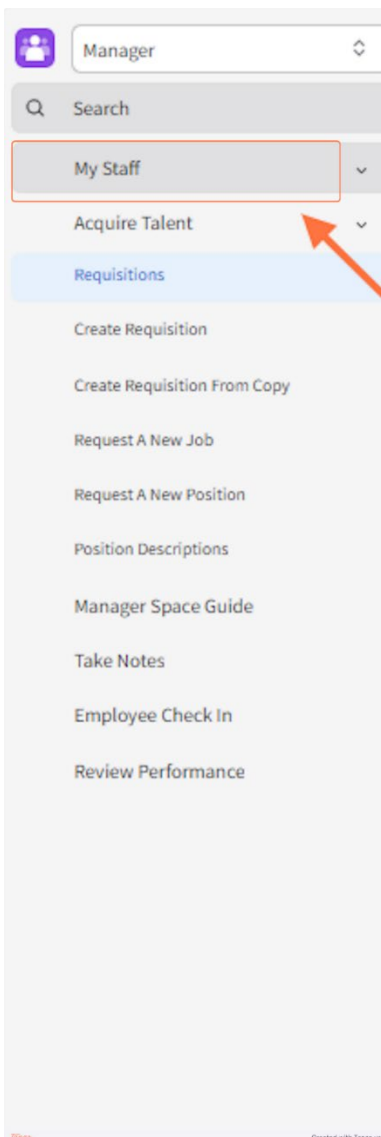


Changing Pay Rate for Direct Report - Manager Space

Changing the pay rate for your direct reports in Manager Space will help reduce errors, save time, increase efficiency, and improve the customer experience. Before initiating a rate change for your direct report through Manger Space make sure you have the proper conversations with your HRM, Manger, and other appropriate parties that need to be involved. If you are unsure of who should be included in the conversations, please reach out to the appropriate HRM.

1. In Manager Space under Manger, click on My Staff.



2. Right-click on the employee's name you want to change the pay rate for.

Review Performance

Pay: 25.00 US / Hourly

| Employee ID | Name | Role |
|-------------|-------------------------------|----------------------------|
| JL | 011107 HRIS Senior Analyst | ... |
| BM | 011107 HRIS Senior Analyst | ... |
| KM | 010895 Data Analytics and ... | ... |
| AT | Annie Thurs | 011107 HRIS Senior Analyst |
| AW | 011107 HRIS Senior Analyst | ... |
| SW | 011107 HRIS Senior Analyst | ... |

Compensation

011107 HRIS Senior Analyst

| | |
|-------------|--------------|
| Pay Rate | |
| Hourly: | 25.00 US |
| Total Rate: | 25.00 |
| Annualized: | 52,000.00 US |

Last Increase

| | |
|----------------|-------------|
| Date: | 8/9/2024 |
| Last Increase: | 20 days ago |

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3. Click on Work Assignments.

Manager

Search

My Staff

My Staff

Birthdays And Anniversaries

Acquire Talent

Manager Space Guide

Take Notes

Employee Check In

Review Performance

Annie Thurs's Profile

- At A Glance
- Work Assignments
- Personal Information
- Compensation
- Talent Profile
- Take Notes

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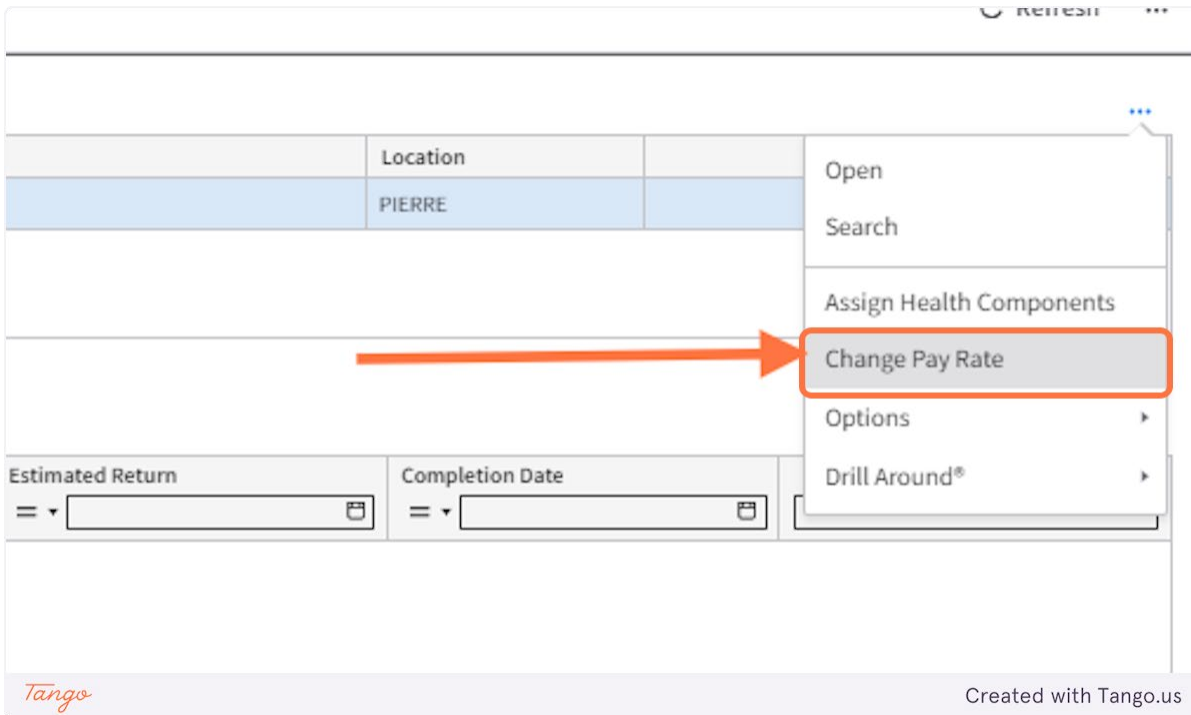
4. Click on the box in the work assignment that you would like to change the pay rate for.

The screenshot shows the profile page for Annie Thurs. On the left is a navigation menu with options: At A Glance, Work Assignments (highlighted), Personal Information, Compensation, Talent Profile, and Take Notes. The main content area has two sections: 'Work Assignments' and 'Leaves Of Absence'. The 'Work Assignments' section contains a table with columns for a checkbox, Position, and Job. The first row has a checkbox (highlighted with an orange box and an orange arrow), Position '011107', and Job 'Exempt Professional K'. The 'Leaves Of Absence' section contains a table with columns for a checkbox, Reason (with a dropdown menu), and Type (with a dropdown menu). The footer includes the 'Tango' logo and the text 'Created with Tango.us'.

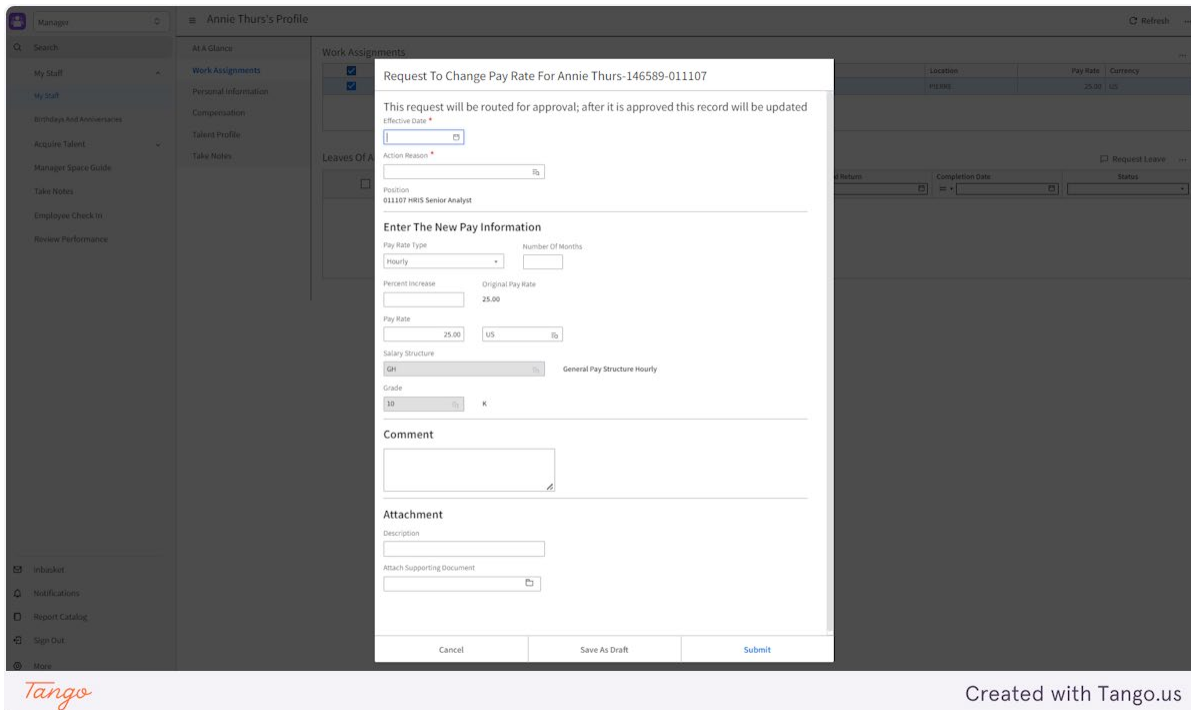
5. Click on More Actions, also known as the ellipsis, or three dots.

The screenshot shows a table with columns: Location, Pay Rate, and Currency. The first row has the value 'PIERRE' under Location, '25.00' under Pay Rate, and 'US' under Currency. In the top right corner of the table area, there is a 'Refresh' button and a three-dot menu icon (highlighted with an orange box and an orange arrow). Below the table, there is a 'Request Leave' button and another three-dot menu icon. At the bottom, there are three input fields: 'Estimated Return' with a dropdown arrow and a calendar icon, 'Completion Date' with a dropdown arrow and a calendar icon, and 'Status' with a dropdown arrow. The footer includes the 'Tango' logo and the text 'Created with Tango.us'.

6. You will then get a drop-down and you will click on Change Pay Rate.





7. In the next couple slides, you will see what is needed on the pay change form in the system.



8. You will need to enter an effective date at the beginning of the pay period. To do this, click on the Effective Date lookup trigger.

Request To Change Pay Rate For Annie Thurs-146589-011107

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

Effective Date *  

Action Reason *

Position
011107 HRIS Senior Analyst

Enter The New Pay Information

Pay Rate Type: Number Of Months:

Percent Increase: Original Pay Rate: 25.00

Pay Rate: US

Salary Structure: General Pay Structure Hourly

Grade: K

Comment

Attachment

Description:

Attach Supporting Document:

Cancel Save As Draft Submit

Tango Created with Tango.us

9. For this example we will be using August 24, 2024 (the beginning of a pay period).

Request To Change Pay Rate For Annie Thurs-146589-011107

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

Effective Date *

Calendar: August 2024 Today < >

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

Clear Apply

GH General Pay Structure Hourly

Grade 10 K

10. Next we will be choosing the action reason to do this click on the lookup trigger.

Request To Change Pay Rate For Annie Thurs-146589-011107

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

Effective Date *
8/24/2024

Action Reason *

Position
011107 HRIS Senior Analyst

Enter The New Pay Information

Pay Rate Type: Hourly
Number Of Months:

Percent Increase:
Original Pay Rate: 25.00

Pay Rate: 25.00
US

Salary Structure: GH
General Pay Structure Hourly

Grade: 10
K

Comment

Cancel Save As Draft [Submit](#)

11. Click on the appropriate action reason that the HRM and you have agreed upon. For this example, we are choosing the Market Adjustment from the lookup trigger.

Position
011107 HRIS Senior Analyst

Enter The New Pay Information

Select 'Action Reason'

Action Reasons

| Action Reason | Description | Subject |
|--------------------------|------------------------|---|
| 6 MONTH INCREASE | 6 month Increase | HCMWorkAssignmentActionRequestChangePayRate |
| CAREER DEVELOPMENT I | Career Development Inc | HCMWorkAssignmentActionRequestChangePayRate |
| COURT MGMT PROGRAM | Court Mgmt Program | HCMWorkAssignmentActionRequestChangePayRate |
| EMPST | Employee Status Change | HCMWorkAssignmentActionRequestChangePayRate |
| FMLA STATUS | FMLA Status | HCMWorkAssignmentActionRequestChangePayRate |
| INTERNAL EQUITY | Internal Equity | HCMWorkAssignmentActionRequestChangePayRate |
| MARKET ADJUSTMENT | Market Adjustment | HCMWorkAssignmentActionRequestChangePayRate |
| MOVEMENT TO MINIMUM | Movement to Minimum | HCMWorkAssignmentActionRequestChangePayRate |

Attachment

Description

12. The Pay Rate Type should auto-populate. If it does not, please only choose hourly if your employee is hourly or Salary if they are Salary. If you are unsure, please discuss this with your HRM.

Request To Change Pay Rate For Annie Thurs-146589-011107

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

Effective Date *
8/24/2024

Action Reason *
MARKET ADJUSTMENT Market Adjustment

Position
011107 HRIS Senior Analyst

Enter The New Pay Information

Pay Rate Type
Hourly

Number Of Months

13. The next information that needs to be entered is the percent increase or the new pay rate. You can enter one or the other and this amount should be what has been discussed with the HRM. In this example, we are going to update the Pay Rate for this employee to \$25.10. You enter the new dollar amount under the Pay Rate.

Request To Change Pay Rate For Annie Thurs-146589-011107

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

Effective Date *
8/24/2024

Action Reason *
MARKET ADJUSTMENT Market Adjustment

Position
011107 HRIS Senior Analyst

Enter The New Pay Information

Pay Rate Type: Hourly
Number Of Months:

Percent Increase:
Original Pay Rate: 25.00

Pay Rate: US

Salary Structure: GH General Pay Structure Hourly

Grade: 10 K

Comment

Cancel Save As Draft Submit

14. The Comment Section has to be professional. You must also agree that it can be entered by the HRM. The HRMs would like justification for all rate changes. It is recommended that any justification be attached in the Attach Supporting Documentation section in the blue box below.

Assignments

Request To Change Pay Rate For Annie Thurs-146589-011107

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

Effective Date *
8/29/2024

Action Reason *
6 MONTH INCREASE 6 month Increase

Position
011107 HRIS Senior Analyst

Enter The New Pay Information

Pay Rate Type: Hourly
Number Of Months:

Percent Increase: 0.400 %
Original Pay Rate: 25.00

Pay Rate: 25.10
US

Salary Structure: GH General Pay Structure Hourly

Grade: 10 K

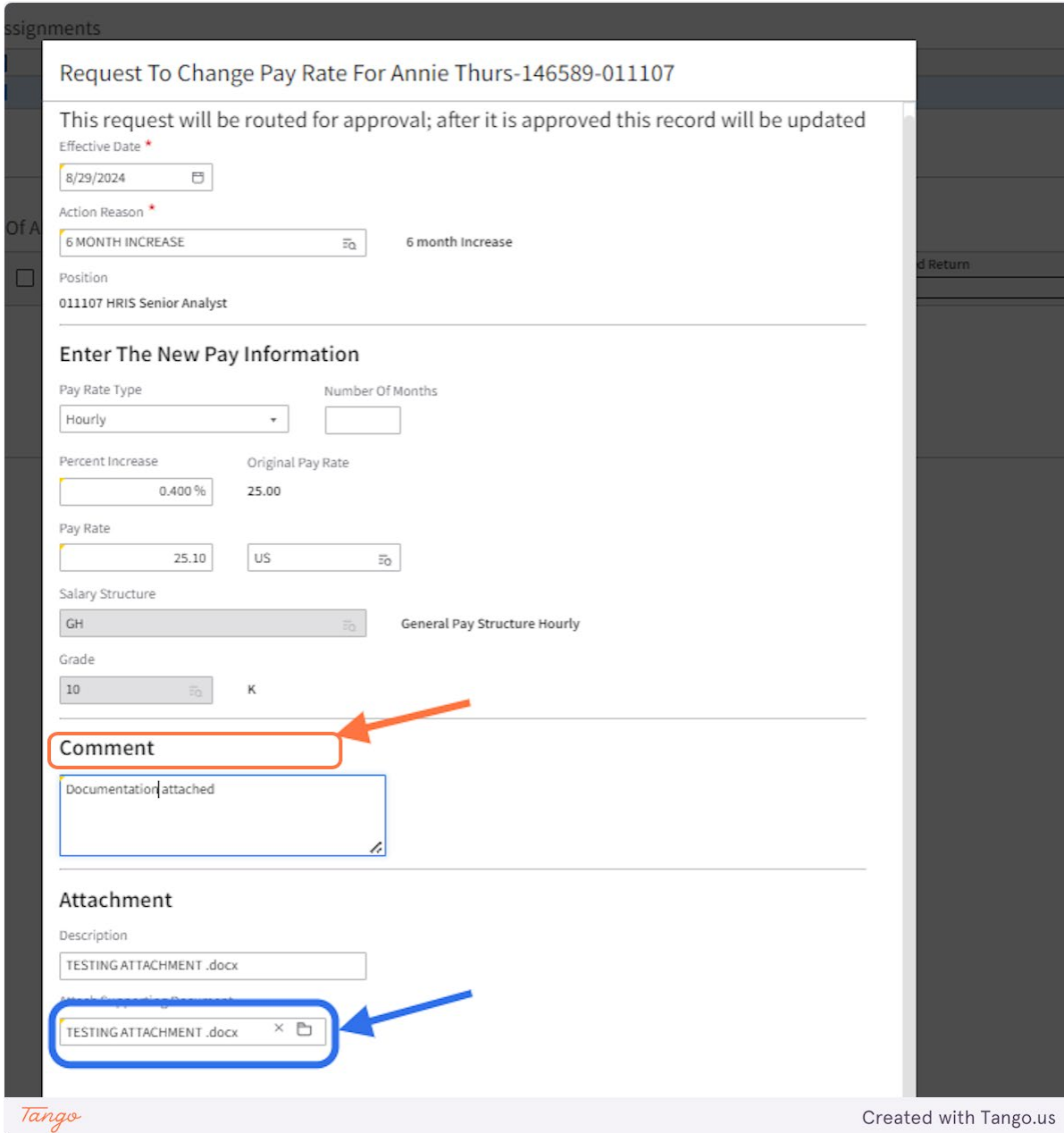
Comment

Documentation attached

Attachment

Description: TESTING ATTACHMENT .docx

Attach Supporting Document: TESTING ATTACHMENT .docx



15. When you have completed, attached, and reviewed all the information, you can now click on **Submit**. This will send the process to the HRM for approval.

Assignments

Request To Change Pay Rate For Annie Thurs-146589-011107

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

Effective Date *
8/29/2024

Action Reason *
6 MONTH INCREASE 6 month Increase

Position
011107 HRIS Senior Analyst

Enter The New Pay Information

Pay Rate Type: Hourly
Number Of Months:

Percent Increase: 0.400 %
Original Pay Rate: 25.00

Pay Rate: 25.10
US

Salary Structure: GH General Pay Structure Hourly

Grade: 10 K

Comment

Documentation attached

Attachment

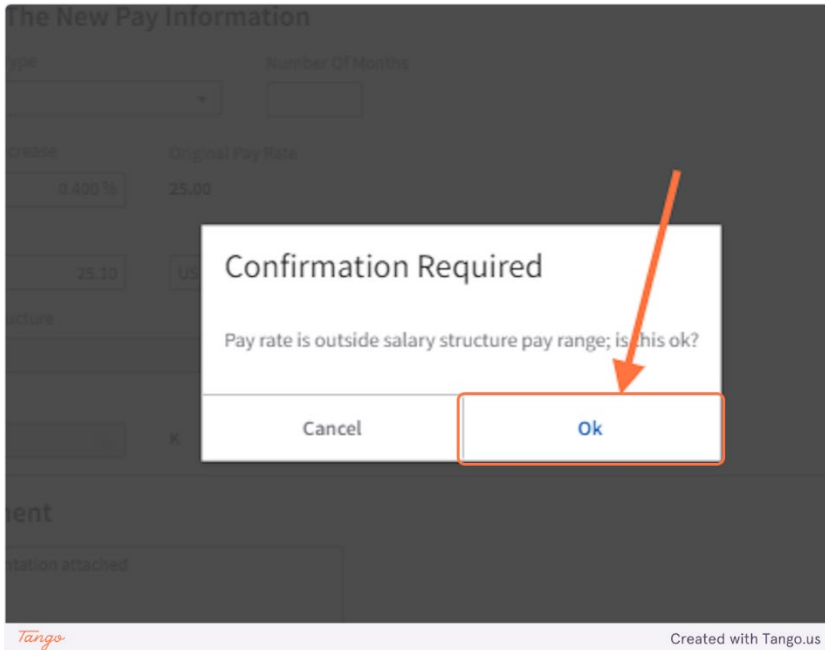
Description: TESTING ATTACHMENT .docx

Attach Supporting Document: TESTING ATTACHMENT .docx

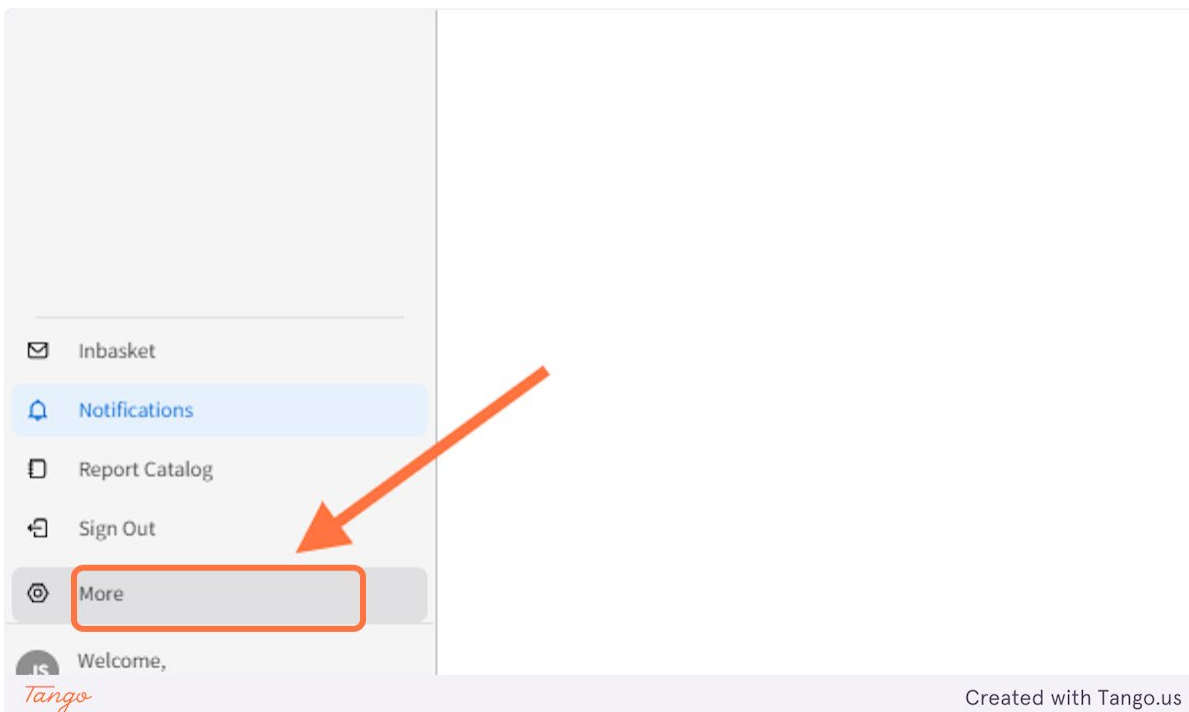
Buttons: Cancel, Save As Draft, **Submit**



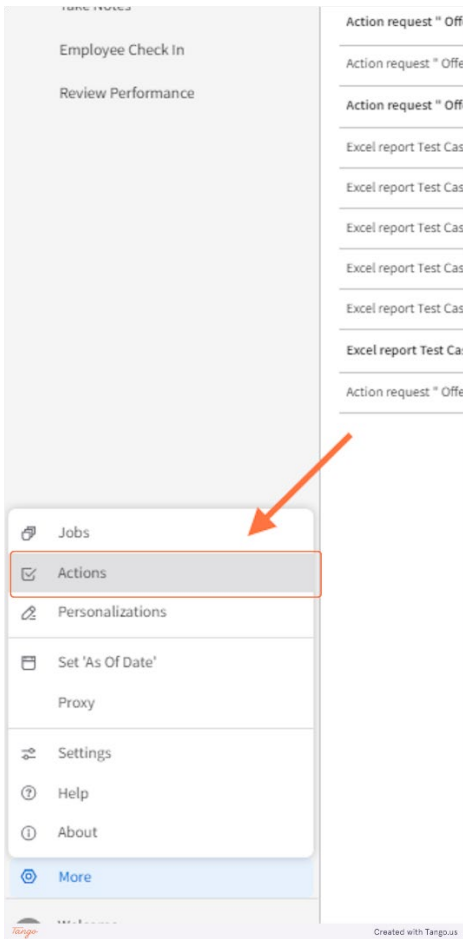
16. If the pay rate is outside of the salary structure you will get this error. If you had the conversations necessary with HRM and other appropriate people you can click okay.



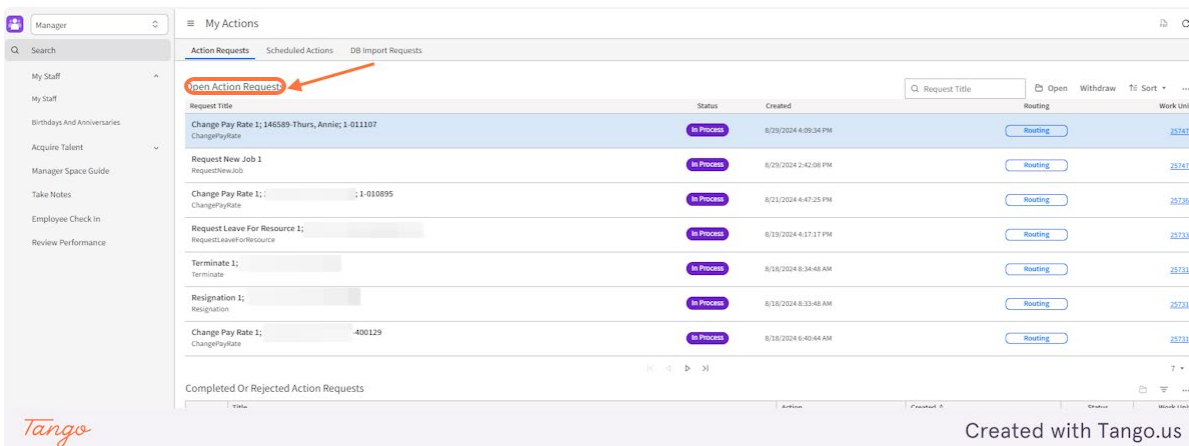
17. Once you have submitted the Pay Rate Change you can look to see where the approval is on the workflow. You will need to click on More on the left-hand menu.



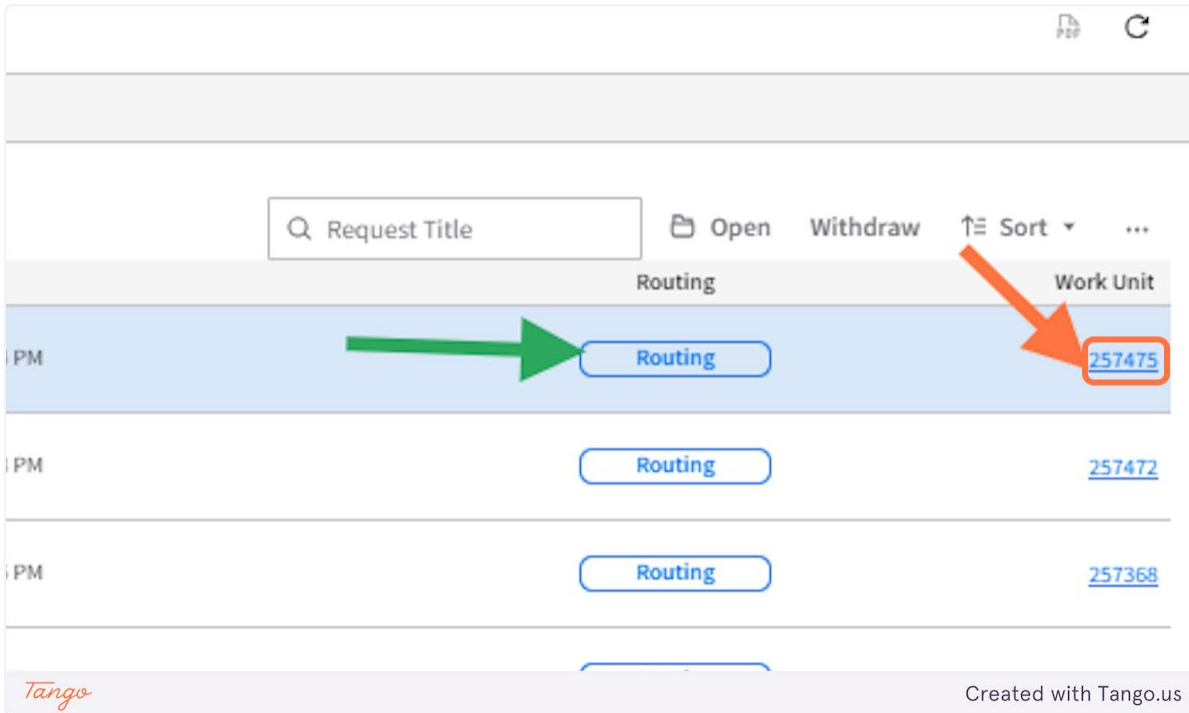
18. Then, click on Actions.



19. Then click on Open Action Requests. As you can see there are things in process on the top and towards the bottom you can see a completed item. In the next slide, you will see how to see where the process is for the transaction listed in process.

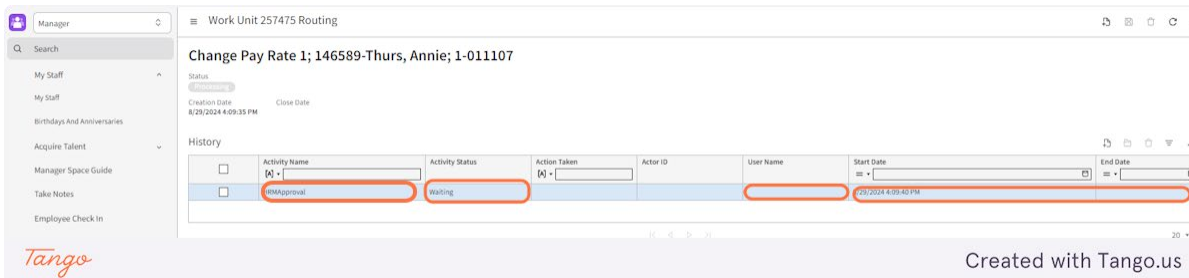


20. You can click on the routing or the work unit number in blue that is underlined.



21. After you have clicked on Routing or the Work Unit the screen below will show. This will tell you where the process is. If it says HRMApproval, it is in the HRM in basket to approve. If it is with another approver you will see that approver's name under User Name.

This view will let you see what the activity status is, and the start and end time of the process.



This part of the Pay Rate Change Process is completed. The approval process will route to the appropriate HRM and the HRM will approve, deny, or send to other approvers if needed. If you have any questions, please contact your HRM, they will be happy to assist you.