ADMINISTRATIVE SALARY ADJUSTMENT

An Administrative Salary Adjustment is defined as unclassified/administrative duties given on an interim basis (no title change). It can be given with or without increase.

(Workforce Administration, Job Information, Job Data)

Employee ID (Enter 6 digit number) – Search

Work Location

1. Insert a Row
2. Effective Date: (Make sure it is the appropriate date)
3. Action: Pay – Pay Rate Change
4. Reason: ASA – Administrative Salary Adjustment

Compensation

Pay Components - Insert a row

1. Rate Code: using the drop down list, choose appropriate type of supplement – Supplement with Increase or Supplement No Increase (based on approval given by Classification & Compensation)
2. Comp Rate: Enter the amount of supplement
3. Calculate Compensation

Note: Supplement with No Increase means there are no increases given on the supplement amount. Supplement with Increase means there are increases given on the supplement amount.

Job Earnings Distribution

1. If you have chosen By Amount, you will need to correct the distribution on this panel to equal the Comp Rate shown on Compensation.
2. If you have chosen By Percent, check to make sure it is still correct and that changes do not need to be made.

Save

- NOTE: If an employee is being hired with an administrative salary adjustment being given at the time of hire the supplement is to be entered separately. The new hire entry should be made with the base salary only. Then a row is to be inserted as Pay Rate Change/Administrative Salary Adjustment (PAY/ASA), effective sequence 1 and then enter the supplement on the Compensation Panel. You will need to ‘Calculate Compensation” before saving.