

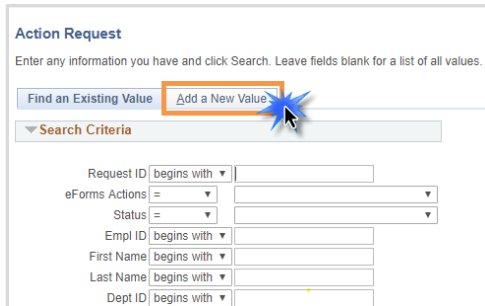
Pay Rate Change

The Pay Rate Change form is used to process a salary change for an existing employee. To request a salary change, complete the following steps:

- 1) In UT Share, navigate to the Action Request page

Navigator > HRMS > UTZ Customizations > eForms for HR/Payroll Actions > Action Request

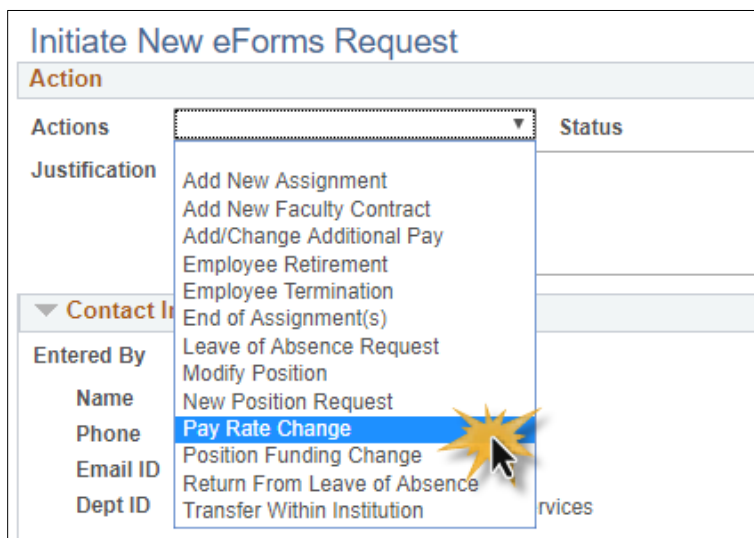
- 2) Click the Add a New Value tab



The screenshot shows the 'Action Request' page with the 'Add a New Value' tab highlighted. Below the tabs is a 'Search Criteria' section with several dropdown menus and text input fields for filtering requests.

- 3) Select the Pay Rate Change Request Form

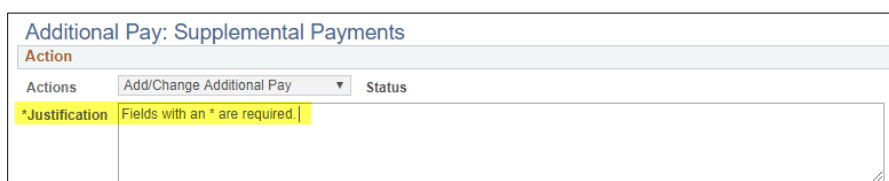
The **Initiate New eForms Request** page is displayed. Select **Pay Rate Change** from the **Actions** drop-down menu.



The screenshot shows the 'Initiate New eForms Request' page. The 'Actions' dropdown menu is open, and 'Pay Rate Change' is selected. Other options in the menu include 'Add New Assignment', 'Add New Faculty Contract', 'Add/Change Additional Pay', 'Employee Retirement', 'Employee Termination', 'End of Assignment(s)', 'Leave of Absence Request', 'Modify Position', 'New Position Request', 'Position Funding Change', 'Return From Leave of Absence', and 'Transfer Within Institution'.

- 4) Enter a Justification


Use the **Justification** text box to explain or justify the reason for the request. (Required)

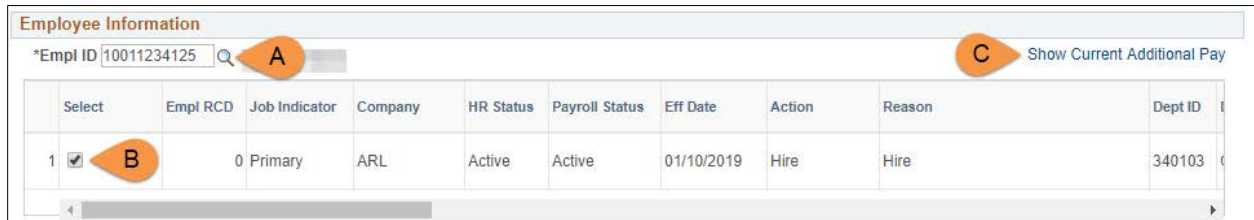


The screenshot shows the 'Additional Pay: Supplemental Payments' form. The 'Justification' field is highlighted in yellow, indicating it is a required field. The 'Actions' dropdown is set to 'Add/Change Additional Pay'.

5) Complete the Employee Information Section

The **Employee Information** section is used to identify the employee receiving the salary change.

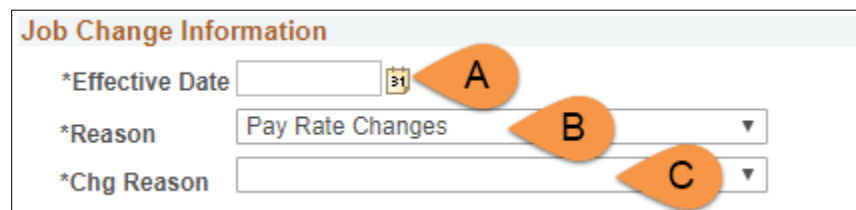
- A. Enter or lookup  the employees **Empl ID**. The table below displays all the existing assignments for the employee.
- B. If the employee is assigned to multiple positions, you must “Select” the appropriate Empl Record from the Employee Information table. You can only select one record at a time.
- C. To view additional pay (including Longevity) for the employee, click the **Show Current Additional Pay** link.



Select	Empl RCD	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason	Dept ID
1 <input checked="" type="checkbox"/>	0	Primary	ARL	Active	Active	01/10/2019	Hire	Hire	340103

6) Complete the Job Change Information Section

The **Job Change Information** section is used to enter details for the salary change:



- A. Enter the **Effective Date** for the salary change.
- B. Select the **Reason** code from the drop-down menu:
 - Pay Rate Change
- C. Select the **Chg Reason** from the drop-down menu:
 - Bring to Minimum
 - Correction Pay Rate
 - Counter Offer
 - Equity
 - Job Reclassification
 - Permanent Additional Duties
 - Promotion
 - Temporary Additional Duties
 - Working Retirees Pay Change

Use the **Proposed Job Information** section to enter the details for the new compensation.

If the request is for a Staff or Student, complete the following fields and proceed to step eight:

Proposed Job Information

Empl Class

Comp Frqcy

FTE

*Annual Rate @100%

Annual Rate @ FTE

Monthly Rate

Proposed Job Information

Empl Class

Comp Frqcy

*Semi Mo Hourly Rate

- The **Compensation Frequency** and **FTE (Full Time Equivalency)** defaults with the appropriate value based on the Position number.
- Depending on the position type, enter the proposed **Annual Rate**, or **Hourly Rate** and press enter or tab-out of the field.

If the request is for a Faculty, complete the following fields and then proceed to step eight:

Current Job Information	Proposed Job Information
Empl Class <input type="text" value="Non-Tenure Track Faculty"/>	Empl Class <input type="text" value="Non-Tenure Track Faculty"/>
Comp Frqcy <input type="text" value="Contract"/>	Comp Frqcy <input type="text" value="Contract"/>
FTE <input type="text" value="1.000000"/>	FTE <input type="text" value="1.000000"/>
9mo Academic Rate @100% <input type="text" value="118900.000"/>	*9mo Academic Rate @100% <input type="text" value="120000.000"/>
9mo Academic Rate @FTE <input type="text" value="118900.000"/>	9mo Academic Rate @ FTE <input type="text" value="120000.000"/>
Monthly Rate <input type="text" value="9908.333"/>	Monthly Rate <input type="text" value="13333.333"/>
Contract Information	
Contract # <input type="text"/>	Contract Actn <input type="text" value="Create New Contract"/> Contract # <input type="text"/>
Pay Type <input type="text"/>	*Pay Type <input type="text"/>
Payment Term <input type="text"/>	*Payment Term <input type="text"/>
Contract Start Date <input type="text"/>	*Contract Start Date <input type="text"/>
Contract End Date <input type="text"/>	*Contract End Date <input type="text"/>
Payment End Date <input type="text"/>	Payment End Date <input type="text"/>
Contract Worth <input type="text"/>	Contract Worth <input type="text" value="120000.000"/>

- Proposed 9 MO Academic Rate @ 100%:** Use this field to provide the proposed salary based on a 100% appointment.

- Proposed 9 MO Academic Rate @ FTE:** Based on the position's FTE, this field will reflect what the faculty member will be paid (using the 100% 9-month academic rate and FTE).
- Proposed Monthly:** Based on the position's FTE, this field will reflect what the faculty member will be paid on a monthly basis (using the 100% 9-month academic rate and FTE).

Note: Instead of entering the **9 mo Academic Rate** or **Monthly Rate**, complete the **Contract Information** section. Once the **Contract Worth** is entered, the 9 mo Academic and Monthly Rate will default with the appropriate values.

- In the **Contract Information** section complete the following field, if necessary:

- Enter the **Contract Worth**.

7) Complete the Proposed Funding section

Use the **Proposed Funding** section to enter funding information for the new position.

Enter the following fields:

- Start Date

Enter the effective date for the Proposed Funding in the Start Date field.

B. Cost Center, Cost Share or Project/Grant

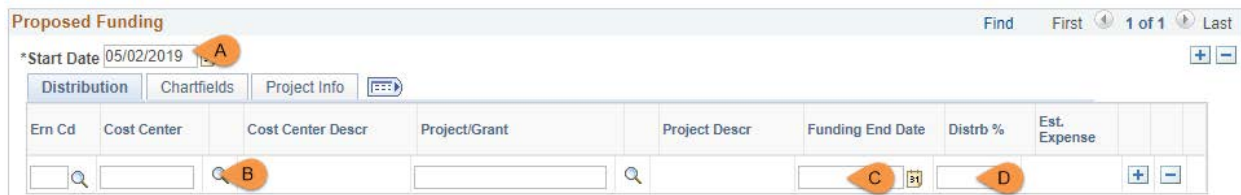
Enter the Cost Center, Cost Share or Project/Grant funding the position.

C. Funding End Date

The Funding End Date for Projects or Cost Shares should be the end of the assignment, the project or fiscal year; whichever date is first. If the funding source is a Cost Center, leave the Funding End Date field blank.

D. Distribution percentage

Enter the funding Distribution %. Funding may be split between different Cost Centers, Cost Shares or Projects. The total distribution percentage must equal 100%. Use the plus [+] or minus sign [-] to add/remove an additional funding source.



The screenshot shows the 'Proposed Funding' form with several fields highlighted by orange circles: 'A' points to the Start Date field (05/02/2019), 'B' points to the Cost Center field, 'C' points to the Funding End Date field, and 'D' points to the Distrib % field. The form includes tabs for Distribution, Chartfields, and Project Info, and a table with columns for Err Cd, Cost Center, Cost Center Descr, Project/Grant, Project Descr, Funding End Date, Distrib %, and Est. Expense.

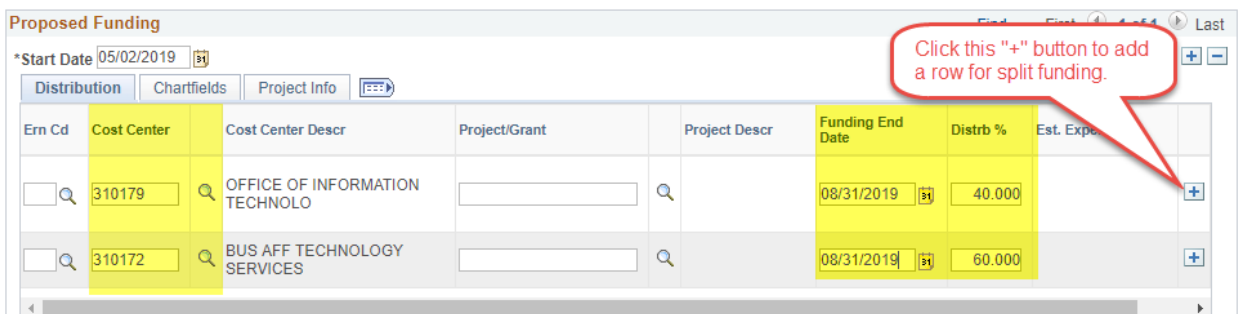
7a. Add additional or split funding

You may add split funding to the eForm by adding distribution rows and/or adding funding periods. To do so use the plus signs [+] at the end of the rows and in the upper-right corner of the Proposed Funding section.

7b. Add a Distribution Row

To enter split funding for the same time period, click the plus sign [+] in the right column of the **distribution tab** to insert a new row.

Below is an example of a 60/40 funding split for two cost centers beginning on May 2, 2019.






The screenshot shows the 'Proposed Funding' form with two rows of distribution data. The first row is for Cost Center 310179 (OFFICE OF INFORMATION TECHNOLO) with a Funding End Date of 08/31/2019 and a Distrib % of 40.000. The second row is for Cost Center 310172 (BUS AFF TECHNOLOGY SERVICES) with a Funding End Date of 08/31/2019 and a Distrib % of 60.000. A red callout box points to the '+' button at the end of the first row, with the text 'Click this "+" button to add a row for split funding.'

7c. Add a Funding Period


To enter funding with a different, **Start Date**, click the plus sign [+] in the upper-right corner of the **Proposed Funding** section to insert a new row.


Below is an example of Split funding over two funding periods (May/June & July/August).




Proposed Funding Find First 1-2 of 2 Last


*Start Date 05/07/2019   


Use this "+" button to add a new funding period.

Distribution Chartfields Project Info 

Err Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	06/30/2019 	<input type="text"/>	<input type="text"/>

*Start Date 07/01/2019   


Distribution Chartfields Project Info 

Err Cd	Cost Center	Cost Center Descr	Project/Grant	Project Descr	Funding End Date	Distrb %	Est. Expense
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	08/31/2019 	<input type="text"/>	<input type="text"/>

8) Click Save and Review Available Funds

Once the required fields (indicated with an *asterisk) are completed, click **Save**. Once the form is saved, a **Request ID** number (e.g. 00002476) is assigned and the form status is displaying "Saved" at the top of the form.

Contact Information

Save  Submit Approve Deny CallBack Sendback Cancel Copy... Check Funds

The **Review Available Funds** page will automatically display once you have clicked save. This page is used to view the current condition of your Budget.

If the Cost Center, Cost Share or Project is overdrawn, take necessary actions to complete a budget transfer or revise the funding sources for the position on the eForm prior to submitting it. If the form is submitted with an overdrawn budget the budget office will not approve the form.

- The Requested Amount column displays the estimated expense for the current request and the estimated expenses for any other pending requests on the same cost center or project.
- Click **OK** to return to the main page of the form.

Review Available Funds
Cost Center 312345 Department Name

Request ID	Account	Account Descr	Budget	Assoc Rev	Expenses	Encumbrance	Pre-Encumb	Available Bal	Requested Amt	Current Encumb	Additional Funds	Net Balance
	A1000	Staff Salaries	1,279,745.00	0.00	-426,956.11	199,870.16	0.00	652,918.73	23,787.88	0.00	23,787.88	645,494.49
00000049	51201	SW Classified	0.00	0.00	0.00	0.00	0.00	0.00	8,181.82	0.00	8,181.82	0.00
00000046	51201	SW Classified	0.00	0.00	0.00	0.00	0.00	0.00	8,181.82	0.00	8,181.82	0.00
00000047	51201	SW Classified	0.00	0.00	0.00	0.00	0.00	0.00	7,424.24	0.00	7,424.24	0.00
	A1200	Wages	72,045.00	0.00	-84,292.05	0.00	0.00	-12,247.05	0.00	0.00	0.00	-12,247.05
	A2000	Faculty & TA Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	A3000	Payroll Related Costs	468,853.00	0.00	-149,175.75	0.00	0.00	319,677.25	0.00	0.00	0.00	319,677.25
	A4000	Operating Expenses	1,371,885.27	0.00	-240,505.21	2,212.00	0.00	1,129,168.06	0.00	0.00	0.00	1,129,168.06
	A7000	Expense Transfers	551,275.00	0.00	-551,275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals		3,743,803.27	0.00	-1,452,204.12	202,082.16	0.00	2,089,516.99	23,787.88	0.00	23,787.88	2,065,729.11

OK Cancel

Row colors on the Review Available Funds Page indicate the following:

Blue = the current eForm request

Pink = other pending eForm requests

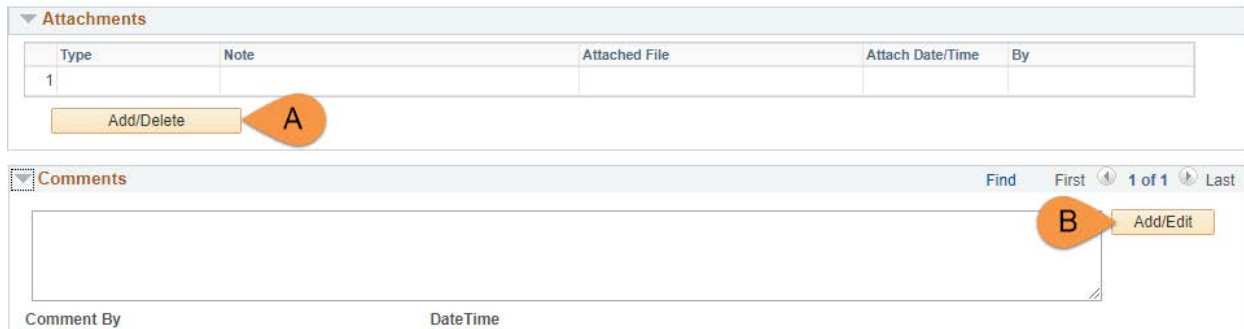
Yellow = the budgetary account line is overdrawn (e.g. A1200)

Red = overall budget is overdrawn

9) Add Attachments and Comments

- A. Expand the Attachments section and click the Add/Delete button to upload relevant support documentation.
- B. Expand the Comments section and click the Add/Edit button to include any special remarks. (Optional)

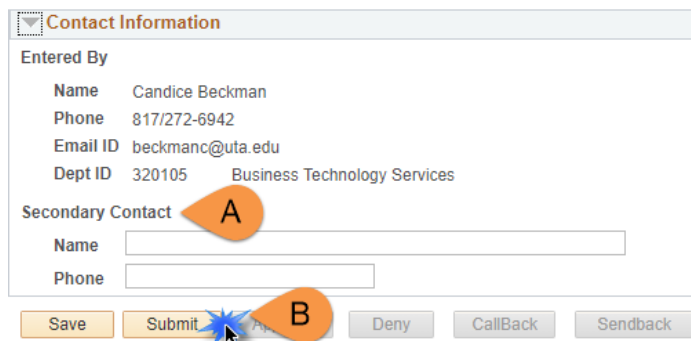
Note: Attachments and Comments cannot be added unless you have clicked Save.



The screenshot shows two sections: 'Attachments' and 'Comments'. In the 'Attachments' section, there is a table with columns: Type, Note, Attached File, Attach Date/Time, and By. Below the table is an 'Add/Delete' button, which is circled in orange with a callout 'A'. In the 'Comments' section, there is a large text input area. To the right of the input area is an 'Add/Edit' button, which is circled in orange with a callout 'B'. At the top right of the Comments section, there are navigation controls: 'Find', 'First', '1 of 1', and 'Last'.

10) Add a Secondary Contact (if needed) and Submit the Form to Workflow

- A. If applicable, expand the **Contact Information** section to add the name and telephone number of a secondary contact for the New Position Request form.
- B. After completing the eForm, click the **Submit** button to send the document for approval. The eForm **Status** changes to “Pending Approvals” and the current routing is displayed.



The screenshot shows the 'Contact Information' section. It includes a sub-section 'Entered By' with the following details: Name: Candice Beckman, Phone: 817/272-6942, Email ID: beckmanc@uta.edu, and Dept ID: 320105 Business Technology Services. Below this is the 'Secondary Contact' section, which has two input fields: 'Name' and 'Phone'. The 'Name' field is circled in orange with a callout 'A'. At the bottom of the section, there are five buttons: 'Save', 'Submit', 'Deny', 'CallBack', and 'Sendback'. The 'Submit' button is circled in orange with a callout 'B' and has a mouse cursor pointing to it.