Manage Salary: Equity Adjustments and Retention Offers

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 retention offer or an pre-approved equity adjustment.

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

Step One

- Navigate to My Workforce using the Navigator bar.

- Select Person Management under the My Workforce header 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**.

- The *Manage Salary* page will display. Click **Propose New Salary** on the right side of the page.
- 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 Classified Retention. Academic Retention or Equity Adjustment can also be selected based upon the situation.
- Click Ok.

- The New Salary section will open. Enter the new Salary Amount.

It is required for the Salary Amount entered to be divisible by 12.
- Click **Continue** in the upper right corner.

**Step Four**
- Ensure the information is correct under **Review Salary**.
- It is **required** to add a justification for the salary change under *Comments*. Relevant attachment(s) should also be added. In either area, click the **plus sign (+)** to add comments or attachments.

- The full approval workflow can be reviewed by expanding the *Approvers* section.
Click Submit to complete the transaction and begin approval workflow.

You have now completed Manage Salary.