

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 - Change Salary

My Team	Onboarding	Hiring
Performance Overview	Performance	Learning

BlueSky Help

1/11 x







Click 'My Team'

Note: This is a request to change salary and must be approved.







HCM Department Manager!

- Me
- My Team**
- Procurement
- Tools
- Others

QUICK ACTIONS

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

APPS

 My Team	 Onboarding	 Hiring
 Performance Overview	 Performance	 Learning

 Promote

 Employment Info

 Change Assignment

 Document Records

 Direct Reports

2/11 ×
Click 'Show More'

Show More



Performance Overview



Performance



Learning



Workforce Compensation



Termination



BlueSky Help

Things to Finish

Assigned to Me

0

Created by Me

0



You have no open notifications.

Employment

 Change Manager

 Transfer

 Employee Summary

 Promote

 Employment Info

 Change Assignment

 Document Records

 Direct Reports

 Document Delivery Preferences

 Allocate Checklists

 Change Photo

3/11 ×
Click 'Change Salary'

 Change Salary

 Individual Compensation

 Compensation Info

 Team Compensation

 View Compensation Change Statements

Onboarding

 Onboarding Tasks

 Onboarding Employees

Career and Performance

 Skills and Qualifications


 Performance

 My Organization

Change Salary

4/11 x
Enter the name or position number of the employee you would like to change the salary for and select their name from the dropdown.

Direct Reports

-  **Line Manager**
Manager, Benefits



Change Salary

Exempt Staff

Submit

Cancel

1 When and Why

5/11 Complete these fields.

<p>*When does the salary change start?</p> <input type="text" value="10/15/2020"/>	<p>*What's the action name?</p> <input type="text" value="Change Salary"/>
	<p>Why are you changing the salary for Exempt Staff?</p> <input type="text"/>

Continue

2 Salary Details

3 Comments and Attachments



Change Salary

Exempt Staff

Submit Cancel

1 When and Why

*When does the salary change start?

10/15/2020

*What's the action name?

Change Salary

Why are you changing the salary for Exempt Staff?

6/11
Click 'Continue'

Continue

2 Salary Details

3 Comments and Attachments



Change Salary

Exempt Staff

Submit Cancel

1 When and Why

Edit

2 Salary Details

7/11

Select if this person is:

- Salaried
- Hourly - 35
- Hourly - 40
- Student Employee

*Salary Basis

Salaried

*Salary Amount

72,500.00 USD Annually

Adjustment Amount

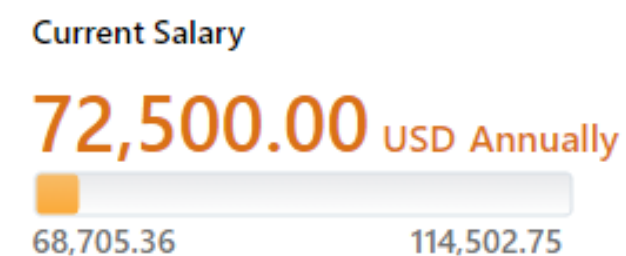
0.00 USD

Adjustment Percentage

0.00 %

Annual Salary

72,500.00 USD (FTE 1.00)



Annualized Full-Time Salary

72,500.00 USD

Grade Name

Staff Salary Grade S10

Compa-Ratio

79.14

Quartile

1



Show Current Salary Details

Continue

Bluesky Help

LM Change Salary
Line Manager

Submit Cancel

① When and Why Edit

② Salary Details

Warning: You entered a salary amount that falls outside of the worker's salary range. (CMP-1005125)

Warning: The amounts were recomputed using the worker's new salary basis.

*Salary Basis
Hourly - 35 Hours

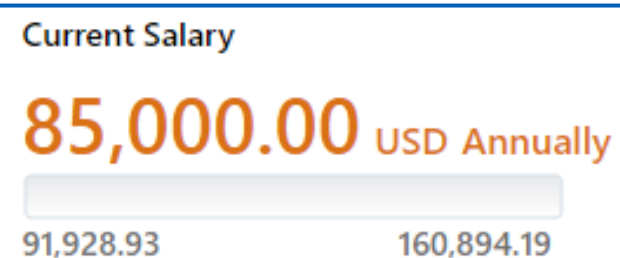
*Salary Amount 46.703300 USD Hourly	Annualized Full-Time Salary 85,000.006000 USD
Adjustment Amount 0.000000 USD	Grade Name Staff Salary Grade S12
Adjustment Percentage 0.000007 %	Compa-Ratio 67.24
Annual Salary 85,000.006000 USD (FTE 1.00)	Quartile Below Range

8/11

For salaried employees, enter either the new salary, adjustment amount, or adjustment percentage.

For hourly employees, enter either the new hourly rate, adjustment amount, or adjustment percentage.

Click 'Next' to continue.



Bluesky Help



Change Salary

Exempt Staff

Submit Cancel

1 When and Why

Edit

2 Salary Details

! The amounts were recomputed using the worker's new salary basis.

*Salary Basis

Salaried

*Salary Amount

72,499.99 USD Annually

Adjustment Amount

-0.01 USD

Adjustment Percentage

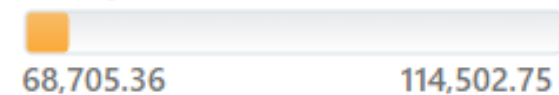
0.00 %

Annual Salary

72,499.99 USD (FTE 1.00)

Current Salary

72,500.00 USD Annually



Annualized Full-Time Salary

72,499.99 USD

Grade Name

Staff Salary Grade S10

Compa-Ratio

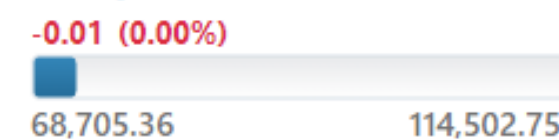
79.14

Quartile

1

Proposed Salary

72,499.99 USD Annually



Show Current Salary

9/11 Click 'Continue'

Continue

Bluesky Help



Change Salary
Exempt Staff

Submit

Cancel

1 When and Why

Edit

2 Salary Details

Edit

3 Comments and Attachments

10/11
Enter any comments related to this salary change, and/or upload any supporting documents.
If you have no comments or documents to upload, click 'Next'

Comments

Comments

Attachments

Drag files here or click to add attachment

Bluesky Help



Change Salary

Exempt Staff

[Submit](#) [Cancel](#)

11/11
Once you are satisfied with your changes, click **'Submit'**
Alternatively, if you wish to discard your changes, you can click **'Cancel'**

1 When and Why

2 Salary Details [Edit](#)

3 Comments and Attachments

Comments

Comments

Attachments

Drag files here or click to add attachment



Change Salary

Exempt Staff

Submit Cancel

1 When and Why

Edit

2 Salary Details


Edit

3 Comments and Attachments

Comments

Comments

Attachments

 Drag files here or click to add attachment

NOTE: This will require approval to move to the next step in the process. The required parties will receive a bell notification requesting approval.

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

BlueSky Help