Salary Change Form

When to use

Complete a **Salary Change** form when *only* an employee's salary needs to change.

Warning: When in doubt, use the **Employee Position Update (EPU)** form instead.

Note: A **Maintain Position** form must be completed and approved prior to submitting the **Salary Change** form. If any changes are made beyond the salary, including position title, salary grade, and/or the employee group, use the **Employee Position Update (EPU)** form instead.

Information: Changing an employee's salary may have benefits-related impacts. Prior to submitting the **Salary Change** form, contact your **HR Business Partner** with any questions you may have.

Before you begin

Ensure any necessary organization management (OM) forms have been submitted and approved before submitting the personnel actions form. See the BUworks Form Decision Guide for a complete list of forms necessary for each action type.

You will need the following information:

- Effective date of action
- Action Reason
- Hourly Rate or Semi-Monthly Pay Amount
- Cost Distribution

Incorrect information will result in longer processing times and may cause your form to be returned or rejected.

To prevent late payment to an employee, pay careful attention to the form deadlines and plan accordingly.

References

- Click here for the Data Dictionary

Salary Change Form: Step-by-Step

Step	Action
1	Initiate the **Salary Change** form. ***Warning:*** Forms must be completed one at a time; do not open multiple forms in multiple tabs. ***Reference:*** Initiate a Personnel Administration (PA) Form
2	Enter the effective date for the payment in the **Salary Change Effective Date** field in mm/dd/yyyy format. If preferred, click the **Calendar Lookup** icon to select the effective date of hire from the calendar. ***Note:*** The salary will be pro-rated based on the effective date used. Please remember that if exempt there are two pay periods per each month which is usually the 1st – 15th and 16 – 30/31st. ***Warning:*** To avoid potential delays in payment to the employee, take note of the assigned PA deadline for the intended pay period and plan accordingly.
3	Click the **Continue Editing Form** button. ***Result:*** The following sections of the form will appear: • **Current Employee Information**, • **Basic Pay**, • **Cost Distribution (Current Entries and New Entries)**, • **Attachments**, and • **Comments** ***Information:*** This step will make the **Salary Change Effective Date** field become read only. Click the **Change Effective Date** button to change the effective date, if needed.
4	Review the existing data in **Current Employee Information** to ensure the information is as expected. If it is not as expected, cease processing and contact HR Compensation (hrcomp@bu.edu) for advice on next steps.
5	Select the option that best describes the reason for the salary change from the **Action Reason** dropdown menu.
6	In the **Basic Pay** section, confirm the **Pay Scale Type** and **Pay Scale Group** are as expected. If not, cease processing and complete the EPU instead.
7	In the **Basic Pay** section, select the **Pay Scale Level** from the dropdown menu. This is typically 00 or 01, unless the position is represented by L615-SvcMaint. ***Information:*** When a Pay Scale Level is changed for Personnel Subarea L615-SvcMaint, the associated hourly rate is auto-populated.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8</td><td>In the Basic Pay section, enter the appropriate salary based on the position’s exemption status (reflected by the Employee Group):

<table>
<tr><th>IF…</th><th>THEN enter…</th></tr>
<tr><td>Non-exempt</td><td>The hourly rate in the Hourly Rate field</td></tr>
<tr><td>Exempt</td><td>The semi-monthly amount in the Amt Per Pay Period field</td></tr>
</table>

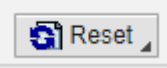
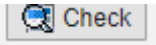
Note: If an exempt employee is not 100% time, the semi-monthly pay period amount needs to be pro-rated accordingly. The form will not automatically pro-rate the salary based on the percent time of the position.</td></tr>
<tr><td>9</td><td>Click the Recalculate Salary button.

Result: the Estimated Annual Salary field updates with the annual salary based on the new pay scale level and pay period amount and assignment duration of the position. If this amount is not as expected, double check the information entered into the form and the assignment duration (inherited from the OM form).</td></tr>
<tr><td>10</td><td>Complete the cost distribution section. The Cost Distribution area is divided into two sections, Current Entries and New Entries:

• The Current Entries section displays all existing/active salary cost distributions as of the Date of Action you initially entered.
• The New Entries section is where you add or make edits to an existing cost distribution.

<table>
<tr><th>IF…</th><th>THEN…</th></tr>
<tr><td>Changes are needed</td><td>Proceed to the next step</td></tr>
<tr><td>No changes are needed</td><td>Select the No Change radio button and skip to Step 15</td></tr>
</table></td></tr>
<tr><td>11</td><td>If the Current Entries are not correct, select one of the following options:
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>REPLACE</td><td>Remove existing cost distributions effective from the Date of Action you entered and continuing forward. These may be retro-active or prospective changes.</td></tr>
<tr><td>INSERT</td><td>Insert a retroactive change to a specific cost distribution, but only within a specific period of time as designated by the Date of Action and the End Date of the cost distribution. Existing distributions (as reflected in Current Entries) will be valid after the specified period of time.</td></tr>
</table>

Note: When using INSERT, the End Dates of the cost distributions have to be the same. If this is not the case, you will receive an error: “End dates of cost distributions need to match on Insert”.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>12</td><td>The Begin Date and End Date will default. Select the Reason for Change from the dropdown menu. Enter the End Date for each cost distribution.</td></tr>
<tr><td>13</td><td>Complete the cost distribution fields in the New Entries section:
Cost Center
Information: If you don't know the cost center, click the search box within the Cost Center field to search for the cost center.
Order Number, as applicable
WBS Element, as applicable
Percentage
Warning: The Total Percentage field must equal 100%.
End Date
Information: If the end date is invalid, it will be highlighted in red and must be changed. This is typically due to the end date entered on the form not matching the end date of the account to be charged.
The buttons below allow you to edit input in the New Entries section:<table><tr><th>Option</th><th>Description</th></tr><tr><td> </td><td>Delete a line of the distribution</td></tr><tr><td>  </td><td>Restore the distribution settings to how they initially appeared on the form prior to the changes you made</td></tr><tr><td>  </td><td>Perform a check for formatting of the percent time entries up to two decimal places and populate the Description field.</td></tr></table></td></tr>
<tr><td>14</td><td>Click the Check button to review percentages and populate the Description field of the New Entries section. Confirm the cost distribution is correct based on the Description.</td></tr>
<tr><td>15</td><td>Upload relevant documentation in the Attachments section. Please refer to the matrix if you need assistance determining what is required for attachments.<table><tr><th>IF…</th><th>THEN…</th></tr><tr><td>There are documents to attach</td><td>Proceed to the next step</td></tr><tr><td>There are no documents to attach</td><td>Proceed to Step 22</td></tr></table>Warning: do not include attachments containing sensitive information such as social security number, date of birth, etc.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16</td><td>Click the Browse button in the Attachments section.

✔ Result: The Open window appears.</td></tr>
<tr><td>17</td><td>Navigate to the appropriate file on your computer.</td></tr>
<tr><td>18</td><td>Click the title of the file.</td></tr>
<tr><td>19</td><td>Click the Open button.

✔ Result: The filename appears in the Select File: field.</td></tr>
<tr><td>20</td><td>Click the Attach File button.

✔ Result: The file now appears in the Attachments table.</td></tr>
<tr><td>21</td><td>Repeat steps 16-20 for each attachment.</td></tr>
<tr><td>22</td><td>Enter additional information in the Comments section for both future reference and to provide additional details to the approvers. This may include reason for the salary change, department approver of the increase, etc.</td></tr>
<tr><td>23</td><td>Click the Review button at the bottom of the page. This will check for errors on the form.

✔ Result: Error messages appear at the top of the form.</td></tr>
<tr><td>24</td><td>Review the form for accuracy.</td></tr>
<tr><td>25</td><td>
<table>
<tr><th>IF the form…</th><th>THEN…</th></tr>
<tr><td>Is accurate</td><td>Click the Submit button</td></tr>
<tr><td>Requires updates</td><td>• Click the Back button
• Make any necessary updates
• Return to step 23</td></tr>
</table>
✔ Result: The form is submitted for approval via workflow. You can track the form progress through Request Tracker. You will receive an email notification when the form is approved.

⚠ Warning: Being able to submit the form does not mean the action is error free. A crash will show in the Request Tracker with the current agent “SAP” and a status of “Correction”. If an error exists, the form will crash and HR Information Systems will receive an automatic notification (ticket). No action is required on the part of the initiator; HRIS will follow up if additional information is needed. HR Information Systems will resolve the issue as soon as possible. Payroll critical items are handled first.
</td></tr>
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