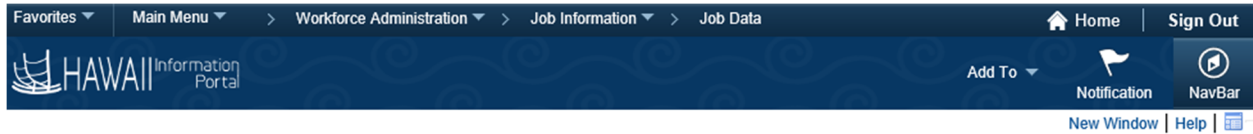


## Job Data Differential Pay HR Admin

1. Navigate to NavBar> Navigator> Workforce Administration> Job Information> Job Data.



The screenshot shows the top navigation bar of the Hawaii Information Portal. It includes a breadcrumb trail: Favorites > Main Menu > Workforce Administration > Job Information > Job Data. On the right side, there are links for Home, Sign Out, Add To, Notification, and NavBar. At the bottom right, there are links for New Window and Help.

### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### Search Criteria

Empl ID	begins with	<input type="text"/>
Empl Record	=	<input type="text"/>
Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Second Last Name	begins with	<input type="text"/>
Alternate Character Name	begins with	<input type="text"/>
Middle Name	begins with	<input type="text"/>

Include History  Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

2. Search, then select employee.

3. Add new rate code in Compensation tab then click “Calculate Compensation”.

Navigation: Favorites ▾ Main Menu ▾ > Payroll Processing > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | Hi Exec Job | Job Earnings Distribution

Employee: \_\_\_\_\_ Empl ID: \_\_\_\_\_ Empl Record: 0

**Compensation Details** ? Find First 1 of 23 Last

Effective Date: 03/19/2020 Go To Row  
 Effective Sequence: 1 Action: Data Change  
 HR Status: Active Reason: Absence Management Change  
 Payroll Status: Active Job Indicator: Primary Job

Compensation Rate: 4,181.000000 \*Frequency: M Monthly  
 FTE Adjusted Comprate: 3,584.000000

▶ **Comparative Information** ?  
 ▶ **Pay Rates** ?

Default Pay Components

**Pay Components** ? Personalize | Find | First 1-2 of 2 Last

Amounts	Controls	Changes	Conversion					
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	FTE Adjusted Comprate		
1 NAANNL	0	43,008.000000	USD	A		43,008.000000	+	-
2 SD	0	597.000000	USD	M		597.000000	+	-

Calculate Compensation ←

Job Data | Employment Data | Benefits Program Participation

Save | Return to Search | Refresh | Update/Display | Include History | Correct History

4. Go to Job Earnings Distribution Tab.

Navigation: Favorites ▾ Main Menu ▾ > Payroll Processing > Job Data

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Hi Exec Job | **Job Earnings Distribution**

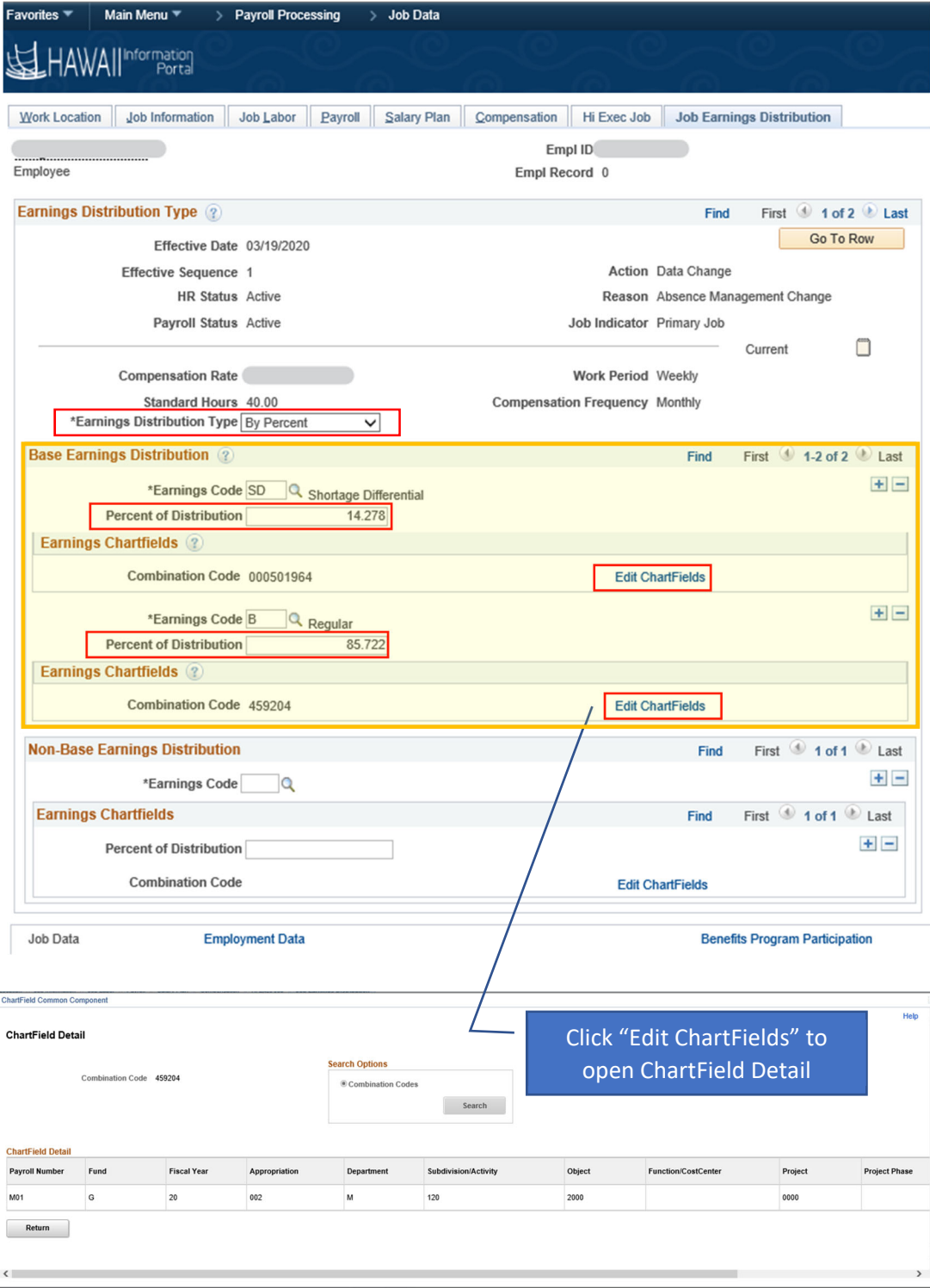
5. Calculate rate and percent of distribution.

- Add the base pay and any differential pay to come up with the **Total Compensation**.
- To calculate Percent of Distribution, take the **Monthly Rate** and divide it by **the Total compensation**.

Monthly Rate	Total Compensation	Percent of Distribution
3,584.00 /	4,181.00	= 0.85722
597.00 /	4,181.00	= 0.14278
<u>4,181.00</u>		<u>1.00000</u>

	Monthly Rate	Percent of Distribution
Base Pay	3,584.00	85.722
Shortage Differential (SD)	+ 597.00	14.278
<b>Total Compensation</b>	<u><b>4,181.00</b></u>	<u><b>100.000</b></u>

6. Add the appropriate earn code percent amount and UAC in the **Base Earnings Distribution** section.



**Earnings Distribution Type**

Effective Date 03/19/2020  
 Effective Sequence 1  
 HR Status Active  
 Payroll Status Active

Compensation Rate [input]  
 Standard Hours 40.00  
 \*Earnings Distribution Type By Percent

Action Data Change  
 Reason Absence Management Change  
 Job Indicator Primary Job  
 Current

Work Period Weekly  
 Compensation Frequency Monthly

---

**Base Earnings Distribution**

\*Earnings Code SD Shortage Differential  
 Percent of Distribution 14.278

Combination Code 000501964 Edit ChartFields

\*Earnings Code B Regular  
 Percent of Distribution 85.722

Combination Code 459204 Edit ChartFields

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**Non-Base Earnings Distribution**

\*Earnings Code [input]

Combination Code [input] Edit ChartFields

---

**ChartField Detail**

Combination Code 459204

Search Options  
 \* Combination Codes  
 Search

Payroll Number	Fund	Fiscal Year	Appropriation	Department	Subdivision/Activity	Object	Function/CostCenter	Project	Project Phase
M01	G	20	002	M	120	2000		0000	

Return

Click "Edit ChartFields" to open ChartField Detail