

## **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.

8	Manager	\$
Q	Search	
	My Staff	~
	Acquire Talent	~
	Requisitions	
	Create Requisition	
	Create Requisition From Copy	
	Request A New Job	
	Request A New Position	
	Position Descriptions	
	Manager Space Guide	
	Take Notes	
	Employee Check In	
	Review Performance	

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

Review Performance		Pay: 25.00 US / Hourly
	JL 011107 HRIS Senior Analyst	
	BM 011107 HRIS Senior Analyst	Compensation
	CI0895 Data Analytics and	011107 HRIS Senior Analyst Pay Rate
	Annie Thurs 011107 HRIS Senior Analyst ···	Hourly: 25.00 US
	AW 011107 HRIS Senior Analyst	Annualized: 52,000.00 US
	SW 011107 HRIS Senior Analyst	Last Increase Date: 8/9/2024
		Last Increase: 20 days ago
Tango		Created with Tango.us

### 3. Click on Work Assignments.

8	Manager	\$	■ Annie Thurs's Profile
Q	Search		At A Glance
	My Staff	^	Work Assignments
	My Staff		Personal Information
	Birthdays And Anniversaries		Compensation
	Acquire Talent	~	Talent Profile
	Manager Space Guide		Take Notes
	Take Notes		
	Employee Check In		
	Review Performance		
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\$	■ Annie Thurs's Profile	2
	At A Glance	Work Assignments
^	Work Assignments	Position Job
	Personal Information	011107 Exempt Professional K
	Compensation Talent Profile	
~	Take Notes	Leaves Of Absence
		Reason         Typ           [A] +         [A]
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4. Click on the box in the work assignment that you would like to change the pay rate for.

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

			C Refresh …
	Location	Pay Rate	Currency
	PIERRE	25.00	US
Estimated Return	Completion Date	F	Request Leave ···
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			G Reliesi
	Location		Open
	PIERRE		Search
			Assign Health Components
		$\rightarrow$	Change Pay Rate
			Options >
Estimated Return	Completion Date		Drill Around®
			J
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#### 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.

		Annie Thurs's Profile		C Refresh
a			Work Assignments	
		Work Assignments	Request To Change Pay Rate For Annie Thurs-146589-011107	Location PayNate Correcy
2 A D 7 7 0	by Sch	Proceed Information Componition Takes Yroffie Take Inform	This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved this record will be updated there tains This request will be routed for approval; after it is approved there there tains This request will be routed for approval; after it is approved there tains This request will be routed for approval; after it is approved there tains This request will be request will be updated This request will be request will be updated This request w	Parties         24.32         65           Image: status         Image: status         Image: status         Image: status           Image: status         Image: status         Image: status         Image: status         Image: status
1	Tango			Created with Tango.us

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 Ra	te For Annie Thurs-146589-01	1107
This request will be routed for Effective Date * Action Reason * Position 011107 HRIS Senior Analyst	or approval; after it is approved t $\overline{a}_{\alpha}$	his record will be updated
Enter The New Pay Informat         Pay Rate Type         Hourly         Percent Increase         Original Pay R         25.00         Pay Rate         US	Number Of Months	
Salary Structure GH Grade 10 EQ K	General Pay Structure Hourly	
	1.	
Attachment Description Attach Supporting Document	6	
Cancel	Save As Draft	Submit

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



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

Request To Chang	ge Pay Rat	e For	Annie Thurs-146589-01	1107
This request will be Effective Date * 8/24/2024  Action Reason *	routed fo	r appro	oval; after it is approved t	his record will be updated
Position 011107 HRIS Senior Analyst				
Enter The New Pay	Informati	ion		
Pay Rate Type	N	umber Of	Months	
Hourly	Ŧ			
Percent Increase	Original Pay R	ate		
	25.00			
Pay Rate				
25.00	US	≂o	]	
Salary Structure				
GH		ΞQ	General Pay Structure Hourly	
Grade				
10 Eq.	к			
Comment				
		1.		
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.

Select 'Action Re	ason'	×
Action Reasons		≡ C
Action Reason	Description [A] +	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	${\sf HCMWorkAssignmentActionRequestChangePayRate}$
INTERNAL EQUITY	Internal Equity	HCMWorkAssignmentActionRequestChangePayRate
MARKET ADJUSTMENT	Market Adjustment	HCMWorkAssignmentActionRequestChangePayRate
MOVEMENT TO MINIMUM	Movement to Minimum	${\sf HCMWorkAssignmentActionRequestChangePayRate}$
	< ⊲ ▶	>  10 -

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 Fo	r Annie Thurs-146589-011107
This request will be routed for app Effective Date *	roval; after it is approved this record will be updated
8/24/2024	
Action Reason *	
MARKET ADJUSTMENT	Market Adjustment
Position 011107 HRIS Senior Analyst	
Enter The New Pay Information	
Pay Rate Type Number	Of Months
Hourly	

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 Chan	ge Pay Rate F	or Ann	ie Thurs-146589-01	.1107
This request will be Effective Date * 8/24/2024  Action Reason *	e routed for ap	proval;	after it is approved t	his record will be updated
Position 011107 HRIS Senior Analyst	10	mai	et Aujustment	
Enter The New Pay	/Information	- 0/11	-	
Hourly	•	er Of Month	S	
Percent Increase	Original Pay Rate 25.00			
25.10	US	Ξo		
GH Grade	= <u>0</u>	Gene	ral Pay Structure Hourly	
10 <del>.</del>	к			
Comment				
Cancel		11	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.

ssign	ments						
	Request To Change Pay Rate For Annie Thurs-146589-011107						
Of A	This request will be routed for approval; after it is approved this record will be update  Effective Date	d					
	Position						
	011107 HRIS Senior Analyst						
	Enter The New Pay Information						
	Pay Rate Type Number Of Months						
	Hourly						
	Percent Increase Original Pay Rate						
	0.400 % 25.00						
	Pay Rate						
	25.10 US =						
	Salary Structure						
	GH General Pay Structure Hourly						
	Grade						
	10 FO K	- 1					
	Comment						
	Documentation attached						
	Attachment	-					
	Description						
	TESTING ATTACHMENT .docx						
	TESTING ATTACHMENT .docx						
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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.

ssign	iments						
	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						
Of A	6 MONTH INCREASE	o month Increase					
	Position 011107 HRIS Senior Analyst			d Return			
	Enter The New Pay Informatio	n					
	Pay Rate Type Nur	nber Of Months					
	Department						
	0.400 % 25.00	2					
	Pay Rate						
	25.10 US	Ξo					
	Salary Structure						
	GH	General Pay Structure Hourly					
	Grade						
	10 II. K						
	Comment						
	Documentation attached						
		4					
	Attachment	VCREASE Fin 6 month increase   3 Senior Analyst   the New Pay Information   re Number Of Months   ease   Original Pay Hate   0.400% 25.00   table   25.10 US   table   0.400% 25.00   Ceneral Pay Structure Hourly   Image: table Image: table   table   table Image: table   table   table Image: table   table   table Image: table   table tabl					
	Description						
	TESTING ATTACHMENT .docx						
	Attach Supporting Document						
	TESTING ATTACHMENT .docx						
			+				
	Cancel	Save As Draft	Submit				
Tar	<i>igo</i>		Created	with Tango.us			

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.

	Tune Horea	Action request " Offe
	Employee Check In	Action request " Offe
	Review Performance	Action request " Offe
		Excel report Test Cas
		Action request " Offe
		/
4	Jobs	/
ð	Jobs	
8	Jobs Actions	
8 5 6	Jobs Actions Personalizations	
8	Jobs Actions Personalizations Set 'As Of Date'	
8 5 6	Jobs Actions Personalizations Set 'As Of Date' Proxy	
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8 × 0	Jobs Actions Personalizations Set 'As Of Date' Proxy Settings Help	
5 2 2 2 2 2 3 2 3 3 2 3 3 3 3 3 3 3 3 3	Jobs Actions Personalizations Set 'As Of Date' Proxy Settings Help About	
<ul> <li>₽</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>2</li> <li>3</li> <li>3</li> <li>0</li> <li>0</li> </ul>	Jobs Actions Personalizations Set 'As Of Date' Proxy Settings Help About More	

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.

8	Manager	•	■ My Actions				lh C
Q	Search		Action Requests Scheduled Actions DB Import Requests				
	My Staff	~	Open Action Request			Q. Request Title Den 1	Vithdraw 1ti Sort • …
	my start		Request Title	Status	Created	Routing	Work Unit
	Birthdays And Anniversaries		Change Pay Rate 1; 146589-Thurs, Annie; 1-011107 ChangePayRate	In Process	8/29/2024 4:09:34 PM	Routing	257475
	Acquire Talent Manager Space Guide	v	Request New Job 1 RequestNewJob	In Process	8/29/2024 2:42:08 PM	Routing	257472
	Take Notes		Change Pay Rate 1; ; ; 1-010895 ChangePayKate	In Process	8/21/2024 4:47:25 PM	Routing	257368
	Employee Check In Review Performance		Request Leave For Resource 1; RequestLeaveForResource	In Process	8/19/2024 4:17:17 PM	Routing	257336
			Terminate 1; Terminate	In Process	8/18/2024 8:34:48 AM	( Souting )	<u>257319</u>
			Resignation 1; Resignation	In Process	8/18/2024 8:33:48 AM	Routing	257318
			Change Pay Rate 1; -400129 Change Pay Rate 1	In Process	8/18/2024 6:40:44 AM	Routing	257317
				ic d b bi			7 •
			Completed Or Rejected Action Requests				ēn ∓
			Tiela		Artian	reasted to	Chatur Work Unit
7	Tango					Created wit	n Tango.us



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.

Manager	٥.)	■ Work Unit 257475 Routing							₿ 🛛	Ŭ	с
Q Search		Change Pay Rate 1; 146589-Thurs,	Annie; 1-011107								
My Staff My Staff	^	Status Creation Date Close Date									
Birthdays And Anniversaries		8/29/2024 4:09:35 PM									
Acquire Talent	ų.	History							₽ ©	Û.	Ψ
Manager Space Guide		Activity Name	Activity Status	Action Taken [A] +	Actor ID	User Name	Start Date	0	End Date		
Take Notes		IRMApproval	Waiting	)			(29/2024 4:09:40 PM		_		
Employee Check In											
Tango							Cre	eated with	Tan	go.	<sup>20</sup> •

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.