Quick Reference Guide - Personnel Administration
Completing a Salary Change Form – (page 1 of 2)

**Overview – Salary Change Form**

Complete a Salary Change form whenever the need is to simply change an employee's salary, WITHOUT affecting any change in the employee’s duties, budget, % Time or the Enterprise Structure associated with the position. If the employee's duties, % time or budget are changing, please discuss your need with your HRBP/Comp.Analyst.

**Pre-Requisites/Notes**

- Completion and approval of an Org Management Maintain Position form may be required prior to completing the Salary Change (e.g., if an update to the amount of money budgeted to the position is necessary).
- Salary change might impact the grade associated with the position, as well as benefits. Before initiating the action, contact your HRBP with questions to help prevent any miscommunication during the approval process via Workflow.
- Cost distribution must always total to 100%
- Any back-up documentation used for the approval of the salary change should be attached to the form prior to submission
- Once submitted, the Salary Change form’s approval can be tracked via the Request Tracker

**Accessing the Salary Change Form**

1. From the BUworks Central portal, based upon your role, begin by selecting either the Manager Self-Service or Payroll Coordinator tab.
2. Click the link labeled Personnel Actions.
3. Via the Organizational Structure area of the screen, click on the Org Unit in which the employee for whom you’ll be completing a Salary Change form is assigned. Tip: You can expand the display of the Org Structure by clicking the arrow next to an Org Unit (ex. ENG Administration).
4. From the display of employees, click the Selection button to choose the specific employee for whom you’ll be completing a Salary Change form. Note the row becomes yellow.
5. Click Select Form
6. Click the radio button to choose the Salary Change form, which appears in a new window:

- **Date of Action** – Indicate the date the salary change becomes effective. Note: If you enter a past date, you’ll be able to view cost distributions that were active from that past date you entered onward.

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2. Click
3. From the dropdown menu, choose an Action Reason for the salary change.
4. Within Basic Pay, enter the Pay Scale Level.
   NOTE: When a payscale level is changed for L615(Personnel SubArea of 0410), the associated Hourly Rate is auto-populated.
5. Enter the (Monthly or Weekly) Pay Period Amount.

**The Current Entries and New Entries Sections**

The Cost Distribution area is divided into two sections:

A. Current Entries

This section displays all existing/active and past salary cost distributions as of the Date of Action you initially entered (Step 1, above).

For example: If you entered a Date of Action of 02/01/2012, any salary cost distributions active as of 02/01/2012 would be displayed (and available for changes) within the second section: New Entries.

To change the Date of Action, click Change Effective Date

B. New Entries

This section is where you add or make edits to a cost distribution, such as changing an End Date – which stops a cost distribution.

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Before continuing with the section:

6. You'll note that within the section, there are three radio buttons: (a default of) REPLACE, a second radio button labeled INSERT, and a third labeled NO CHANGE:

- **REPLACE** is used when you want to remove existing cost distributions, effective from the Date of Action you entered, and continuing forward.

- **INSERT** is used when you want to make (insert) a retro-active change to a particular cost distribution – but only within a specific period of time that you designate. The Insert option allows you to make the change, but avoid changing/impacting any other existing distributions after that period of time.

  **Note:** When using INSERT, the End Dates of the cost distributions have to be the same. If this is not the case, you'll receive an error: “End dates of cost distributions need to match on Insert”.

Let's look at each of these options:

- **REPLACE** is used when you want to remove existing cost distributions, effective from the Date of Action you entered, and continuing forward.

  **NO CHANGE** is used if there are no changes being made to the Cost Distribution section. Any other fields on the form that were modified will still be updated.

  **Note:** within the New Entries section, buttons appear:

  ![Delete]

  Allows you to delete a distribution.

  ![Reset]

  Allows you to restore the distribution settings to how they initially appeared on the form prior to changes you made.

  ![Check]

  Allows you to perform a check for formatting of entries (e.g., it will insert .00 if you entered a percentage as simply 25, so that it's updated to a correct format of 25.00).

To take the above actions:

Click the Selection button for the distribution you wish to take action on then click the appropriate button listed above.

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