

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. <u>Choose Employment, positions</u>



- 5. Select the Payscale Values form
 - Authorisation history
 Position details
 Occupancy details
 Salary details
 Payscale values
 Hours and basis
 Position transfer
 Inheritance chart
- 6. The payscale values form will be displayed.

Contractual Changes

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Payscale values : Clerk (Permission to Fill granted)		Socia	Name: Miss Jenny M Bosten Job title: Clerk Social security number: JW685626A Pay ref: 10100525 Pers ref: 10100525	
Grade	Administrative Assistant	Grade II		
Payment table	All non clinical staff			
FT Salary	012 26,470.00	•		
Protected		-		
Override minimum		-		
Override maximum	[-		
Grade payment table	All non clinical staff			
Grade minimum	23,182.00			
Grade maximum	30,002.00			
Next increment date				
Additional increment points				
Protected rate of pay				
FTE value	1.00			
Change reason		•		
	Save		Delete	

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 then the grade maximum



8. Click the drop down arrow to the right of change reason and select the reason for the change

		Bave	Delete
Change reason		•	
Pro-rated rate of pay	Promotion Regrading Training progression		
FTE value	New Starter		
Protected rate of pay	Administrative Annual increment Discretionary increme	nt	
increment points	Acting Up		



2.2 Spot Salaries

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



2. The salary details form will be displayed.

X Salary details : Clerk (Perm granted)	hission to Fill	Name: Miss Jenny M Bosten Job title: Clerk Social security number: JW685626A Pay ref: 10100525 Pers ref: 10100525
Grade	@	
FT Salary	24,900.0 Annually	•
Override minimum		
Override maximum		
Grade minimum		
Grade maximum		
Protected rate of pay		I
FTE value	1.00	
Pro-rated rate of pay	24,900.00	
Change reason		-
	Save	Delete

- 3. Enter the salary in the FT Salary field and the select the frequency from the drop down list.
- 4. Click the **Save** 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



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5. The Payscale values form will be displayed

∏ Payso	I Payscale values : Clerk			
Grade	Grade 3			
Payment table	National Spine			
FT Salary	v			
Protected	▼			
Override minimum				
Override maximum				

- 6. Select the required grade
- 7. Click the Save button.