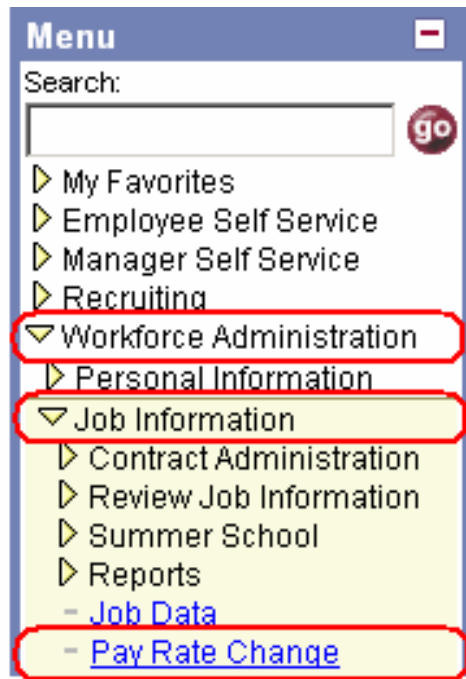


Pay Rate Change

Hourly and Graduate Student Employees

1. Access the Pay Rate Change transaction page:

Workforce Administration > Job Information > Pay Rate Change




2. Enter Search Criteria

Pay Rate Change
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: begins with J0001159115
Empl Rcd Nbr: =
Social Security #: begins with
Department: begins with
Last Name: begins with

Include History Correct History

[Basic Search](#)  [Save Search Criteria](#)

Pay Rate Change - Hourly Student Employee

2. Update Pay Rate Change KSU page:

A. Insert a new row using the "+" button.

B. Enter new effective-date (MMDDYY).

No need to enter slashes or dashes ... the effective-date will automatically format after tabbing out of the field.

C. Enter new compensation rate.

The screenshot shows the 'KSU Pay Rate Change' form. At the top, it displays 'Lname,Fname M', 'ID: J0001159115', 'Incr Dt:', and 'Rcd#: 0'. Below this is a 'Scroll Area' with a 'View All' button and navigation arrows. The main form fields include: 'Effective Date:' (MM/DD/YY), 'Action:' (PAY), 'Reason:' (OTH), 'Employee Status:' (Active), 'Company:' (SOK), 'Pay Group:' (KST), 'DeptID:' (Biology), 'Comp Freq:' (Hourly), 'Position:' (W0002701), 'Standard Hours:' (4.00), 'Compensation Rate:' (7.000000), 'Change Amount:' (0.000000), 'Change Percent:' (0.000), and 'FTE:' (0.100000). There are three red callout boxes: 'A. Insert a New Row' pointing to the '+' button, 'B. Change Effective Date' pointing to the 'Effective Date' field, and 'C. Enter New Compensation' pointing to the 'Comp Rate' field. Below the main form is a 'Pay Components' section with a table. The table has columns: 'Rate Code', 'Seq', 'Details', 'Comp Rate', 'Currency', 'Frequency', and 'Percent'. The first row shows '1', 'HOURLY', '0', '7.000000', 'USD', 'H'. At the bottom of the form are buttons for 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

3. Check data carefully and Select "Save"