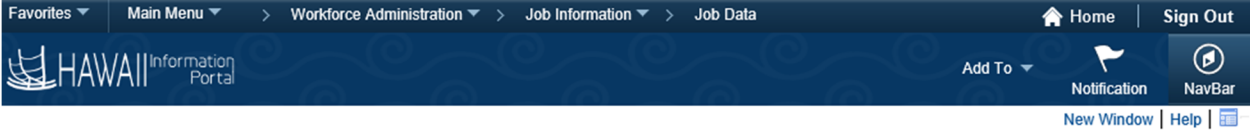


Job Data – Removing Rate Code

HR Admin

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



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

Empl Record =

Name begins with

Last Name begins with

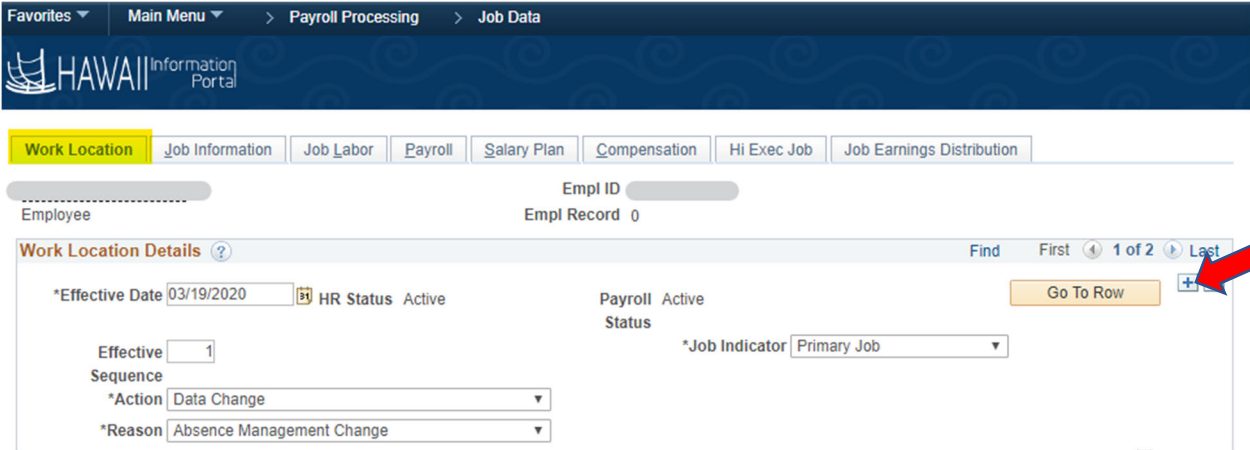
Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Include History Case Sensitive

2. Search then select employee.
3. Add a new row in the Work Location tab



4. Update Effective Date, Action and Reason

[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

Work Location Details Find First 1 of 3 Last

*Effective Date: HR Status: Active Payroll Status: Active Go To Row

Effective Sequence: *Job Indicator: Primary Job

*Action: *Reason:

5. Go to Compensation tab.

[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 3 Last

Effective Date: 05/16/2020 Go To Row
 Effective Sequence: 0 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 1-2 of 2 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	FTE Adjusted Comprate
1 NAANNL	<input type="text" value="0"/>	43,008.000000	USD	A		43,008.000000
2 SD	<input type="text" value="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](#)

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Hi Exec Job](#) | [Job Earnings Distribution](#)

6. Remove Rate Code by clicking the minus “-” sign then click Calculate Compensation.
 - a. In this example, remove Shortage Differential (SD) Rate Code

Pay Rates

Default Pay Components

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	FTE Adjusted Comprate	
1 NAANL	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

7. Go to Job Earnings Distribution tab.

Payroll Processing > Job Data

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

Employee: _____ Empl ID: _____ Empl Record: 0

Earnings Distribution Type: By Percent

Effective Date: 05/16/2020 Action: Data Change

Effective Sequence: 0 Reason: Absence Management Change

HR Status: Active Job Indicator: Primary Job

Payroll Status: Active Future

Compensation Rate: 4,181.000000 Work Period: Weekly

Standard Hours: 40.00 Compensation Frequency: Monthly

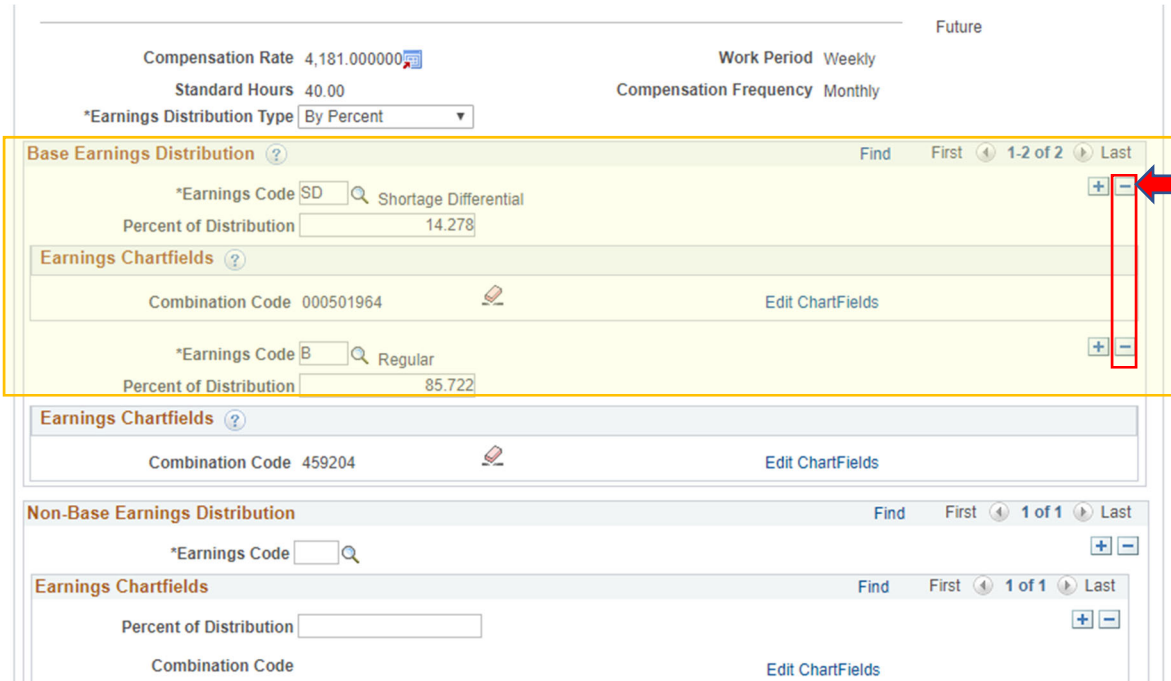
Base Earnings Distribution

*Earnings Code	Shortage Differential	Percent of Distribution
SD	Shortage Differential	14.278
B	Regular	85.722

Non-Base Earnings Distribution

*Earnings Code	Percent of Distribution

8. In the Base Earnings Distribution section, remove the code by clicking the minus “-“ sign.
 - a. In the example below, Shortage Differential (SD) will be removed.



Compensation Rate 4,181.000000 Work Period Weekly
 Standard Hours 40.00 Compensation Frequency Monthly
 *Earnings Distribution Type By Percent

Base Earnings Distribution Find First 1-2 of 2 Last
 *Earnings Code SD Shortage Differential + -
 Percent of Distribution 14.278

Earnings Chartfields
 Combination Code 000501964 Edit ChartFields

*Earnings Code B Regular + -
 Percent of Distribution 85.722

Earnings Chartfields
 Combination Code 459204 Edit ChartFields

Non-Base Earnings Distribution Find First 1 of 1 Last
 *Earnings Code
Earnings Chartfields Find First 1 of 1 Last
 Percent of Distribution
 Combination Code Edit ChartFields

9. Update the Percent of Distribution.
 - a. In the example below, Base (B) pay is changed from 85.722% to 100.000%.

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

Employee Empl Record 0

Earnings Distribution Type Find First 1 of 3 Last
 Effective Date 05/16/2020 Go To Row
 Effective Sequence 0 Action Data Change
 HR Status Active Reason Absence Management Change
 Payroll Status Active Job Indicator Primary Job

Compensation Rate 3,584.000000 Work Period Weekly
 Standard Hours 40.00 Compensation Frequency Monthly
 *Earnings Distribution Type By Percent

Base Earnings Distribution Find First 1 of 1 Last
 *Earnings Code B Regular + -
 Percent of Distribution 100.000

Earnings Chartfields
 Combination Code 459204 Edit ChartFields

10. Save.