



University of Connecticut

Employee Data Changes: Compensation Change

Overview

Compensation changes are any changes to an employee’s compensation that adjust their annual base pay, including: start or end of a temporary salary increase (TSI), reclassification, administrative supplements, and interim appointments.

There are **nine** Smart HR templates Department Processors or the HR Department will use to maintain an employee’s compensation data. These nine are:

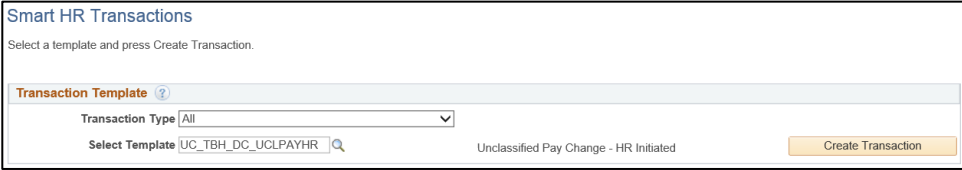
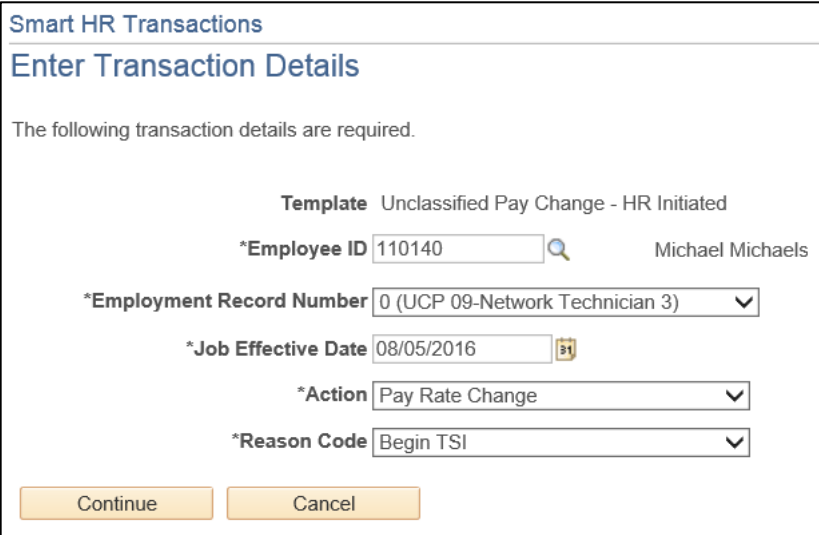
Template ID	Description	Who Uses It
UC_TBH_DC_STUD_DAT	Student Data / Pay Change	Department Processor
UC_TBH_DC_GA_PAY	Graduate Assistant Pay/Level Change	Department Processor
UC_TBH_DC_GI_PAY	Graduate Intern Pay Change	Department Processor
UC_TBH_DC_CLAS_HR	Classified Pay Change – HR Initiated	HR Department
UC_TBH_DC_UCLPAYDP	Unclassified Pay Change – Department Initiated	Department Processor
UC_TBH_DC_UCLPAYHR	Unclassified Pay Change – HR Initiated	HR Department
UC_TBH_DC_SPNT_PAY	Special Payroll Non-Teaching Pay Change	Department Processor
UC_TBH_DC_SPT_PAY	Special Payroll Teaching Pay Change	Department Processor
UC_TBH_DC_UNCL_ADM	Unclassified Administrative Supplement Change	Department Processor

This job aid walks through the steps to complete the following three compensation changes:



- Unclassified Temporary Salary Increase (TSI)
- Graduate Assistant Level Change
- UCPEA Reclassification

Process Steps: Unclassified Temporary Salary Increase

Scenario: An unclassified employee is receiving a temporary salary increase. The employee will remain in the same position, and there is no change to the employee’s job code or title. The HR Department is responsible for initiating this transaction.

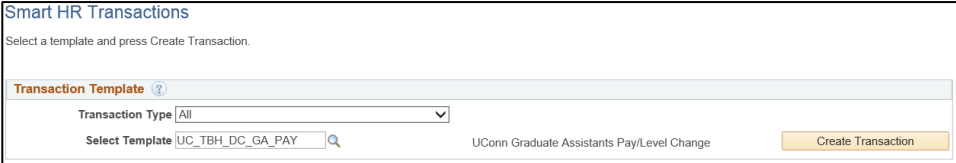
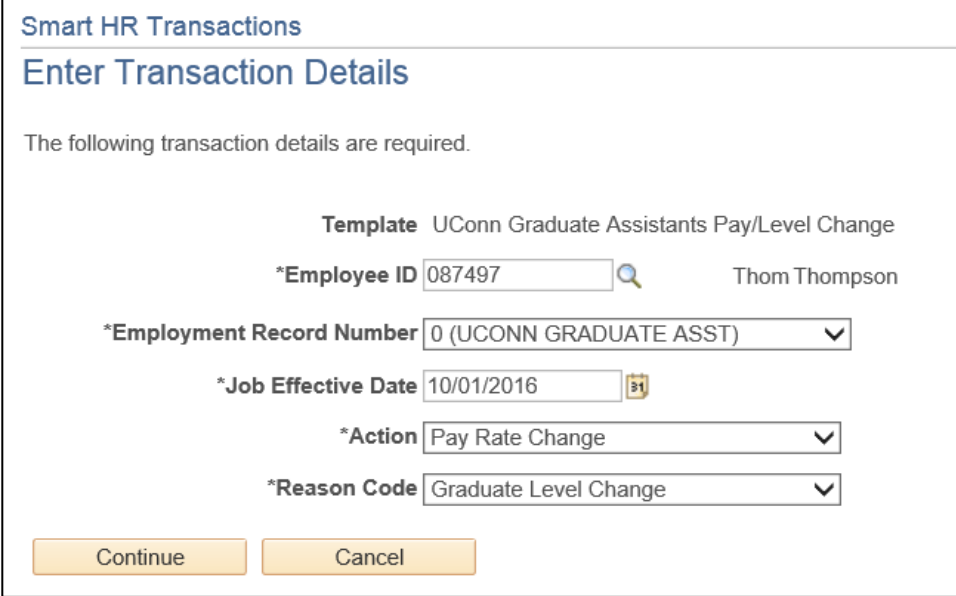
Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	<p>On the Smart HR Transactions page, select the following:</p> <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_TBH_DC_UCLPAYHR <p>Click Create Transaction.</p>	
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Employee ID: Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee. • Employment Record Number: If the employee has multiple jobs, ensure the correct employee record number is selected. • Job Effective Date: This will auto-populate to the current date. Update if necessary. • Action: This will auto-populate to <i>Pay Rate Change</i>. Keep as is. • Reason Code: Select a reason code. In this example, select <i>Begin TSI</i>. <p>Click Continue.</p>	

Step	Action	Screenshot
<p>4</p>	<p>Most of the information on the Enter Transaction Information page will auto-populate.</p> <p>Most of the fields that have auto-populated data can be updated on this template at any time. The fields that are greyed-out are ready only and cannot be edited.</p> <p>In this example, the employee is receiving a temporary salary increase. His position, title and job code are <u>not</u> changing.</p> <p>Under the UConn Job Compensation – Pay Components 2 section, update the following fields:</p> <ul style="list-style-type: none"> • Comp Rate Code: Enter <i>UCTSI</i> for a temporary salary increase • Compensation Rate • Currency Code • Compensation Frequency <p>If your department’s business process requires it, enter additional information in the form of comments in the Comments section.</p>	

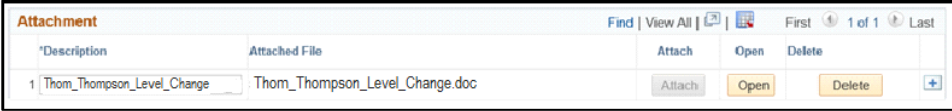
Step	Action	Screenshot
5	When all information is entered and accurate, click Save and Calculate at the bottom of the template.	
6	<p>At the bottom of the template, an Attachment section will open.</p> <p>If applicable, search for and attach an attachment to include with the department change.</p> <p>Click the plus sign (+) to add additional attachments.</p>	
7	When all information on the template is complete, click Submit to route the pay change template to the department's Smart HR Approver for approval.	

Process Steps: Graduate Assistant Level Change

Scenario: A Graduate Assistant is moving from Level 1 to Level 2. The assistant’s current appointment end date is 9/30/2016, so the Department Processor must update both the effective date and the new appointment end date. This transaction is initiated by the Department Processor.

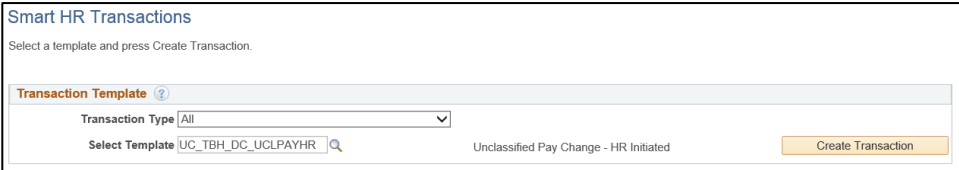
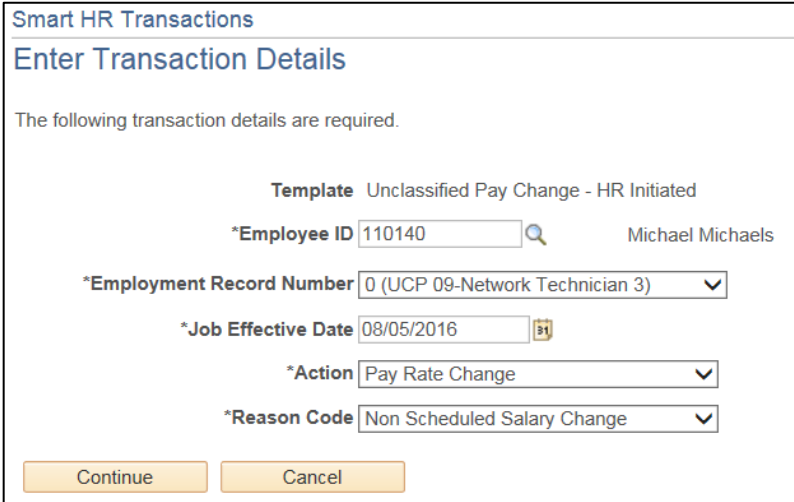
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1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	<p>On the Smart HR Transactions page, select the following:</p> <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_TBH_DC_GA_PAY <p>Click Create Transaction.</p>	
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Employee ID: Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee. • Employment Record Number: If the employee has multiple jobs, ensure the correct employee record number is selected. • Job Effective Date: This will auto-populate to the current date. Update to <i>10/01/2016</i> for the new appointment. • Action: This will auto-populate to <i>Pay Rate Change</i>. Keep as is. • Reason Code: Select a reason code. In this example, select <i>Graduate Level Change</i>. <p>Click Continue.</p>	

Step	Action	Screenshot
4	<p>On the Enter Transaction Information page, most of the data auto-populates. Any of the fields that are editable, like Location Code, Supervisor ID, or funding information, can be updated at any time. The fields that are greyed out are read-only and cannot be updated.</p> <p>Review the Step under the Job – Salary Plan section of the template. The step is equivalent to the graduate assistant’s level in Student Administration. This field is auto-populated and read-only on the template.</p> <p>Under the UConn Dates section of the template, review the UOC Appointment Date. Update the appointment End Date to reflect the new end date for the assistantship. In this example, the new end date was updated to <i>05/22/2017</i>.</p> <p>If your department’s business process requires it, enter additional information in the form of comments in the Comments section.</p>	
5	<p>When all information is entered and accurate, click Save and Calculate at the bottom of the template.</p>	


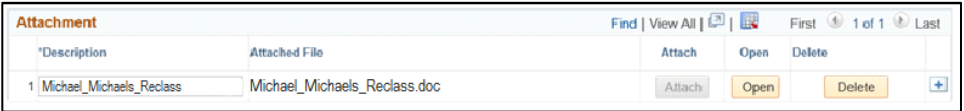
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6	<p>At the bottom of the template, an Attachment section will open.</p> <p>If applicable, search for and attach an attachment to include with the department change.</p> <p>Click the plus sign (+) to add additional attachments.</p>	
7	<p>When all information on the template is complete, click Submit to route the pay change template to the department's Smart HR Approver for approval.</p>	

Process Steps: UCPEA Reclassification

Scenario: A Technical Records Coordinator, who is a member of UCPEA, is being reclassified to an Administrative Services Assistant 1. The HR Department must enter a new **Job Code** and increase the employee’s salary. **Note:** This transaction is initiated by the HR Department.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	<p>On the Smart HR Transactions page, select the following:</p> <ul style="list-style-type: none"> • Transaction Type: All • Select Template: UC_TBH_DC_UCLPAYHR <p>Click Create Transaction.</p>	
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Employee ID: Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee. • Employment Record Number: If the employee has multiple jobs, ensure the correct employee record number is selected. • Job Effective Date: This will auto-populate to the current date. Update if necessary. • Action: This will auto-populate to <i>Pay Rate Change</i>. Keep as is. • Reason Code: Select a reason code. In this example, select <i>Non Scheduled Salary Change</i>. <p>Click Continue.</p>	

Step	Action	Screenshot
<p>4</p>	<p>Most of the information on the Enter Transaction Information page will auto-populate.</p> <p>Most of the fields that have auto-populated data can be updated on this template at any time. The fields that are greyed out are ready only and cannot be edited.</p> <p>In his example, the employee is being promoted (reclassified). The Department Processor must update the employee's Job Code to reflect the new reclassification. In this example, it is <i>AW9089</i>.</p> <p>Update the employee's Compensation Rate. In this example, the salary is increased to <i>\$85,000.00</i> annually.</p> <p>If your department's business process requires it, enter additional information in the form of comments in the Comments section.</p>	

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5	When all information is entered and accurate, click Save and Calculate at the bottom of the template.	 <p>Return to Enter Transaction Details Page</p> <p>Save for Later Cancel</p> <p>Save and Calculate</p>										
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