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**

Selected 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.

**Direct Reports For Brenda Zucich**

<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>K250000000</td>
</tr>
<tr>
<td></td>
<td>Greg Werner</td>
<td>00001136</td>
<td>ASST PROFE</td>
<td>K250000000</td>
</tr>
</tbody>
</table>

**Transaction Effective Date:** 09/01/2010

- [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.

![Ad Hoc Salary Change](image)

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.

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**Ad Hoc Salary Change**

The salary change information below has been submitted.

<table>
<thead>
<tr>
<th>Salary Change Date:</th>
<th>09/01/2010</th>
</tr>
</thead>
</table>

**Gary James**

**Employee ID:** 0000113/7

### Job Information

**Component** | **Current Amount** | **Change Percent (ex. 10.85%)** | **Change Amount** | **New Amount** | **USD**
---|---|---|---|---|---
Default NA Annual | $40,000,000.00 | 4.00 | $1,920,000.00 | $49,920,000.00 |

**Compensation Frequency:** Rutgers Biweekly

**Action Reason:** Promotion

**Previous Salary:** $1,839,080.460 USD  
**New Total:** $1,912,643.678 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>Drenda Zucsh</td>
<td>Originator</td>
<td>Submit</td>
<td>10/30/2010</td>
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<tr>
<td></td>
<td>Compensation Administrator</td>
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**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.