HR BOOT CAMP 2016

WORKFLOW 101

DATA SERVICES
HUMAN RESOURCES
EMORY UNIVERSITY
Workflow 101

What is it?
Entering a PAY/ADJ for an employee when **ONLY** the salary is being adjusted.

How do I enter the adjustment?
Via PSHRWEB>Special Update>Pay Rate Change

_I checked Job Summary and the record has an effective date greater than the effective date of the salary change_
Contact Data Services

Can I submit the adjustment as a DTA/CPR via EHRAF?
NO
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Does my entry go directly into PeopleSoft?
No, the entry is submitted in a “pending approval status”

How do I see the status of my entry?
Via PSHRWEB>Special Update> Audit Pay Rate Change

What does Audit Pay Rate Change look like?
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Audit Transaction

Submitter: [Redacted]
Employee: [Redacted]
Empl Rcd: 1
Job Code: 9903
FTE: 1.000000
Grade: 099
Comp Freq: M
Current Comp Rate: [Redacted]

Eff Date: 09/01/2016
Comp Rate: [Redacted]
Comp Percent: [Redacted]
Review Date: [Redacted]
Review Rating: [Redacted]
Next Review Date: [Redacted]
Comments: [Redacted]

Attachments
File Name
Description
Last Update Date/Time

HR WEB Job Change Approval

08/01/2016 PAY/ADJ 0.0%: Pending

Dept EEClass 2 Approvers

Skipped
- Skipped EMWKEU/HRWApprLevEmpClas2Dept 09/01/16 - 01:00 PM

Pending
Multiple Approvers EMWKEU/HRWApprLevEmpClas2Dept

Not Routed
- Not Routed EMWKEU/HRWFinalApprEmpClasDept

Expand
Comments
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I forgot to add my attachment, can I go back and add it?
No, send the attachment to the approvers via e-mail

What do I do when I have entered the wrong salary or date?
Have the approver “Deny” the entry; resubmit the salary adjustment
I submitted an entry and it is pending approval but it has been decided that the salary will not change.

Have the approver “Deny” the entry.

Why don’t I see my approved entry in PeopleSoft?

HRWEB entries approved after the close of business, the day before a payroll run, will not load into PeopleSoft until after the payroll has finished running. This is a Payroll controlled system process.
Workflow 101

Questions?