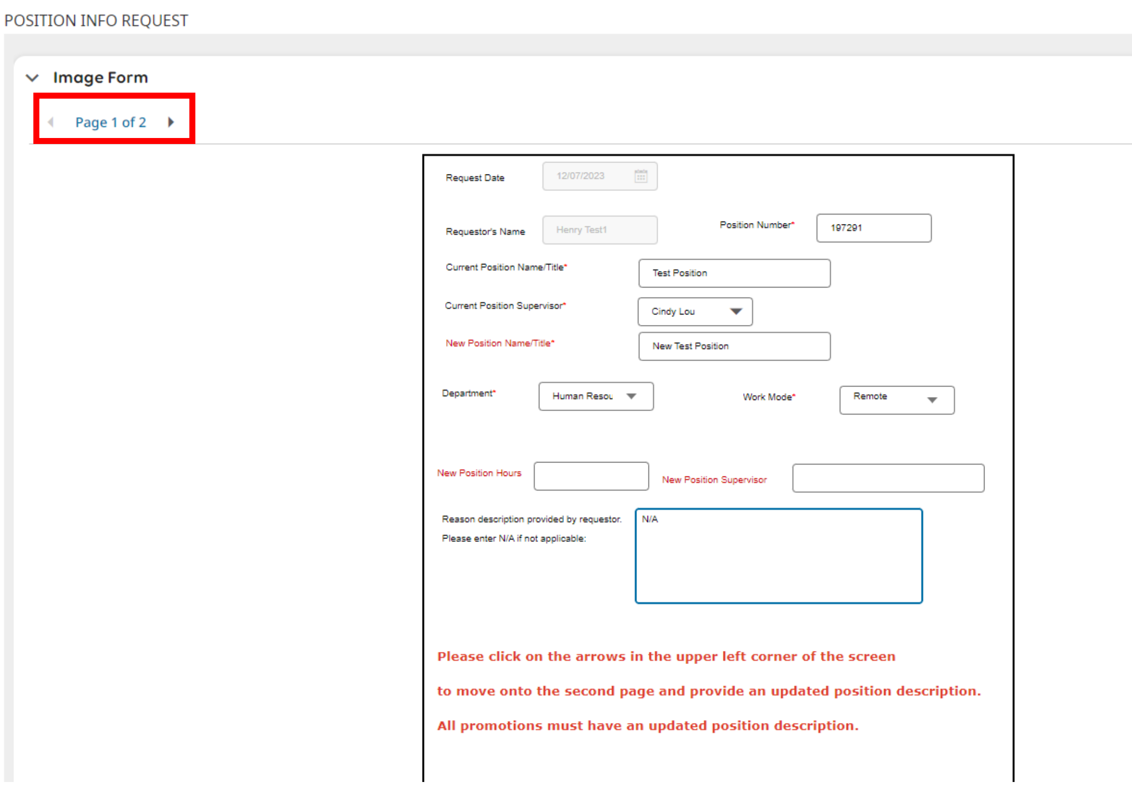
Annual	$80,000.00 / 1820.00hrs	Pay Period	$3,333.33 / 75.83hrs	Hourly	$43.95604

Annual ▾ | + Add

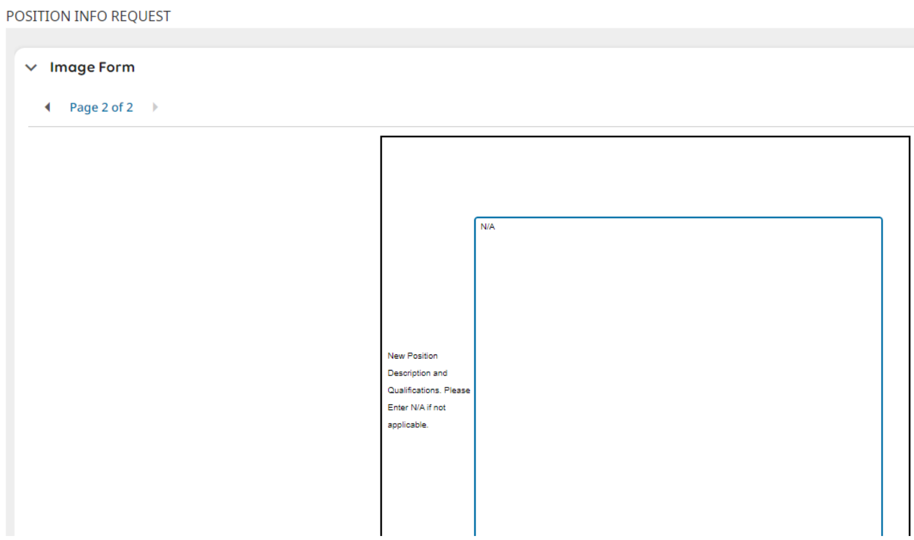
Effective From	Annual $	% Change	Amount $	Hours	Reason Code	Amount Earning Autopay	Autopay Type	PP	Actions
12/16/2023	$85,000.00	6.25%	$85,000.00 / Year	1820.00hrs / Year	Salary Increase		AMOUNT	24	...
12/31/1900	$80,000.00		$80,000.00 / Year	1820.00hrs / Year	New Hire		AMOUNT	24	...

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.

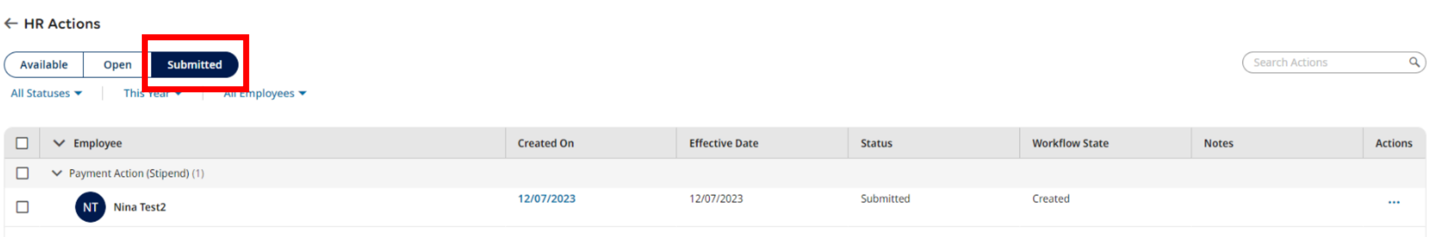


Provide the Position Description on the second page of the form. If no updates are needed then list "N/A."

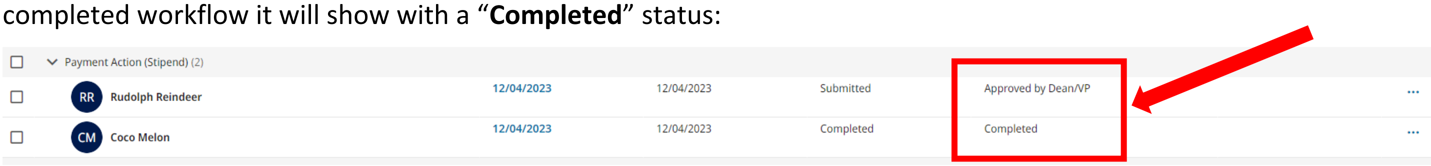


10. Click Continue to move on. **PLEAE NOTE**, the last section is for Compensation Use ONLY. Please click the **Submit** button to submit your request into workflow.

11. To view the status of your request, click on the Submitted tab on the "HR Actions" page and refer to the Workflow State column.



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 Workflow: