



Centralized Accounting and Payroll/Personnel System

# **Manager Self Service Salary Actions for Part-Time Employees (SR 26156)**

Feb. 24, 2022

# Manager Self Service Salary Actions for Part-Time Employees

- Corrections were made to the **Manager Self Service (MSS) Request Regular Merit** process to appropriately post to the **Compensation** tab of the Job component salary changes for part-time employees upon final approval.
- Agency Acceptance testing dates are Feb. 28 – March 4, 2022.
- To test, start with the submission of a regular merit on the **MSS Request Regular Merit** submission page for a part-time employee. Complete all manager approvals and then verify the employee's salary increase has been saved to the **Compensation** tab of the Job component correctly.
- Migration to Production is scheduled for March 10, 2022.

# Manager Self Service Salary Actions for Part-Time Employees Continued...

**Workforce Administration** **HR Administration** New Window | Personalize Page

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee: [Redacted] Empl ID: [Redacted]  
Employee: [Redacted] Empl Record: [Redacted]

### Compensation Details

Effective Date: 01/01/2022 Go To Row  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active  
Action: Unclassified Change  
Reason: Salary Change  
Job Indicator: Primary Job  
Current

Compensation Rate:  \*Frequency:  Monthly

[Comparative Information](#) Total Compensation  
[Pay Rates](#) Compensation History

### Pay Components

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
1 BSY000	0	4,600.000000	USD	M		+	-

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation



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# Thank You!

**Production Support  
CAPPS HR/Payroll Team**

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