

Process for Post-Doctoral Associate/Fellow (class 1 employee) announced, negotiated increase. SCREEN SHOTS ARE FOR EXAMPLE ONLY.

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

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: 

Direct Reports For Brenda Zucish				
Customize Find  First  1-2 of 2  Last				
Select	Name	Empl ID	Job Title	Department
<input checked="" type="checkbox"/>	Gary James	00001137	ASST PROF	K25000000
<input type="checkbox"/>	Greg Werner	00001136	ASST PROFE	K25000000

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.

Ad Hoc Salary Change

[Add Attachments](#)

The employees you selected are displayed below. Enter the desired salary change information and select Calculate New Total for each person. Select Submit once all salary changes have been entered.

Salary Change Date: 09/01/2010

Gary James

Employee ID: 00001137

▶ Job Information

Data

Enter Salary Change Amounts | View Additional Salary Info

Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	
Default NA Annual	48000.000000	4.000	1,920.000000	49920.000000	USD

Compensation Frequency: Rutgers Biweekly

Action Reason: Promotion

Calculate New Total

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

Comment:

Submit

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 indicates the request has been submitted to HCM for review and processing.

Click the Return to Select Employees [RETURN TO SELECT EMPLOYEES](#) to process another transaction.

[Add Attachments](#)

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

Enter Salary Change Amounts

View Additional Salary Info



Component	Current Amount	Change Percent (ex. 10.850%)	Change Amount	New Amount	
Default NA Annual	40000.000000	4.000	1,920.000000	49920.000000	USD

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

Name	Role Name	Process Action	Process Action Date
Drenda Zucish	Originator	Submit	10/30/2010
	Compensation Administrator		
	Compensation Administrator		
	Compensation Administrator		

[Comments](#)

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.