

TIP SHEET

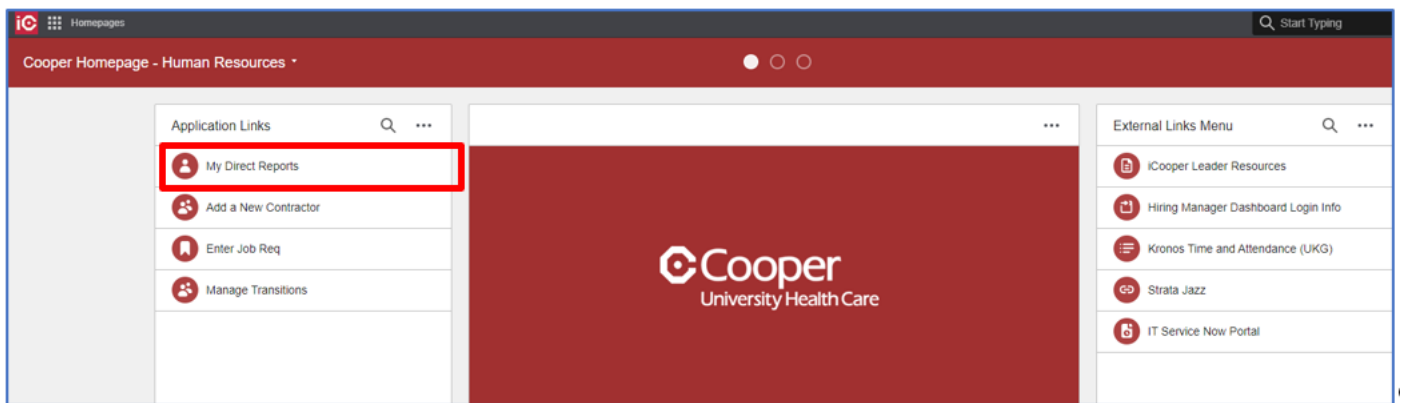
Change a Pay Rate

Purpose: *Enter information to change a pay rate.*

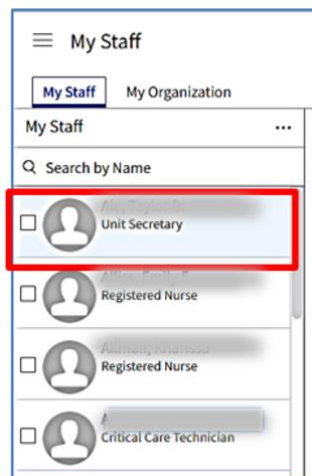
This tipsheet is available to assist a manager when changing a team member's pay rate.

Workflow

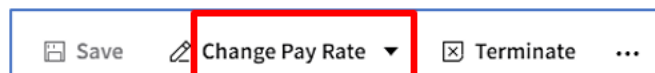
1. Starting from the Cooper Homepage – Human Resources, select **My Direct Reports** found under the **Application Links**.



2. On the **My Staff** page, double-click on the name of the employee who is to receive a change in pay.



3. Select the **Change Pay Rate** dropdown menu.



4. Complete the fields to request to change a pay rate. A red asterisk indicates a required field.

Request To Change Pay Rate For [Employee Name] 4

This request will be routed for approval; after it is approved this record will be updated

Effective Date *

Action Reason *

Position
Registered Nurse

Enter The New Pay Information

Pay Rate Type
Hourly

Percent Increase Original Pay Rate 40.4875

Pay Rate 40.4875 USD

Salary Structure
COOPER Cooper

Grade
4 Grade 99

Attachment

Description

Attach Supporting Document

Cancel Save As Draft **Submit**

Field	Value
Effective Date	Enter the effective date of the pay rate change. This must be equal to a Sunday.
Action Reason	Use the Search icon to search for the reason for the pay rate change. You can search by Action Reason , Description , or Subject .
Pay Rate Type	Defaults from the employee's compensation.
Percent or Pay Rate	If you enter a percentage, the system will calculate the pay rate. If you enter a pay rate amount, the system will calculate the percentage.
Salary Structure Grade	The system will automatically default the employee salary structure and grade.
Attachment	Enter the description and attach a supporting document, if applicable.
Cancel	Cancel to delete the entered information.
Submit	Click Submit to enter the request to change the pay rate.

You have successfully submitted a request to change a pay rate.