



Staff Salary Increase

Step 1

Define Employee, Query Date, and Approval Category

Notes

Click on link to employee's current job to be changed.

Query Date = pay period start date

Approval Category = __ SAL (see drop down list)

Step 2

Job Selection

Click on the link to the job that is to be modified.

Step 3

Enter Main Job Information

Employee Salary		
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY	03/31/2008	04/06/2008
Job Change Reason:	CONT	SALAD, Salary Adjustment
Step:	0	0
Regular Rate:	25.641026	
Annual Salary:	50000	51000

Notes

Current Value populates to guide the user to determine the New Value.

Jobs Effective Date = pay period start date (query date)

Job Change Reason = (refer to Appendix)

Step = "0" (only use numbers for faculty assignments)

Regular Rate = (use for hourly employees) OR

Annual Salary = (use for salary employees)

For instructions on **Steps 4-7**, including:

- Confirming or Revising FOAP
- Defining Approval Routing Queue
- Adding Comments
- Saving, Confirming & Submitting your EPAF

please refer to the section of this guide entitled Part II "EPAFs for Faculty and Staff."