

Job Data – Removing Rate Code HR Admin

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

Favorites 🔻	Main Menu 🔻	> W	orkforce Administration 🔻	>	Job Information 🔻	> Jo	b Data	Â	Home	Sign Out
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									New Window	Help 📰
Job Data										
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Search	Clear Basic Se	arch 🛛	Save Search Criteria							

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

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Work Location Job Information Job Labor Prior	oll Salary Plan Compensation Hi Exec Job Job Earnings Distribution
Employee	Empl ID Empl Record 0
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4. Update Effective Date, Action and Reason

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5. Go to <u>Compensation</u> tab.

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6. Remove Rate Code by clicking the minus "-" sign then click <u>Calculate Compensation</u>.
a. In this example, remove <u>Shortage Differential (SD)</u> Rate Code

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7. Go to Job Earnings Distribution tab.

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

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Standard Hours 40.00		Compensation Frequency	Monthly		
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9. Update the <u>Percent of Distribution.</u>

a. In the example below, <u>Base (B)</u> pay is changed from 85.722% to 100.000%.

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Standard Hours	40.00		Compensation Frequency	Monthly		
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10. Save.