CHANGE IN COMPENSATION METHOD (CM)

OVERVIEW

The Change in Compensation Method transaction is used to change the current compensation method of an employee for one of the following reasons:

- A compensation method error correction
- A change in compensation method from part-time to full-time, or vice versa

A move from full-time to part-time is considered a demotion. Reason codes indicating a move from full-time to part-time status will require approval by CSC.

TO ACCESS THE CHANGE IN COMPENSATION METHOD SCREEN

From the Menu Bar, select **New Transaction**. The Select Transaction screen will display. From the "Select Transaction" drop-down menu, select **CM** – **Change in Compensation Method**. A new, blank Employee ID field will display.

Type the employee's Employee ID number.

THE EMPLOYEE ID LOOKUP WINDOW

If the Employee ID number is not known, click the LOOK UP button. An EMPLOYEE ID LOOKUP WINDOW will open.

- To search by *Social Security Number*, position the cursor on the EMPLOYEE SSN field and type the employee's SSN. Dashes and/or spaces are not permitted.

- To search by *Name*, position the cursor on the LAST NAME field. Type all or part of the employee's last name. The employee's first name may also be entered to narrow the search.

Click the SEARCH button. One or more employee records will display. In the SELECT column, click on the box next to the desired employee. The user will return to the Select Transaction screen, and the Employee ID field will be populated.

The system will default to the current date as the transaction Effective Date.

- *If this date is correct*, click SUBMIT.

- *If this date is not correct*, open the calendar and select the correct date. Click SUBMIT.

The Change in Compensation Method (CM) screen will display.

THE COMPENSATION METHOD CHANGE SCREEN

When the screen displays, the fields in the CURRENT section will be populated automatically with the employee's most recent employment information. These fields are not keyable.

REQUIRED FIELDS

The following fields on the Compensation Method Change (CM) screen require input by the user at all times:

• Base Salary
• Compensation Method
• Reason Request Code

Additional fields may become required based on the Compensation Method selected.

COMPLETING A COMPENSATION METHOD CHANGE

A) BASE SALARY – This is a required field. Indicate the base salary for the employee. The salary should be entered in numeric format with no comma or dollar sign.

B) EXTRA SALARY – This field indicates that an employee is to be paid extra money in addition to the amount specified in the BASE SALARY field. If applicable, enter the amount in numeric format with no comma or dollar sign.

C)   COMPENSATION METHOD – This is a required field. From the drop-down
menu, select the new compensation method for the employee. Valid entries are:

- 01 – Full Time -   Annual Salary
- 02 – Full Time -   Hourly
- 03 – Full Time -   Per Diem
- 06 – Part-time   -   Annual Salary
- 07 – Part-Time -   Hourly
- 08 – Part Time -   Per Diem

If Compensation Method = "06," (Part-time - Annual), the Part-Time Percentage
field will be auto-populated with 50%. This value may be changed if desired.

D)   REQUEST REASON CODE - From the drop-down menu, select the reason for the
change in compensation method. Valid entries are:

- 002 – Comp Method Change from PT to FT *
- 004 – All Other Comp Method Changes *
- 005 – Demotion from FT to PT - Involuntary
- 006 – Demotion from FT to PT – Voluntary
- 007 – Demotion from FT to PT – Layoff
    (only available to CSC users)

* Does not require permanent status / Transactions are auto-approved

If Reason Code **005, 006,** or **007** (Demotion from FT to PT) is selected, the transaction
must be approved by the CSC. The employee must also have permanent status to
select these Reason Codes.

E)   EFFECTIVE DATE – This is a display-only field that represents the date on which
the compensation method change takes effect.

F)   TOTAL SALARY – This field is system-calculated by adding the BASE SALARY
and EXTRA SALARY fields.

G)   PART-TIME PERCENTAGE – If Compensation Method "06" (Part-time, Annual
Salary) is selected, this field will be auto-populated with 50%. This value may be
changed if desired. The field is optional for Comp Methods "07" and "08."

H)   COMMENTS – This is an optional field. Enter any comments that may clarify or
support the transaction.

I) <u>PRIOR COMMENTS</u> – This is a display-only field. All text previously entered in the **Comments** field will be automatically moved to the **Prior Comments** field after the transaction record is submitted. The system will capture and display the Logon ID of the user, and the date and time that the comment was submitted.

After completing all the necessary fields, select one of the following:

- **SUBMIT** will edit the data entered. If any errors exist, the appropriate error message will display at the top of the screen. The user must correct the identified error(s) and click SUBMIT again. For Request Reason Codes 005, 006, and 007, the transaction will be moved to the inventory with a status of "New."

  Request Reason Codes 002 and 004 are auto-approved. These actions will immediately show in the inventory with a status of "Approved," and will also display in the employee's history.

- **SAVE** will not perform any edits on the data entered. The transaction will be moved to inventory with a status of "Incomplete." It may then be accessed from the inventory and finalized at a later time.

- **DELETE** is an appointing authority function that is only available if the inventory status is "Future" or "Incomplete" (the record has been "Saved" instead of "Submitted"). The appointing authority may access the record from the inventory and delete the entire transaction.

- **CANCEL** will cancel the current transaction and return the user to their Home Page. All information previously entered will be discarded.

<u>CSC REVIEW FIELDS</u>

The following fields are reserved for Civil Service Commission use only.

- DOCUMENT RECEIVED (DPF31's) – This field is used only for Discipline transactions. It is not required for Compensation Method Changes.

- CERTIFIED SIGNATURE RECEIVED – A check in this field indicates that the Civil Service Commission received any necessary documentation from the appointing authority.