

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info

APPS

- Directory
- Onboarding
- Checklist Tasks
- Pay
- Time and Absences

Manager Self Service - Change Salary

Employment Info

Document Delivery Preferences

Show More

Things to Finish

Assigned to Me 7 Created by Me	3 days ago FYI Complete the interview questionnaire Interview Feedback...	6 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020...
--------------------------------------	---	--

Good afternoon, Line Manager!

Me My Team Procurement Tools Others

QUICK ACTIONS

APPS

- Person icon
- Home icon
- Document icon
- Envelope icon
- Group of people icon
- Calendar icon
- Download icon
- Refresh icon
- Menu icon

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Note, Line Managers have access to request to change the salary for any Student Employees, but should seek out their HCM Department Manager to request to make changes to staff salary.

Click 'Next' to continue making changes to a Student Employee Salary.

Show More

Things to Finish

Assigned to Me 7 Created by Me	3 days ago [X] FYI Complete the interview questionnaire Interview Feedback...	6 days ago [X] REJECTED Salary Adjustment Approval Requested for Exempt Staff (8653488) on 2020...
--------------------------------------	---	--

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Click 'My Team'

This is TEST Instance

Me My Team Procurement Tools Others

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 Delegation	Expenses	Campus Address	DPU Alert

Show More

Things to Finish

Assigned to Me 7	3 days ago FYI Complete the interview questionnaire Interview Feedback...	6 days ago REJECTED Salary Adjustment Approval Requested for Exempt Staff (9853488) on 2020...
---------------------	---	--


Click 'My Team'


QUICK ACTIONS


- Transfer
- Employee Summary
- Employment Info
- Change Assignment
- Document Records


Show More


APPS



 My Team



 Onboarding



 Hiring


 Performance Overview


 Performance


 Learning


 Workforce Compensation


 Termination

+

Things to Finish

Assigned to Me 7	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> X <p style="font-size: 0.8em; margin: 0;">3 days ago</p> <p style="font-size: 0.8em; margin: 0;">PPI</p> <p style="font-size: 0.8em; margin: 0;">Complete the interview questionnaire Interview Feedback...</p> <p style="text-align: right; margin: 0;">Dismiss</p> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> X <p style="font-size: 0.8em; margin: 0;">6 days ago</p> <p style="font-size: 0.8em; margin: 0;">REJECTED</p> <p style="font-size: 0.8em; margin: 0;">Salary Adjustment Approval Requested for Exempt Staff (8653468) on 2020...</p> <p style="font-size: 0.8em; margin: 0;">Line Manager</p> <p style="text-align: right; margin: 0;">Dismiss</p> </div>	Created by Me 0
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Show More

Analytics

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In this field, Click '...' for the student employee whose salary you would like to change.

This is TEST instance

DEPAUL UNIVERSITY

My Team

Overview

Compensation

Overview

Search Person

Actions

View By: Assignment

Sort By: Name ascending

Workers		^
ES	Exempt Staff Senior Research Associate	...
Department Name Human Resources - Operating		
NS	Nonexempt Staff Benefits Coordinator	...
Department Name Human Resources - Operating		

With Offer

Requisitions

Vacancies

BlueSky Help

My Team

Overview



Compensation

Overview

Search Person Show Filters

Actions View By Sort By

Workers

 Exempt Staff Senior Research Associate	Department Name Human Resources - Operating
 Nonexempt Staff Benefits Coordinator	Department Name Human Resources - Operating

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In this field, click 'Change Salary'

- Absence Balance
- Add Absence
- Allocate Checklists
- Change Assignment
- Change Salary
- Document Records
- Employment Info
- Existing Absences
- Individual Compensation
- Transfer
- View Compensation History



Submit

Cancel

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Complete these fields.

1 When and Why

<p>*When does the salary change start?</p> <input type="text" value="10/29/2020"/>	<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

1 When and Why

*When does the salary change start?

*What's the action name?
Change Salary

Why are you changing the salary for Exempt Staff?

Continue

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Click 'Continue'

3 Comments and Attachments

Change Salary

Exempt Staff

Submit Cancel

ES

on is:

1 When and Why Edit

2 Salary Details

***Salary Basis**
Salaried

***Salary Amount**
72,500.00 USD Annually

Adjustment Amount
0.00 USD

Adjustment Percentage
0.00 %

Current Salary
72,500.00 USD Annually
68,705.36 114,502.75

Proposed Salary
72,500.00 USD Annually
0.00 (0.00%)
68,705.36 114,502.75

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

Continue

3 Comments and Attachments

1 When and Why Edit

2 Salary Details

*Salary Basis Salaried	
*Salary Amount 72,500.00 USD Annually	Annual Salary 72,500.00 USD (FTE 1.00)
Adjustment Amount 0.00 USD	Annualized Full-Time Salary 72,500.00 USD
Adjustment Percentage 0.00 %	Grade Name Staff Salary Grade S10
	Compa-Ratio 79.14
	Quartile 1
Current Salary 68,705.36 - 114,502.75 72,500.00 USD Annually	Proposed Salary 68,705.36 - 114,502.75 72,500.00 USD Annually 0.00 (0.00%)
Continue	

3 Comments and Attachments

Employees, enter either the adjustment amount or percentage.
Employees, enter either the current rate, adjustment amount or adjustment percentage.

1 When and Why Edit

2 Salary Details

*Salary Basis
Salaried

*Salary Amount	72,500.00 USD Annually	Annual Salary	72,500.00 USD (FTE 1.00)
Adjustment Amount	10/12	Annualized Full-Time Salary	72,500.00 USD

Adjustment

Current Salary

72,500.00	68,705.30	66,705.30	114,002.70
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Continue

3 Comments and Attachments

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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'**

1 When

2 Salary

3 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment



1 When and Why

2 Salary Details

3 Comments and Attachments

Comments

Attachments

Drag files here or click to add attachment

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Once you are satisfied with your changes, click '**Submit**'

Alternatively, if you wish to discard your changes, you can click 'Cancel'

NOTE: This request will need to be approved by your HCM Department manager. They will receive a bell notification requesting approval.

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