How to Change a Salary

1. Bring up the employee record in Enrollment Management.

2. Click on Employment tab as shown above.

3. Click on current Institution Number as shown above.

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
10-31-2013

■ Emp/Mem Type Change
02-01-2014

Termination

Benefits Paid Through

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.

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 |

Update   Back

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

Save   Reset   Back

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.