



Manage Salary

This guide will cover:

- The basic steps needed to make permanent salary changes for employees within your area of responsibility. Salary is an individual's base pay (not any type of additional or supplemental pay).
- The primary reasons for you to use the manage salary feature is to initiate a salary increase for a non-benefited employee.
- You can also submit a pre-approved retention offer or equity adjustment for a benefited employee. These will need to have an approved [Salary Authorization form](#) for Administrative and Classified Staff prior to initiating this action. It is also permissible to use this process for an approved voluntary reduction in salary for summer.



This guide details the steps for completing this process using **Decentralized Human Resources Representative (DHR)** WyoCloud access.



Manage Salary is **not** used to initiate a merit or market pay adjustment.

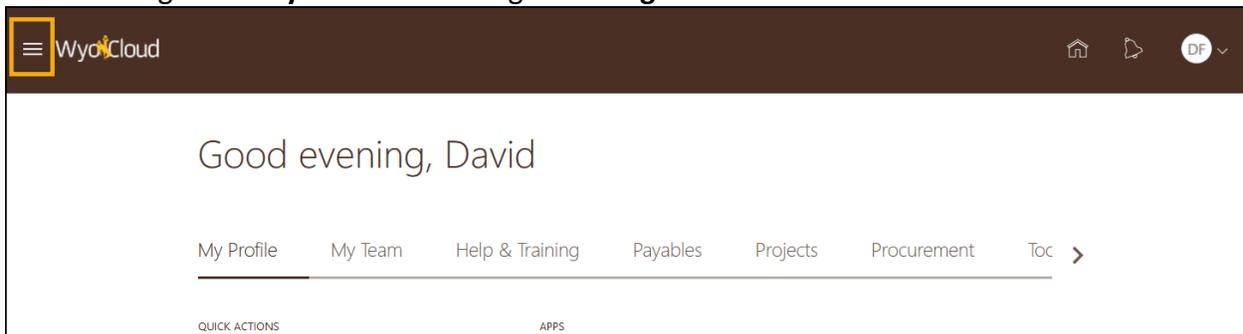


In order for a salary addition or change to be reflected on a payroll, it must be entered **AND** fully approved by the payroll deadline for that pay period. The full list of payroll deadlines can be found on the [payroll website](#).

If the salary change is not fully approved or is submitted after the monthly Payroll deadline, it will be rejected and you will need to resubmit the transaction using next month's date.

Step One

- Navigate to **My Workforce** using the **Navigator** bar.





- First click **My Workforce** to expand, then select **Person Management** within the navigator.



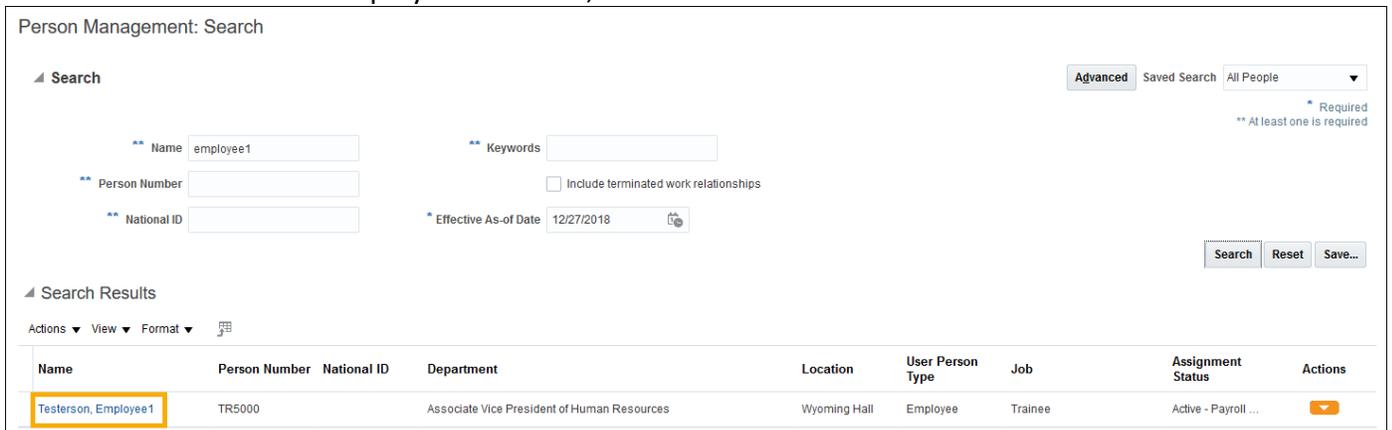
Step Two

Locate the employee for whom the salary change is needed.

- The *Person Management: Search* page will display. Here you can search for all employees within your area of responsibility.
- To search, enter at least one of the fields marked with a **double asterisk (**)**. Name or Person Number are recommended.
- Click **Search**.



- Once the desired employee is located, click their **name** from the search results.





Step Three

The *Manage Employment* page will display.

- Click the **Task** menu to the right of the page then **Manage Salary**.

Employee1 Testerson: Person Management

Person Number TR5000

Manage Employment x

Manage Employment

Work Relationship

Legal Employer Country United States

Worker Type Employee

Hire Date 1/1/2018

Assignment: Trainee

Action Hire Effective Start Date 1/1/2018 (1 of 1)

Action Reason Hire to fill vacant position Effective End Date

- Compare
- Absences
 - Manage Work Schedule Assignment
- Compensation
 - Manage Salary**
 - Manage Compensation
 - View Compensation History
 - View Total Compensation Statement
- Personal and Employment
 - Manage Employment
 - Manage Seniority Dates
 - Manage Direct Reports
 - Manage Eligible Jobs
 - Manage Work Relationship
 - Manage Talent Profile
 - Manage Document Records
 - Document Delivery Preferences

- The *Manage Salary* page will display. Click **Propose New Salary** on the right side of the page.

Employee1 Testerson: Person Management

Person Number TR5000

Manage Employment x Manage Salary x

Manage Salary : Employee1 Testerson

Person Information

Name Employee1 Testerson Person Number TR5000

Assignment Number ETR5000 Job Trainee

Position Trainee Position Department Associate Vice President of Human Resources

Location Wyoming Hall Manager Manager1 Testerson

Currency Worker local currency **Propose New Salary**

Salary Amount	Effective Period	Compa-Ratio
1,224.00 USD Annually	1/7/2019 - Ongoing	
Adjustment 24.00 USD (2.00%)	Action Reason Academic Retention	Grade
Salary Amount	Effective Period	Compa-Ratio
1,200.00 USD Annually	1/1/2019 - 1/6/2019	
	Action Reason	Grade



- In the *Propose New Salary* pop up window, set an effective date for the change. This effective date should be the start of a future month.
- Select the *Change Salary* from the **Action** drop down.
- Select the appropriate reason from the **Reason** drop down. In this example we are selecting *Salary Increase (by amount)*. Other reasons can be selected based upon the situation.
- Click **OK**.



When using this process to update salary for voluntary summer reduction of hours, the **Start Date** must be the first of a month. *Working Hours Change* should be selected as the **Action**, no action reason is required.

The dialog box titled "Propose New Salary" contains the following fields: "Start Date" with the value "1/1/2019", "Action" with the value "Change Salary", and "Reason" with the value "Salary Increase (by amount)". There are "OK" and "Cancel" buttons at the bottom right.

- The *New Salary* section will open. Enter the new **Salary Amount**.
- If salary change is due to a FTE change, such as voluntary summer reduction of hours, use the following equation to calculate what salary to enter.

Salary (original) x FTE (decimal)

Divided by 12 (if result is a decimal, round up to next full dollar)

Times 12 = adjusted salary

Example: \$49,008 x .8 FTE (32 hours) = \$39,206.40

\$39,206.40 / 12 = \$3,267.20 round up = \$3,268

\$3,268 x 12 = \$39,216 adjusted salary

The "Manage Salary" form for Employee1 Testerson shows the "New Salary" section. The "Start Date" is 1/1/2019 and the "End Date" is 1/6/2019. The "Salary Basis" is "Hourly Salary Basis" and the "Salary Amount" is 0.58 USD Hourly. The "Action" is "Change Salary" and the "Action Reason" is "Salary Increase (by amount)". The "Annual Salary" is 1,206.40 USD (FTE 1.00) and the "Annualized Full-Time Salary" is 1,206.40 USD. The "Next Salary Review Date" is m/d/yyyy.



- Click **Continue** in the upper right corner.

Manage Salary : Employee1 Testerson

Person Information

New Salary

Start Date: 1/1/2019

End Date: 1/6/2019

Salary Basis: Hourly Salary Basis

Action: Change Salary

Action Reason: Salary Increase (by amount)

Currency: Worker local currency

Grade Name

Buttons: Continue, Save, Cancel

Step Four

- Ensure the information is correct under *Review Salary*.

Manage Salary : Employee1 Testerson

Person Information

Name: Employee1 Testerson

Assignment Number: ETR5000

Position: Trainee Position

Location: Wyoming Hall

Person Number: TR5000

Job: Trainee

Department: Associate Vice President of Human Resources

Manager: Manager2 Testerson

Buttons: Back, Save, Submit, Cancel

	Current Value	Proposed Value
Start Date	1/1/2019	1/1/2019
End Date	1/6/2019	1/6/2019
Action	Change Salary	Change Salary
Action Reason	Equity Adjustment	Salary Increase (by amount)
Salary Basis	Annual Salary Basis	Hourly Salary Basis
Salary Amount	1,200.00 USD Annually (1,200.00 USD)	0.58 USD Hourly (0.58 USD)
Conversion Rate	1.00	1.00
Adjustment Amount		-1,199.42 USD
Adjustment Percentage		-99.95
Annual Salary	1,200.00 USD	1,206.40 USD
Annualized Full-Time Salary	1,200.00 USD	1,206.40 USD
Next Salary Review Date		
Grade Name		
Salary Range		
Compa-Ratio		
Salary Range Position		
Quartile		
Quintile		



- Click Submit to complete the transaction and begin approval workflow.

Manage Salary : Employee1 Testerson Back Save **Submit** Cancel

Person Information

	Name Employee1 Testerson	Person Number TR5000
	Assignment Number ETR5000	Job Trainee
	Position Trainee Position	Department Associate Vice President of Human Resources
	Location Wyoming Hall	Manager Manager2 Testerson

Review Salary



Note: if salary change is being completed for a temporary period (ie: voluntary reduction of hours for summer), both working hours AND salary must be updated a second time to return to full salary at conclusion of decrease period.

You have now completed Manage Salary.