


HOW TO: CHANGE AN EMPLOYEE'S SALARY (NO JOB CHANGE)

1. Log into UKGPRO
2. Menu - My Team - My Employees
3. Search for employee's name
4. Click on employee's name
5. Click on the Side Navigation menu (three top lines in top left-hand corner) 
6. Navigate to the "Jobs" section
7. Choose "Compensation"
8. On the right-hand side of the screen, in the "Things I Can Do" grey column, select "Change Salary"
9. Select and enter appropriate information into fields under the Change Salary Section
 - a. Effective Date: Enter Effective Date
 - b. Reason: Choose the closest related reason in the drop-down list
 - c. Pay Group: Should be "HTOP - Hilltop Community Res"
 - d. Scheduled Hours: Enter 80.00 if full time, 58.00 if part time
 - e. Percent Change: Leave Blank
 - f. New Rate: Enter the new rate and select "Hour" in the "per" from drop down menu
10. Click "Next" in top right
11. Leave "Change Review" section blank.
12. Click "Next" in top right
13. First level approver should be your PeopleOps Business Partner (You may have to change this)
14. Second level approver should be your Ops Leader (You may have to change this)
15. Third level approver should be the Payroll Coordinator (Defaults to correct person)
16. Add comments on when the wage increase was approved
17. Click Submit
18. You will receive a notification that this has been submitted to the approval workflow