2 Changing Salaries

For changes to salary, you need to ascertain whether the employee is being paid via a Payscale (i.e. on a recognised grade) or a Spot Salary. You may then access the relevant form to make the changes.

2.1 Payscale Salaries

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select People and search for the person whose salary is being changed
4. Choose Employment, positions

5. Select the Payscale Values form

6. The payscale values form will be displayed.
7. Select the Spinal Point (from the FT salary drop down box), and type in the next increment date

Where the salary is within the normal range for the grade (i.e. within the service band) the override maximum should be set to the grade maximum (i.e. the top service point) and the FT Salary point will be less than or equal to the grade maximum.

Where the salary is within the contribution band the override maximum should be set to the same point as the FT Salary point.

Where a personal bar is set the override maximum and the FT Salary point should be less than the grade maximum.
8. Click the drop down arrow to the right of change reason and select the reason for the change.

9. Click the button.
2.2 Spot Salaries

1. Follow steps above, but select the Salary Details form

2. The salary details form will be displayed.

3. Enter the salary in the FT Salary field and select the frequency from the drop down list.

4. Click the button.
2.3 Post Re-Grade

Where a Post has been re-graded:

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select Posts and search for the required Post
4. Select Payscale details
5. The Payscale values form will be displayed

6. Select the required grade

7. Click the Save button.