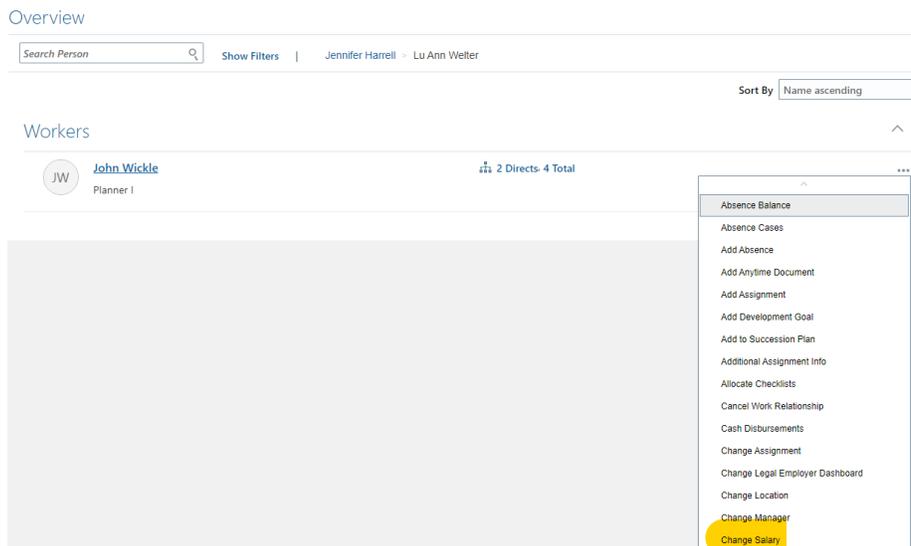


## Change Salary - Probationary Salary Increase

If the employee was hired at a rate of pay above the minimum salary for the positions grade, there is typically no pay increase. In these cases, HR will only need to know when the review has been completed.

Prior to extending a Probationary period, HR must be contacted to enter the extension date.

If a probationary employee is receiving an increase, navigate to **My Team**. Select the three dots to the right of the employee's name and select **Change Salary**.



### 1. When and Why Section

The screenshot shows the 'When and Why' section of the HR system form. It contains three input fields: 'When does the salary change start?' with the date '5/14/24', 'What's the action name?' with the dropdown 'Change Salary', and 'Why are you changing the salary for John Wickle?' with the dropdown 'Probationary'. A blue 'Continue' button is located at the bottom.

- “When does the salary change start?”* Be sure to enter the correct date so payroll knows when the pay increase happens.
- “What’s the action name?”* Select Change Salary.
- “Why are you changing the salary for the employee?”* Choose Probationary.
- Select **Continue**.

## 2. Salary Details Section. Only two (2) fields need to be completed here.

Salary Details / Details

\*Salary Basis  
COH-Hourly

\*Salary Amount  
25.1733 USD Hourly

Adjustment Amount  
1.1987 USD

Adjustment Percentage  
5.0000 %

Current Salary  
23.9746 USD Hourly

Annual Salary  
52,360.4640 USD (FTE 1)

Annualized Full-Time Salary  
52,360.4640 USD

Next Salary Review Date  
5/14/24

Proposed Salary  
25.1733 USD Hourly  
-1.1987 (+5.0000%)

Show Current Salary Details

Continue

- Adjustment Percentage.* If the employee is receiving a percentage increase, enter the percentage in the this field. Due to rounding by Oracle, the numbers may be slightly different than expected which is fine.
- Next Salary Review Date-* Enter January 1 of the following year.
- Select Continue

## 3. Comments and Attachments Section. Add any comments and any attachments. Then click **Submit** to complete the process (top right).

3 Comments and Attachments

Comments

Probationary salary increase

Comments

Attachments

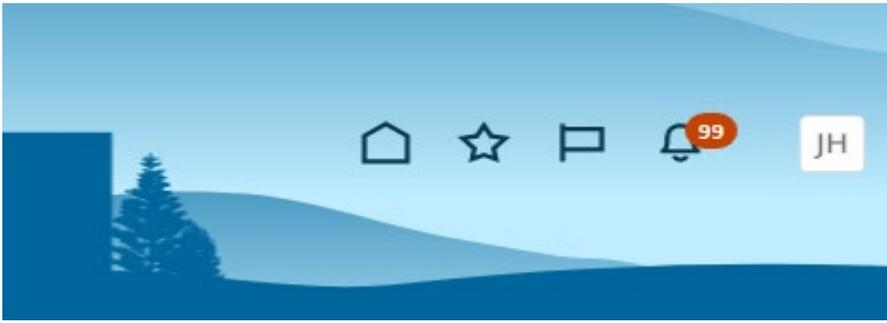
Drag files here or click to add attachment

The salary/probationary change is then routed to the department head to edit, approve or reject. If edited or approved, it will go to HR for final review. If there is a change, the supervisor will receive notification.

If the department head edits the action, the supervisor will not receive notification until HR reviews.

If the department head or HR rejects the action, the rejection reason should be noted in the comments field and the supervisor will receive notification to start the process again.

Notifications will be on the top right next to your initials under the bell icon.



Supervisors may check the progress by going to **My Team**, select the **employee**, select **Show More**, which is on the left under employment information, then select **Compensation**. Click “See how it’s going”. Under Approvers, select show detail. The action may also be withdrawn (stopped) here by selecting withdraw on the right.

Compensation Withdraw

John Wickle

⚠ Approval in Progress

**Change Salary**

**John Wickle**

Person Number 1597  
Reason Promotion  
Effective 5/14/24

Salary Adjustment Details		
	Current	Proposed
Start Date	1/1/21	5/14/24
End Date	5/13/24	
Salary Amount	23,9746 USD Hourly	25,1733 USD Hourly
Adjustment Amount	0.0000	1,1987 USD
Adjustment Percentage		5.0000 %

The Department Head will receive notification of employee probationary salary increases. Best practice is to view the change by clicking on the name of the action in blue. Here you will be able to edit, approve or reject. If edit is selected, you will go through the process above and make the change. Please add comments if editing or rejecting. If approved, it will flow to HR for review then to the supervisor. It’s best practice to discuss any edits or rejections with the supervisor prior to taking action.

Notifications Show All

- ACTION REQUIRED 8 minutes ago

Salary Adjustment Approval Requested for John Wickle (1597) on 2024-05-14 by Jennifer Harrell

Jennifer Harrell

Approve
Reject
- FYI 16 minutes ago

Quick Entry Application Automatically Generated Requested