Change of Pay

Purpose
Use this procedure to change an employee's pay.

Trigger
Perform this procedure when an employee's pay is adjusted for merit, market, equity, faculty credentials, state, performance and general increases, career ladders, and temporary adjustments to pay.

Procedure
1. Enter the web address for MSS via Portal: https://ibis.sap.txstate.edu:50001/irj/portal
   - SAP Netweaver Portal
2. Input user ID and password.
3. Click Logon button.
4. Click Manager Self-Service tab
   - Selection of Personnel Change Requests
5. Click on the name of the employee you are creating the PCR for
6. Click To Form Selection,
   - Selection of Personnel Change Requests
7. Click Change in Pay located below the employee's data.
   - Change of Pay
8. Click at the top right corner of the screen to maximize the screen area.
9. Enter the effective date of the increase
10. Click located to the right of the Effective Date field.
11. Complete the following fields:
   - Reason
   - Monthly Salary/Hourly Rate
12. Review the following fields.
No change is required if the information is correct.

- **Supervisor**
- **Percentage**
- **Cost Center**
- **Order**
- **WBS**
- **Fund**

If Grant funded, enter Funding End Date mm/dd/yyyy

13. Input the reason for the PCR in the **Comments - REQUIRED** field.

14. Click **Check For Errors**.

The system is checking to ensure that all funding sources equal 100%, no matter the employee's employment percentage.

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The system displays the message, "Success Message. Form data is consistent."
13. Click **Print**.

Save a copy of the document to your desktop or print an extra copy. The system will not store a copy of the PCR until we have Workflow in place.

14. Click **Close**.

15. Route the printed document with any required paperwork for approval signatures. Student worker PCRs are sent directly to the HR Master Data Center. All graduate student PCRs are routed to the Graduate College. Grant funded PCRs are routed to OSP for approval. After approvals or for all other PCRs, route to Human Resources or Faculty Records for processing.

16. You have completed this PCR.

**Result**

You have created a Change in Pay for an employee.