

CH19 – Updating agency worker records at 12 weeks

When an agency worker reaches 12 weeks their pay must be amended to the equivalent of a Grade and Point which aligns with the work they are carrying out and their experience.

Navigate to: Personnel > Maintenance > Personal Profile

1. Search for the employee record and go to **Select Detail** box > **Appointment Details**. The *Appointment Details* window opens.
2. If relevant, click into the **Appointment ID** to ensure the correct appointment is highlighted. Click the Appointment Details button. The *Post Appointment Maintenance* window opens.
3. Go to **Selection > Amend Pay Rate**.

4. Update the pay record as below:

Field Name (* mandatory)	Description
Effective Date *	Start of change.
Pay Scale *	Select relevant grade, as appropriate for work being done.
Point *	Select relevant point, as appropriate for work being done.
Multiplier *	Should remain as 0 .

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Reason *	Select reason Agency Appnt Graded at 12 weeks.
Comments *	Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.

5. Click . The *Add Salary Amendment* window closes.
6. Click . The system will ask if you are sure you want to add this salary amendment. Click .
7. The *Maintain HR Salary Amendments* window opens.
8. If you have Salary Approval access and it is appropriate to do so you can approve the salary change straight away.
9. Exit all windows back to the Personnel main screen.

NEXT STEPS: Unless at **8** above you were able to approve the salary change, it will now appear in your approver's list for approval. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving. After 12 weeks agency works are eligible for increments. Refer to **QRG: CH17_Change to Increment Due Date** for details of adding an increment date.