

How to Change a Salary

1. Bring up the employee record in Enrollment Management.

The screenshot shows the OEBC Enrollment Management interface. On the left is a navigation menu with categories like System Codes, Address Setup, Contact Setup, Security Setup, Plan Management, Contact Management, and Enrollment Management. The main area is titled 'Enrollments' and contains a 'Quick Search' bar with fields for ID (E00256383), Last Name (Disney), and First Name (Mickey). Below the search bar are several tabs: 'Save', 'Reset', 'Active', 'History', 'History Detail', 'OE History', 'Revert', 'QSC Request Page', 'Healthy Futures', 'Beneficiaries', 'Benefit Summary', 'Member IDs', 'Member Info', 'Dependents', 'Case Notes', 'Other Group Cov.', 'Employment', 'QSC Events', 'Reinstate All', and 'Term All'. The 'Employment' tab is circled in red.

2. Click on Employment tab as shown above.

The screenshot shows the OEBC Employment interface for Mickey Disney. The 'Employments' section is active, showing a table with columns: Institution Number, Employment Type, Member Type, Transaction, Emp Type/Mem Type, Termination Reason Type, and Termination. The table contains two rows. The first row has Institution Number 2243, Employment Type Administrator Licensed-Full Time, Member Type Non Represented - Beaverton, Transaction 10-31-2013, Emp Type/Mem Type Change in Employment, and Termination 11-06-2013. The second row has Institution Number 2243, Employment Type Retiree-Administrator, Member Type Retiree/Non Represented - Beaverton, and Transaction 11-07-2013. The Institution Number 2243 in the second row is circled in red.

Institution Number	Employment Type	Member Type	Transaction	Emp Type/Mem Type	Termination Reason Type	Termination
2243	Administrator Licensed-Full Time	Non Represented - Beaverton	10-31-2013	Change in Employment		11-06-2013
2243	Retiree-Administrator	Retiree/Non Represented - Beaverton	11-07-2013			

[Add](#) [Close](#)

3. Click on current Institution Number as shown above.

My OEBC – How to Change a Salary

Employment

Member : Mickey Disney

Educational Entity

Name	Institution Number
Beaverton SD 48J	2243

Types

Member
Non Represented - Beaverton

Employment
Administrator Licensed-Full Time

Emp Type/Mem Type Termination Reason
Payment Type

Dates

Original Hire	Emp/Mem Type Change	Termination	Benefits Paid Through
10-31-2013	02-01-2014		

Details

Lead Agency Waived Benefits

Save Delete Search Reset Close Change Employment **Salary**

4. Click on Salary tab as shown above.

Salary

Salary	Salary Type	Payroll Frequency	Agency	Hours Worked	Salary Eff Date	Sal Exp Date	Modified By	Modified Date
2500.00	Annually	Monthly	Beaverton SD 48J		01-MAR-14		mordicat	04-FEB-14

Back

5. Click on the current Salary as shown above.

My OEBS – How to Change a Salary

Salary

Member : Mickey Disney

Salary Details

Salary type	Salary	
Annually Salary - Monthly Payroll Freq	2500.00	
Hours Worked	Salary Eff Date	Salary Exp Date
	03-01-2014	

6. Click on the update button. This will open another Salary Detail box.

Salary

Member : Mickey Disney

Salary Details: Current

Salary type	Salary	
Annually Salary - Monthly Payroll Freq	2500.00	
Hours Worked	Salary Eff Date	Salary Exp Date
	03-01-2014	

Salary Details:New

Salary Type

ANNUALLY Salary

Annually Salary - Monthly Payroll Freq 2575.00

Salary Eff Date Hours Worked

03-01-2014

7. Enter the Salary Type, Salary Amount, and Salary Effective Date. Click Save.

Note:

Salary can only be retro back 30 days.

Hourly Salary – Requires Weekly Hours Worked

Monthly and Weekly Salary – Does not require Hours Worked

8. You will see “Record Saved Successfully” at the top of the page.