

## How Do I Request an Ad Hoc Salary Change for an Employee?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **My Team** tile.

#### Select a Team (For Managers with Multiple Teams)

4. The **My Team** page displays team information related to your “default” manager position. If you have multiple teams assigned to you and desire to view a different team, click the **Job** field and select the appropriate job title from the listing. NOTE: In this context, your “default” manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

#### Select a Team Member

5. On the **Summary** tab, review the listing and identify the employee to award.
6. Click the **Actions** icon displayed to the right of the desired team member’s name.



7. Click the **Compensation** link in the listing.
8. Click the **Request Ad Hoc Salary Change** link.

#### Enter an Ad Hoc Salary Change Request

9. On the **Request Ad Hoc Salary Change** page, review the team member’s profile information; confirm you have selected the correct employee profile.



10. Click the **Choose a date (Calendar)** icon associated with the **Salary Change Date** field and select an effective date for the change. NOTE: In most instances, the effective date for the change should be the beginning date of the next pay period.
11. For percent-based changes, enter the salary change in the **Change Percent** field as a percentage of gross pay (in whole numbers).
12. For amount-based changes, enter the salary change in the **Change Amount** field as a monthly, biweekly or hourly dollar amount (in whole numbers). NOTE: To determine whether the amount should be a monthly, biweekly or hourly dollar value, consult the **Frequency** field displayed in the **Compensation Details** section.
13. Click in the **Comments** field and enter your justification for the award.
14. Click the **Calculate New Total** button.

#### **Review the New Information**

15. Validate the hourly and annual salary amounts calculated by the system, which are displayed in the **New Information** section. NOTE: For salary (exempt) employees, the **Hourly Salary** will be the same as the **Annual Rate** amount.

#### **Submit the Ad Hoc Change Request**

16. When the information is correct and complete, click the **Submit** button.
17. The system displays an informational message, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Submit** button again, as needed.

#### **Validate the Workflow Approval Routing**

18. Review the information displayed in the **Salary Change Approval Chain** section of the page and validate the workflow routing of the salary change request.



**Complete the Task/Sign Out of Application**

19. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



20. Click the **Sign Out** option in the listing.

