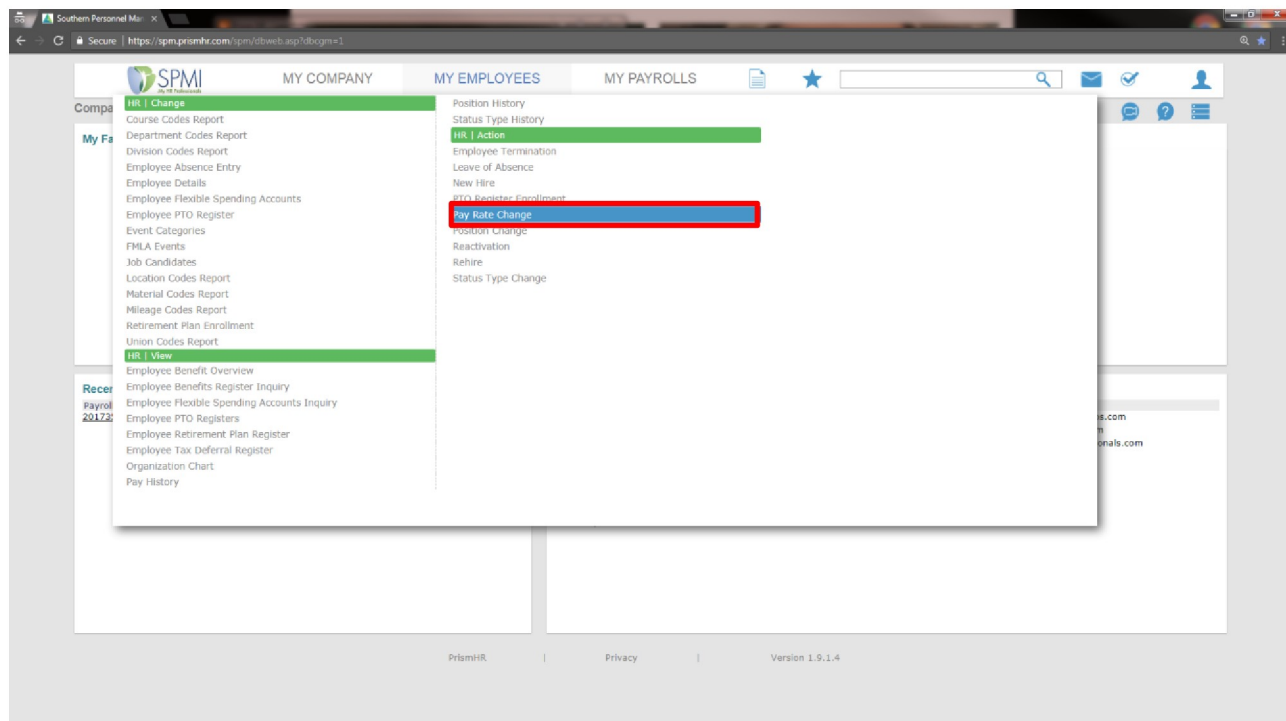


My HR Dashboard - How Change A Rate of Pay

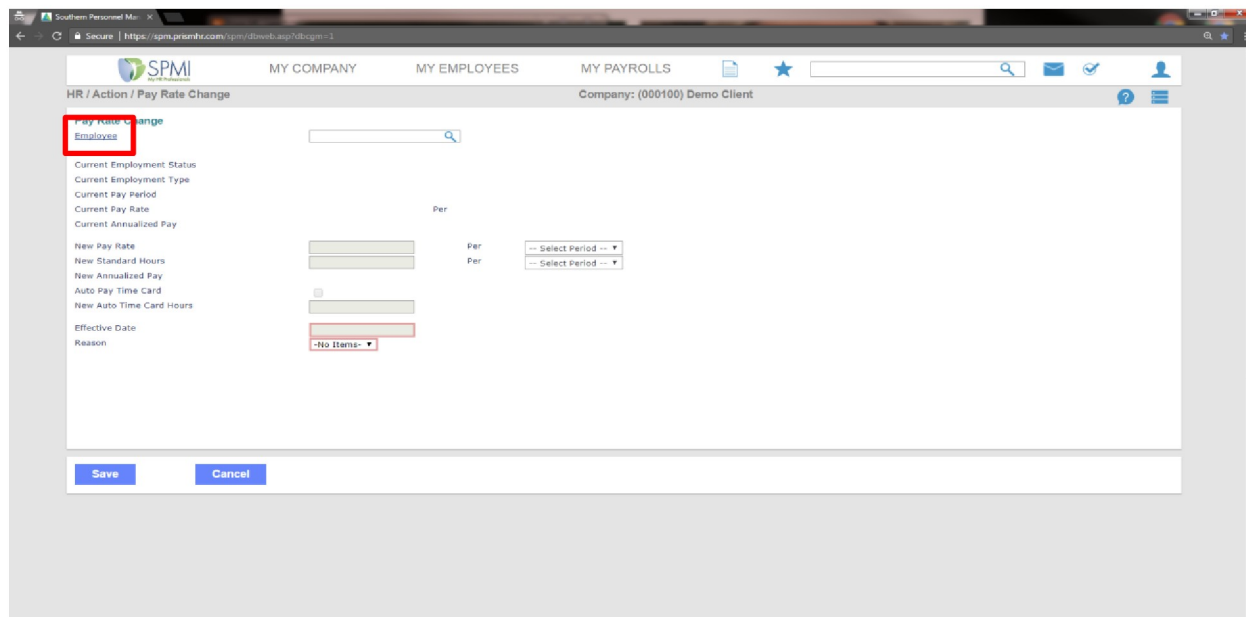
My HR Dashboard Admin: <https://spm.prismhr.com/spm/dbweb.asp?dbcgm=1>

Login with your username and password.

Click on “My Employees” and choose “Pay Rate Change” from the drop-down menu.



Select the employee you will be making the rate of change to by clicking “Employee”.



Once selected, insert the “New Rate of Pay” and “Effective Date” then select the “Reason” from the drop-down menu.

If Employee is hourly, rate of pay must be set up as “Per Hour”. If NOT hourly, rate must match “Current Pay Period”

Please be sure to enter the correct “Effective Date” as the system triggers the rate increase by date.

Click “Save” before closing or change will not be applied.

The screenshot shows the 'Pay Rate Change' form for employee DOE JANE C. The form includes the following fields and values:

- Employee: C00003
- Current Employment Status: ACT
- Current Employment Type: FT
- Current Pay Period: Biweekly
- Current Pay Rate: 11.2000 Per Hour
- Current Annualized Pay: 23,296.00
- New Pay Rate: 12.0000 Per Hour
- New Standard Hours: 80.00
- New Annualized Pay: 312.00
- Auto Pay Time Card: []
- New Auto Time Card Hours: []
- Effective Date: 01/01/2018
- Reason: OTHER

The 'Save' button is highlighted with a red box. Below the form is a 'Pay Rate History' table:

Effective Date	Rate of Pay	Per	Annual Pay	Std Hours	Change Percent	Change Amount
11/20/2017	11.2000	Hour	23,296.00	80.00	-68.72	-46,704.00
09/22/2017	70,000.0000	Year	70,000.00	80.00	7.69	5,000.00
04/25/2017	2,500.0000	Bi	65,000.00	80.00		