An **EHRAF** is created when making the following pay rate changes to staff employee’s record.

- OCP-Out of Class Pay
- EOP-End Out of Class Pay

Use **PeopleSoft HRWEB >Special Update>Pay Rate Change** when making a pay rate change for the following reasons.

- MER-Merit
- ADJ-Adjustment
- CIG-Change in Grant (Used by GME only)