CH5 - Changes to pay
(no appointment impact)

HRIS SUPPORT CENTRE

In some situations, e.g. increment for retention, a change in pay is required.

Any such changes will need to be approved within the CoreHR system. Approvers should refer to **QRG: FD5_Approve (or Reject) Salary/ Allowances** for guidance on approving.

> ⚠️ **Note:** Pay changes may be impacted by other pay changes, e.g. around the time of increments or where a change is future-dated. Refer to **QRG IP6: Tracking Changes and Correcting Records** for additional guidance.

Navigate to: Personnel > Maintenance > Personal Profile

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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 employee's pay record:

> 🔍 **Note:** If the change is to be back dated it is important to check the dates of any other changes that have been entered already, to ensure there are no conflicts. Check these on the *View Position History* screen. If you are unsure contact HRIS support for guidance.

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Field Name (* mandatory)	Description
Effective Date *	Start of pay change
Pay Rate Type	Select Scale-Point or Personal as relevant.
Pay Scale *	Will be populated from current pay details
Point *	Will be populated from current pay details. Amend as appropriate. **Note:** This should be set to 9999 for personal rates.
Rate of Pay	Will be populated from current pay details (amend as appropriate).
Multiplier *	Will be populated from current FTE. Amend if appropriate. **Note:** A calculator is available on the HRIS website if you would like help to work this out.
Reason *	Select reason e.g. **Retention**
Comments *	Enter comments to explain why the pay change has been made. This will be visible to the pay approver and payroll.

⚠️ **Note:** Consider if the change has an impact on the increment due date. Refer to **QRG CH17 Changes: Increment due** date for guidance.

5. Click [OK   ]. The *Add Salary Amendment* window closes.

6. Click [OK   ]. The system will ask if you are sure you want to add this salary amendment. Click [Yes].

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.

Note: If relevant you may wish to review/amend any allowances as appropriate.

9. Exit all windows back to the Personnel main screen.

NEXT STEPS: Unless at **9** 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.
A letter to confirm the changes should also be sent to the individual.