

Good morning, HCM Department Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Change Manager
- Transfer
- Employee Summary
- Promote
- Employment Info
- Change Assignment

APPS

HCM Department Manager - Approve Salary Change







My Team	Onboarding	Hiring
Performance Overview	Performance	Learning

BlueSky Help

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### QUICK ACTIONS

-  Change Manager
-  Transfer
-  Employee Summary
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-  Employment Info
-  Change Assignment

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Note: This must be completed by a Budget Manager. If you do not have budget manager access, click X to close this walkthrough and contact them to approve a bell notification they will have received.

Budget Managers, click 'Next' to continue.

 Onboarding	 Hiring	
 Performance Overview	 Performance	 Learning



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Click Notification Bell

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### QUICK ACTIONS

- Change Manager
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### APPS

 My Team	 Onboarding	 Hiring
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# Good morning, Budget Manager!

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### QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

### APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

### Notifications

Show All

**ACTION REQUIRED**

13 minutes ago

Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020-10-15 by Line Manager

Line Manager

Approve

Reject

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In this field, you will see a request titled "Salary Adjustment" for the selected employee.

Click the Blue Text to review this information.

Bluesky Help

Show More

Edit

Actions ▼

Approve

Reject

Assignment Change

## Exempt Staff

Person Number **8653488**

Reason Pay Group Change

Effective **10/15/2020**

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Here you can review the current and proposed salaries.  
Click 'Next' to continue.

### Salary Adjustment Details

	Current	Proposed
Start Date	9/22/2020	10/15/2020
End Date	10/14/2020	
Salary Amount	72500.00 USD Annually	73000.00 USD Annually
Adjustment Amount	0.00	500.00 USD
Adjustment Percentage		0.69 %
Compa-Ratio	79.14	79.69

### Employee Details

Job Senior Research Associate

Grade Staff Salary Grade S10

Assignment Number E8653488

Assignment Change

## Exempt Staff

Person Number **8653488**  
Reason **Pay Group Change**  
Effective **10/15/2020**

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Once you have reviewed this information, you can approve the salary change by clicking **'Approve'**

Alternatively you can make edits or reject this if you are not comfortable with the salary proposed.

### Salary Adjustment Details

	Current	Proposed
Start Date	9/22/2020	10/15/2020
End Date	10/14/2020	
Salary Amount	72500.00 USD Annually	73000.00 USD Annually
Adjustment Amount	0.00	500.00 USD
Adjustment Percentage		0.69 %
Compa-Ratio	79.14	79.69

### Employee Details

Job Senior Research Associate  
Grade Staff Salary Grade S10  
Assignment Number E8653488

Edit

Actions ▾

Approve

Reject

Assignment Change

## Exempt Staff

Person Number 8653488

Reason Pay Group Change

### Approve

Comment

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If you have any notes or files you'd like to upload, you can do so here.

Otherwise, click **'Submit'** to finalize this process.

Submit Cancel

 Drag files here or click to add attachment

Compa-Ratio 79.14

79.69

### Employee Details

Job Senior Research Associate

Grade Staff Salary Grade S10

Assignment Number E8653488

Edit

Actions ▾

Approve

Reject

Assignment Change

## Exempt Staff

Person Number 8653488

Reason Pay Group Change

### Approve

Submit

Cancel

Comment

Congratulations! You have now reviewed and approved this salary change.

To view this walkthrough again, search 'Approve Salary Change' in BlueSky Help.

Compa-Ratio 79.14

79.69

### Employee Details

Job Senior Research Associate

Grade Staff Salary Grade S10

Assignment Number E8653488