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.

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.

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 Salary Increase (by amount). Other reasons can be selected based upon the situation.

Click OK.

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

CAUTION: 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.