Process for Post-Doctoral Associate/Fellow (class 1 employee) increase effective July 1, 2014:

Before entering the HCM System, the department Preparer gathers the electronic salary increase award letter for each Post-Doctoral Associate and Post-Doctoral Fellow (class 1 employee) and has the department Approver review for accuracy and clarity.

The department Preparer signs onto the HCM/Payroll System.

To request an Ad Hoc Salary Change, select Manager Self Service>Compensation and Stock>Request Ad Hoc Salary Change or click on the link

Step 1 – Select the Employee

Change the effective date to the date the new salary becomes effective. Click the Go button. Select the employee for the Ad Hoc Salary Change and click the Continue button.

![Ad Hoc Salary Change](image)

Select Employees

Select the employee(s) from the list below. If the employee of interest is not displayed, initiate a search using the Search for an Employee pushbutton.

Transaction Effective Date: 09/01/2010

<table>
<thead>
<tr>
<th>Select</th>
<th>Name</th>
<th>Empl ID</th>
<th>Job Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Gary James</td>
<td>00001137</td>
<td>ASST PROF</td>
<td>K25000000</td>
</tr>
<tr>
<td></td>
<td>Greg Werner</td>
<td>00001136</td>
<td>ASST PROFE</td>
<td>K25000000</td>
</tr>
</tbody>
</table>

Select All  Search for an employee  Continue
Step 2 – Enter the New Salary and Action Reason

Enter the new Salary and the Action Reason. Attach the supporting documentation. Select Calculate New Total to view the new Annual Rate. You have the option to add comments in the Comment field.

Click the Submit button.

A confirmation message appears, Click the OK button.

Step 3 – View Ad Hoc Salary Request
The Ad Hoc Salary page displays showing your request. This request has been sent for review and processing. Click the Return to Select Employees to process another transaction.

**Ad Hoc Salary Change**

The salary change information below has been submitted.

**Salary Change Date:** 09/01/2010

**Gary James**

**Employee ID:** 00001137

**Job Information**

**Data**

<table>
<thead>
<tr>
<th>Component</th>
<th>Current Amount</th>
<th>Change Percent (ex. 10.85%)</th>
<th>Change Amount</th>
<th>New Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default NA Annual</td>
<td>48000.000000</td>
<td>4.000</td>
<td>1,920.000000</td>
<td>49920.000000 USD</td>
</tr>
</tbody>
</table>

**Compensation Frequency:** Rutgers Biweekly

**Action Reason:** Promotion

**Previous Salary:** $1,839.080460 USD

**New Total:** $1,912.643678 USD

**Previous Annual Rate:** $48,000.000 USD

**New Annual Rate:** $49,920.000 USD

**Process Detail**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role Name</th>
<th>Process Action</th>
<th>Process Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Zucich</td>
<td>Originator</td>
<td>Submit</td>
<td>10/30/2010</td>
</tr>
<tr>
<td></td>
<td>Compensation Administrator</td>
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1. The appropriate HCM Specialist processes the increase in the HCM/Payroll System.
2. The department approver receives the workflow notification when the action is processed.

Please note that a spreadsheet listing your class 1 Post Docs does not need to be included.