



# Student Retro Salary Adjustment

**Step 1**

Define Employee, Query Date, and Approval Category

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

**Query Date** = current pay period start date

**Approval Category** = STUADJ (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

Student Adjustments		
Item	Current Value	New Value
<b>Jobs Effective Date:</b> MM/DD/YYYY	06/01/2007	04/21/2008
<b>Personnel Date:</b> MM/DD/YYYY	08/21/2007	
<b>Title:</b>	STUDENT ASSISTANT	
<b>Job Change Reason:</b>	CONV	Not Selected
<b>Regular Rate:</b>	10.5	
<b>Annual Salary:</b>	10851.12	
<b>Step:</b>	0	0

**Notes**

- Compare *Current Value* to *New Value*, and only make changes to fields that change value.
- **Jobs Effective Date** is the first date of the current pay period.
- **Personnel Date** is the date the retro action is effective.
- Only fill in the following fields if there is a change from the *Current Value*: **Title, FTE, Step**.
- Fill in the new hourly **Rate**.
- Select appropriate **Job Change Reason** from list
- Indicate current value or "0" for **Step**.

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 I "EPAFs for Student Assignments."