

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

<u>Scenario</u>: 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	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_DC_UCLPAYHR Click Create Transaction.	Smart HR Transactions Select a template and press Create Transaction. Transaction Template ? Transaction Type All Select Template UC_TBH_DC_UCLPAYHR Q Unclassified Pay Change - HR Initiated	
3	 On the Enter Transaction Details page, enter the following: 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 Pay Rate Change. Keep as is. Reason Code: Select a reason 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template Unclassified Pay Change - HR Initiated *Employee ID 110140 Michael Michaels *Employment Record Number 0 (UCP 09-Network Technician 3) ✓ *Job Effective Date 08/05/2016 is *Action Pay Rate Change ✓ *Reason Code Begin TSI ✓	
	code. In this example, select Begin TSI. Click Continue.		

Step	Action	Screenshot		
	Most of the information on the Enter Transaction Information	Smart HR Transactions Enter Transaction Information Enter Transaction Conference Confere		
	page will auto-populate.	UNCL - Pay Change HR		
	Most of the fields that have auto-populated data can be	Work Location - Job Fields Department UOC01519 Q. *Location Code UOC00DOIT Q.		
	updated on this template at any time. The fields that are greyed-	Job Information - Job Code *Job Code AW9089		
	out are ready only and cannot be edited.	Job Information - Reporting Information Supervisor ID Q Job Information - Status		
	In this example, the employee is	Regular/Temporary V Full/Part Time V		
	receiving a temporary salary	Job Information - Employee Classification *Employee Classification DU - Durational		
	job code are <u>not</u> changing.	Job Information - Standard Hours Standard Hours 35.000000 FTE 1.000000		
	Under the UConn Job	Job Information - United States *FLSA Status *EEO Classification None of the Above		
	Compensation – Pay Components 2 section, update	Number of Hours in a FLSA Period in Days Vork Day		
	the following fields:	Job Labor - Bargaining Unit and Labor Agreement Bargaining Unit UNCL		
4	for a temporary salary	Job Labor - Union Code Union Code 29 Q		
	Compensation Rate Currency Code	Job Compensation - Pay Components Comp Rate Code UCANNL Compensation Rate 82588.000000		
	Compensation Frequency	Currency Code USD Compensation A Frequency		
	If your department's business	Comp Rate Code UCTSI Q Compensation Rate 1500.000000		
	process requires it, enter additional information in the	UConn Dates Personalize Find View All 2 R First @ 1-5 of 5 @ Last		
	form of comments in the Comments section.	Date Code Start Date End Date 1 LIOC Linion Entry Date 05/15/2016 100/09/2016		
		UConn Payroll Distribution Personalize Find View All 🗇 🤀 First 🚯 Last		
		1 6319970 Q Ct Edu Network Q		
		Other Job Data Appointment Term 12 Months RS Job Opening ID		
		RS Position Number 99001060 Q Tenure Year 0000		
		Academic		

Step	Action	Screenshot	
5	When all information is entered and accurate, click Save and Calculate at the bottom of the template.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate	
	At the bottom of the template, an Attachment section will open.	Attachment Find View All First 1 of 1 Last *Description Attached File Attach Open Delete 1 Michael_Michaels_TSI Michael_Michaels_TSI.doc Attach Open Delete	
6	If applicable, search for and attach an attachment to include with the department change.		
	Click the plus sign (+) to add additional attachments.		
7	When all information on the temp Smart HR Approver for approval.	ate is complete, click Submit to route the pay change template to the department's	

Process Steps: Graduate Assistant Level Change

<u>Scenario</u>: 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.

Step	Action	Screenshot		
1	Navigation: Main Menu > Core-CT	HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions		
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_DC_GA_PAY Click Create Transaction.	Smart HR Transactions Select a template and press Create Transaction. Transaction Template (?) Transaction Type [All		
3	 On the Enter Transaction Details page, enter the following: 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 10/01/2016 for the new appointment. Action: This will auto- populate to Pay Rate Change. Keep as is. Reason Code: Select a reason code. In this example, select <i>Graduate Level Change.</i> 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Graduate Assistants Pay/Level Change *Employee ID 087497 Thom Thompson *Employment Record Number 0 (UCONN GRADUATE ASST) *Job Effective Date 10/01/2016 *Action Pay Rate Change *Reason Code Graduate Level Change Continue Cancel		
	Click Continue.			

Step	Action	Screenshot	
4	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. 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. 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 05/22/2017. If your department's business process requires it, enter additional information in the form of comments in the Comments section.	Smart HR Transactions Enter Transaction Information Enter the following Engleye or Contingent Worker Information. Return to Previous Page Save for Later Cancel GA Pay Lvl Change Work Location - Job Fields Department UDC01244 Location Code UDC000051 Job Information - Standard Hours FTE 0.500000 Job Labor - Bargaining Unit and Labor Agreement Bargaining Unit UOR Job - Salary Plan Step 2 Job Compensation - Pay Components Compensation B Frequency UConn Pays Code USD Compensation B Frequency UConn Pays Code USD Compensation Pay Components Compensation B Frequency UConn Pays Code USD Personatize Find Vew All (2) Find the 12 of 2 Last Date Code UUCon Payroll Distribution Personatize Find Vew All (2) Find the 12 of 2 Last Account Number At Char Account Nume Description Speak TestError Code Comments	
5	When all information is entered and accurate, click Save and Calculate at the bottom of the template.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate	

Step	Action	Screenshot			
6	At the bottom of the template, an Attachment section will open. If applicable, search for and attach an attachment to include with the department change. Click the plus sign (+) to add	Attachment Find View All Image: The state of t			
7	When all information on the templ Smart HR Approver for approval.	ate is complete, click Submit to route the pay change template to the department's			

Process Steps: UCPEA Reclassification

<u>Scenario</u>: 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	FRMS > Workforce Administration > Smart HR Template > Smart HR Transactions		
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_DC_UCLPAYHR Click Create Transaction.	Smart HR Transactions Select a template and press Create Transaction. Transaction Template Select Template UC_TBH_DC_UCLPAYHR ULCASSified Pay Change - HR Initiated Create Transaction		
3	 On the Enter Transaction Details page, enter the following: 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 Pay Rate Change. Keep as is. Reason Code: Select a reason code. In this example, select Non Scheduled Salary Change. 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template Unclassified Pay Change - HR Initiated "Employee ID 110140 Michael Michaels "Employment Record Number 0 (UCP 09-Network Technician 3) Image: Continue "Job Effective Date 08/05/2016 Image: Continue Image: Continue Continue Cancel Continue Cancel		
	Click Continue.			

Step	Action	Screenshot		
	Most of the information on the Enter Transaction Information page will auto-populate.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. UNCL - Pay Change HR Work Location - Job Fields		
Most of the fields that have auto-populated data can be updated on this template at ar time. The fields that are greyed out are ready only and cannot be edited		Department UOC01519 Q *Location Code UOC00DOIT Job Information *Job Code AW9089 Q Job Information - Reporting Information Supervisor ID 127843 Q Job Information - Status Status Status		
	In his example, the employee is being promoted (reclassified). The Department Processor must update the employee's Job Code	Standard Hours Standard Hours Standard Hours 35.000000		
	to reflect the new reclassification. In this example, it is <i>AW9089</i> .	Job Information - United States "FL SA Status "EEO Classification None of the Above Number of Hours in a Work Day Job Labor - Union Code		
4	Compensation Rate. In this example, the salary is increased to <i>\$85,000.00</i> annually.	Union Code 29 Q Job Compensation - Pay Components Comp Rate Code UCANNL Currency Code USD Compensation A		
	If your department's business process requires it, enter additional information in the form of comments in the Comments section.	Frequency UConn Job Compensation - Pay Components 2 Comp Rate Code Q Compensation Rate Currency Code Q Compensation Q Compensation Q UConn Dates Personalize Find View All @ @ First @ 1 of 1 @ Last Date Code Start Date End Date 1 UOC Union Entry Date Ø5/15/2016 Fit Ø 6/09/2016		
		UConn Payroll Distribution Personalize Find View All]] First • 1-5 of 15 • Last Account Number At Char Account Name Sub Account Number Description 1 6319970 Ct Edu Network 2 3 Q Comments Comments		

Step	Action	Screenshot		
5	When all information is entered and accurate, click Save and Calculate at the bottom of the template.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate		
	At the bottom of the template, an Attachment section will open.	Attachment Find "Description Attached File 1 Michael_Michaels_Reclass	View All Image: Constraint of the last Attach Open Delete Attach Open	
6	If applicable, search for and attach an attachment to include with the department change.			
	Click the plus sign (+) to add additional attachments.			
7	When all information on the temp Smart HR Approver for approval.	late is complete, click Submit to route the pay change templa	te to the department's	