

Pay Rate Change

Hourly Student Employees

This page is used to update an hourly student employees' compensation rate.

Beginning 6/13/10, this page is no longer used to update graduate student employees' compensation rate since the Provost Office now needs to approve these transactions.

Please submit a **CHANGE OR SEPARATION FORM (PER-39)** to the Provost Office for approval prior to sending these transactions to the Division of Human Resources for processing.

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

EmplID:	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

3. 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' link and navigation arrows. The main form contains several fields: 'Effective Date' (MM/DD/YY), 'Action: PAY', 'Reason: OTH', 'Effective Sequence: 0', 'Employee Status: Active', 'Company: SOK', 'Pay Group: KST', 'DeptID: Biology', 'Position: W0002701', 'Comp Freq: Hourly', 'Standard Hours: 4.00', 'Compensation Rate: 7.000000', 'FTE: 0.100000', 'Change Amount: 0.000000', and 'Change Percent: 0.000'. A 'Pay Components' section is visible at the bottom, with a table showing 'Rate Code', 'Seq', 'Details', 'Comp Rate', 'Currency', 'Frequency', and 'Percent'. The table has one row with '1', 'HOURLY', '0', '7.000000', 'USD', 'H', and an empty 'Percent' field. Annotations A, B, and C are placed on the form: 'A. Insert a New Row' points to the '+' button in the top right of the scroll area; 'B. Change Effective Date' points to the 'Effective Date' field; 'C. Enter New Compensation' points to the 'Comp Rate' field in the table. At the bottom of the form are buttons for 'Save', 'Return to Search', 'Update/Display', 'Include History', and 'Correct History'.

4. Check data carefully and Select "Save"