

PAR Compensation Rate Change – Job Aid

1. Using the Comp Rate Change PAR transaction, change the Comp Rate to the new rate. Supervisor ID can also be changed in this transaction.
2. Add comment that provides details on business reason for comp rate change.
3. Add Approvers
4. Save & Submit

Work Location	
Employee Status:	Active
Effective Date:	04/23/2017 Eff Seq: 0
Job Indicator:	N/A
Action:	Pay Rate Change Reason: Adjustment
Action Date:	05/02/2017
Department:	956700 Flint Human Resources
Department Contact:	Manning, Beth Ann BMANNING
Supervisor ID:	58574840 Petrella, Tonja

Job Information	
Job Code:	053400 CLERK C (TEMP)
Entry Date:	12/13/2016
Classified Indicator:	Regular
% Effort:	
Standard Hours:	0.00
FLSA Status:	N FTE:

Payroll	
Pay Group:	BWC
Employee Type:	H

Compensation	
Comp Rate:	11.00 Frequency: H
Hourly:	11.00 Daily: 0.00 Biweekly: 0.00
Monthly:	0.00 Annual: 0.00
Job/Career Family:	51 Temporary Office
Sal Plan/Career Band:	51 Temporary Office
Salary Grd/Job Role:	04 Temporary Office Grade 04

UM Job Data	
Appt Begin Date:	12/13/2016
Appt End Date:	Appt Period:
FTR:	0.00 FTR Override: <input type="checkbox"/>
Unit PCN:	
Tenure Status:	N/A Tenure Granted Date:

Comments:
Remember to add comments.

The Creator can **ONLY** update the Supervisor ID and the Comp Rate for temporary employees.