6.17 OTHER PAY RATE CHANGE

Overview

This section does not contain procedures for processing an Other Pay Rate Change (Personnel Action Code 43) for a staff employee.

Policy Summary

Most staff salary actions are specific to certain policy and procedures, (i.e., merit increase, six-month increase, equity, reclass, promotion, demotion, additional employment, etc.) thus you would refer to the specific procedure in the Staff Actions section of this manual and to the SHR Procedures Manual.

Some infrequent uses of Other Pay Rate Changes may be error corrections due to system errors or coding errors.

If you are processing manual range adjustment, refer to Section 6.21, Manual Range Adjustment in the Staff Actions section of this manual for further guidance.