



USER GUIDE

PAY ADJUSTMENTS (Stand-alone)

The **Pay Adjustment** stand-alone workflow documents the processing of certain January T5 COLAs, and the January and Spring T42 Pay Adjustments by the Pay Specialists in the Workforce Relations Division (WRD).

This workflow **EXCLUDES** Exceptional Pay Adjustments and Quadrennial Increases: Those that are handled by the Compensation and Senior/Scientific Employment Division are processed using the Senior Level Pay workflow. All others are processed using the Special Pay workflow.

Pay Specialist

The Pay Specialist **initiates a PAY ADJUSTMENT action** by choosing the **Pay Adjustment Process** from the WiTS Action Initiation bizcove.

The first tab to be completed is *Transaction Information*:

Transaction Information	Employee Information	Pay Information	Final Processing/Authorization
* Required Fields			
WiTS #:	17685	Date Entered:	07/08/2009 07:44 PM
Action Type:	Pay Adjustment	Date Recv'd in HR*:	07/08/2009
AO's email address*:		Institute/Center*:	OD
Administrative Code*:	HNAM	CSD Branch Chief*:	McDowell, Lani
Organization Initials:	OM	CSD HR Specialist*:	
CSD HR Specialist*:		CSD SPA*:	
CSD SPA*:		CSD Team Leader*:	
CSD Team Leader*:		CSD HR Assistant*:	
CSD HR Assistant*:		Is the package complete?*:	
Is the package complete?*:		Date Missing Docs Email Sent:	
Date Missing Docs Email Sent:		Date Missing Docs/Info Received:	
Date Missing Docs/Info Received:		Priority*:	High
Priority*:	High	Action Status*:	
Action Status*:		Action Status Description*:	
Action Status Description*:		List of Missing Docs/Info (Limit 500 characters)	
List of Missing Docs/Info (Limit 500 characters)		Internal Comments (Limit 3000 characters)	
Internal Comments (Limit 3000 characters)			

The Administrative Code is the only field that needs to be completed.

Next, enter the employee’s name and current position information on the *Employee Information* tab:

Transaction Information	Employee Information	Pay Information	Final Processing/ Authorization
* Required Fields			
Employee First Name*:	<input type="text" value="Tony"/>	Employee Middle Initial:	<input type="text"/>
Employee Last Name*:	<input type="text" value="Soprano"/>	Current Pay Plan*:	<input type="text" value="AD"/>
Current Series*:	<input type="text" value="1111"/>	Current Grade*:	<input type="text" value="00"/>
Current Position Title*:	<input type="text" value="Mobster"/>	Current Category:	<input type="text" value="Doesn't Fit"/>
Current Band:	<input type="text" value="III"/>	Current Tier:	<input type="text" value="3"/>
Current Professional Designation:	<input type="text" value="Grandfathered"/>		

Next, enter information related to the pay adjustment being processed on the *Pay Information* tab:

Transaction Information	Employee Information	Pay Information	Final Processing/ Authorization
* Required Fields			
Current Base Salary*:	<input type="text" value="100000"/>	Current Total Compensation:	<input type="text" value="100000"/>
Pay Action Type*:	<input type="text" value="Pay Adjustment"/>		
Proposed Base Salary*: (numbers only(no commas))	<input type="text" value="120000"/>	Proposed Total Compensation*: (numbers only(no commas))	<input type="text" value="120000"/>
Pay Adjustment Type*:	<input type="text" value="January T42 Pay Adjustment"/>		
Pay Adjustment Amount*: (numbers only(no commas))	<input type="text" value="20000"/>	Pay Adjustment Percentage*: (numbers only(no commas))	<input type="text" value="20"/> %
IC Approval Date: (mm/dd/yyyy)	<input type="text"/>	CSD/OD Review Date: (mm/dd/yyyy)	<input type="text"/>

Current Base Salary - enter the employee’s current base salary.

Current Total Compensation - enter the employee’s current total compensation

Proposed Base Salary – enter the employee’s new base salary.

Proposed Total Compensation – enter the employee’s new total compensation.

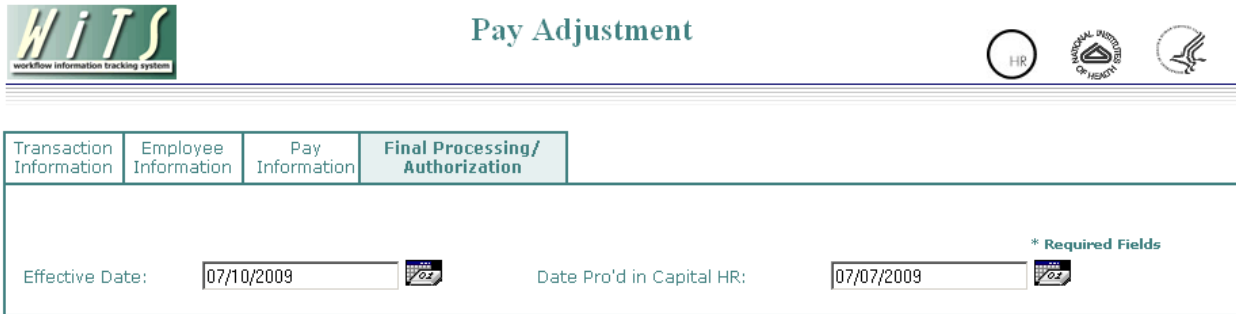
Pay Adjustment Type – select either “January T5 COLA,” “January T42 Pay Adjustment” or “Spring T42 Pay Adjustment.”

Pay Adjustment Amount – enter the amount of the pay adjustment in dollars.

Pay Adjustment Percentage – enter the amount of the pay adjustment as a percentage of the current base salary.

**IC Approval Date* and *CSD/OD Review Date* are non-mandatory fields.

Finally, enter information related to the final processing of the pay adjustment on the *Final Processing/Authorization* tab:



WITS workflow information tracking system

Pay Adjustment

HR

UNIVERSITY OF HEALTH

Transaction Information	Employee Information	Pay Information	Final Processing/Authorization
Effective Date: 07/10/2009			
Date Pro'd in Capital HR: 07/07/2009			

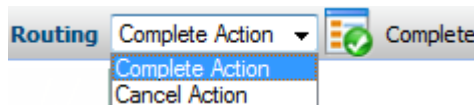
* Required Fields

Effective Date – enter the effective date of the action.

Date Pro'd in Cap HR – enter the date that the action was processed in Capital HR.

After processing the action in Capital HR, the Pay Specialist can select either:

- “Complete Action” – to complete the action and send it to archives
- “Cancel Action” – to cancel an action initiated in error



and click on the checkmark to close the action in WITS. After the action has been completed, it will be archived and is no longer editable.