

Temporary Pay Increases

When processing temporary pay increases, insert the Comp Rate Code of TMPPAY and input the amount of the temporary pay increase. The NAANNL amount will not be changed.

Please see the below example. In this example, the employee's currently annual salary is \$64,260. The individual is receiving a \$5000 temporary pay increase.

- Click on the (+) sign under Pay Component.

Current Job Info			
Name:			Empl ID:
Dept ID:	02602001	HM RES-PAY	Empl Record: 0
Job Code:	HR0618	Manager, E	Personal Data
Pay Group:	ORP	12 Month Faculty and A&P Ees	Job Data
Empl Group:	A&P	Exempt A&P	
Payroll Status: Active			
Job Change Compensation Data			
Bi-Weekly:	2462.070000	Annual Rate:	\$64260.000
*Standard Hours:		40.00	
eForm ID: 684580			
Pay Component			
Comp Rate Code	Compensation Rate		
1 NAANNL	64260.000000	+	

- Click on the magnifying glass and select TMPPAY under Comp Rate Code.

Job Change Compensation Data			
Bi-Weekly:	2462.070000	Annual Rate:	\$64260.000
*Standard Hours:		40.00	
eForm ID: 684580			
Pay Component			
Comp Rate Code	Compensation Rate		
1 NAANNL	64260.000000	+	
2 <input type="text" value=""/>	0.000000	+	-

- Input the temporary increase amount of \$5000 under the Compensation Rate for the TMPPAY row.

Job Change Compensation Data			
Bi-Weekly:	2653.640000	Annual Rate:	\$69260.000
*Standard Hours:		40.00	
eForm ID: 684580			
Pay Component			
Comp Rate Code	Compensation Rate		
1 NAANNL	64260.000000	+	
2 TMPPAY	5000.000000	+	-