

MSS: Adjusting an Employee's Pay Class

Job Aid

A pay class, such as hourly, salary or contract, can be added or adjusted in an employee's personal information in Manager Self Service (MSS). The pay class section of an employee's personal information contains current and historical information about the pay classes that have been assigned to the employee's record.

When changing a pay class assignment, it is important to assign the next pay period for the time frame when the new pay class will begin. Do not attempt to change a pay class in the current period.

Accessing Employee Pay Class Information

To access an employee's personal information in MSS, type all or part of the employee's name in the Find field. Locate and click the employee's name in the Search window to open the time card for that employee.

Search field Search window

Manager		Search						
Find: <input type="text" value="Ack"/>		Excel	Print Preview	Filter	Clear			
Process Payroll	+	Last Name	First Name	MI	ID	Badge	Pay Class	Division
Daily Operations	-	Ackman	Makayla	R	9006	9006	HRL	Michicare
Dashboard		Ackman	Makayla	R	9006	9006	HRL	Michicare
Time Card Summary (Previous)		Grimsby	Mackenzie	Y	5270	5270	CON	Michicare
Time Card Summary (Current)								
1099 Time Card Summary (Previous)								
1099 Time Card Summary (Current)								
Time Off								

Using the Pages drop-down list, select the Personal Information page.

Time Card drop-down list

Manager		Ackman, Makayla R (Michicare-Nursing-Registered Nurse-Kentwood Care-Assisted Living)					
Find: <input type="text" value="Ack"/>		Time Card	Current Period	Editing Sheet	Adjustments	Approve	Print
Process Payroll	+	First Name	MI	ID	Badge	Pay Class	Division
Daily Operations	-	Makayla	R	9006	9006	HRL	Michicare
Dashboard		Schedules		Punches		Hours	Workgroups
Time Card Summary (Previous)		Start	End	IN	OUT		
Time Card Summary (Current)							
1099 Time Card Summary (Previous)							
1099 Time Card Summary (Current)							
Time Off							
Employee Exceptions							
Group Adjustment							
System Imports							

To access pay class information, use the Sections drop-down list to select Pay Class.

Manager: Ackman, Makayla R (Michicare-Nursing-Registered Nurse-Kentwood Care-Assisted Living)

Find: Search Employee

Personal Information | Basic

Last Name	First Name	MI	ID	Badge	Pay Class
Ackman	Makayla	R	9006	9006	HRL

Basic dropdown menu items: Basic, Personal, Private, Address, Custom Fields, Rate of Pay, Workgroup, Active Status, Hourly Status, **Pay Class**, Employee Editing Sheet, Templates

The employee’s current pay class and the date that pay class was effective is displayed in the Pay Class section. All previous pay classes and their effective dates are displayed in the Historical field.

Personal Information | Pay Class

Last Name	First Name	MI	ID	Badge	Pay Class
Ballantine	Kimberly	N	9001	9001	HRL

Change Pay Class

Current

Adj	Pay Class	Effective	Comments
	HRL	Thu Aug-16 18	

Historical

Adj	Pay Class	Effective	Comments
	CON	Thu Mar-01 18	

Previous Pay Period | **Current Pay Period** | **Next Pay Period**

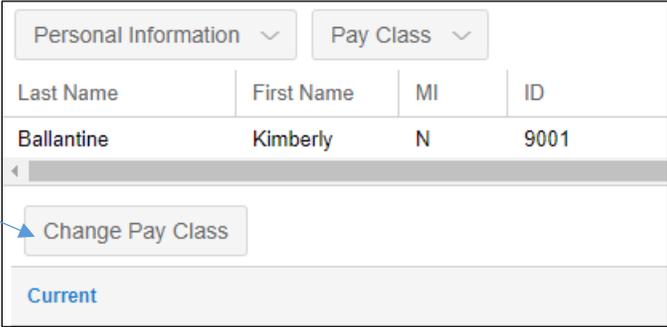
Thu Nov-01 18	Fri Nov-16 18	Sat Dec-01 18
Thu Nov-15 18	Fri Nov-30 18	Sat Dec-15 18

Annotations:

- Click to add a new pay class (points to Change Pay Class)
- Current pay class (points to HRL)
- Previous pay class (points to CON)
- Pay period dates (points to the date ranges)

Changing a Pay Class Assignment

To change an employee's pay class, click the **Change Pay Class** button.

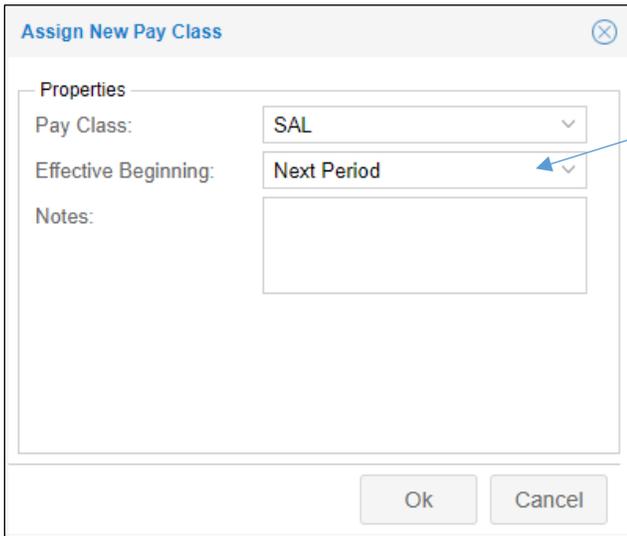


The screenshot shows a form with two tabs: 'Personal Information' and 'Pay Class'. Below the tabs is a table with columns for Last Name, First Name, MI, and ID. The data in the table is: Last Name: Ballantine, First Name: Kimberly, MI: N, ID: 9001. Below the table is a 'Change Pay Class' button, which is highlighted with a blue arrow. At the bottom of the form, there is a 'Current' label.

Last Name	First Name	MI	ID
Ballantine	Kimberly	N	9001

In the *Assign New Pay Class* window, select the new pay class and pay period the class will be effective.

Important Note: When changing a pay class assignment, it is important to select **Next Period** as the time frame when the change will take place. **Do not attempt to change a pay class in the current period.**



The screenshot shows the 'Assign New Pay Class' dialog box. It has a title bar with a close button. The dialog is divided into sections: 'Properties', 'Pay Class', 'Effective Beginning', and 'Notes'. The 'Pay Class' dropdown is set to 'SAL'. The 'Effective Beginning' dropdown is set to 'Next Period', which is highlighted with a blue arrow. The 'Notes' section is empty. At the bottom, there are 'Ok' and 'Cancel' buttons.

The new pay class will appear in the Current field and the previous pay class drops down to the Historical field. Although the new pay class is listed in the Current field, the pay class will not be applied by the system until the date listed in the Effective field, which indicates the date the next pay period begins.

Change Pay Class

Current			
Adj	Pay Class	Effective	Comments
	SAL	Sat Dec-01 18	

Historical			
Adj	Pay Class	Effective	Comments
	HRL	Thu Aug-16 18	
	CON	Thu Mar-01 18	

Previous Pay Period	Current Pay Period	Next Pay Period
Thu Nov-01 18 Thu Nov-15 18	Fri Nov-16 18 Fri Nov-30 18	Sat Dec-01 18 Sat Dec-15 18

Let's suppose the current date of the database you're using here is Nov. 20. The way the system is set up, the 'Salary' pay class shows up in the *Current* portion of the screen, even though it isn't actually "current." That Salary pay class won't take effect until Dec. 1. Now through Nov. 30, the 'HRL' pay class remains in effect.

Adjusting a Current Pay Class

A current pay class can be adjusted using the pencil icon, but the adjustment will not be retained in the historical record. Use the pencil icon to correct any mistakes in the pay class assignment.

Adjust Current Pay Class Settings

Properties

Note: Changes in this area will not maintain historical records. Unless you are simply repairing a mistake, select the "New Pay Class" button in the toolbar above.

Pay Class: SAL

Effective Date: Sat Dec-01 18

Notes:

Ok Cancel

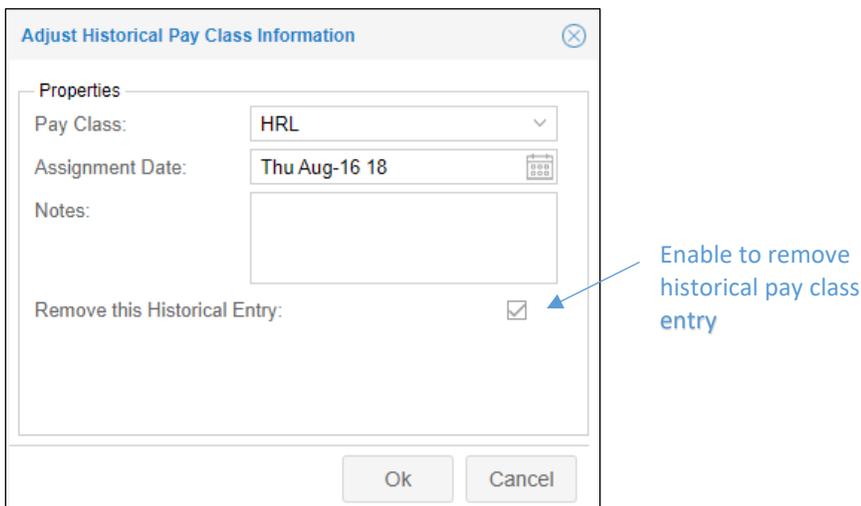
Adjusting or Removing a Historical Pay Class

Adjusting or removing a historical pay class assignment should only be performed for an assignment that was made in error. Corrections should be made before pay period data has been sent to payroll.

To adjust a pay class assignment, click the pencil icon for an historical pay class to open the *Adjust Historical Pay Class Information* window.

Historical			
Adj	Pay Class	Effective	Comments
	HRL	Thu Feb-22 18	
Previous Pay Period		Current Pay Period	
Thu Nov-01 18	Fri Nov-16 18	Sat Dec-01 18	
Thu Nov-15 18	Fri Nov-30 18	Sat Dec-15 18	

Change the pay class or assignment date for the pay class in the available fields. Remove the pay class from the historical field by enabling the Remove this Historical Entry check box.



The dialog box titled "Adjust Historical Pay Class Information" contains the following fields:

- Properties**
- Pay Class:** A dropdown menu with "HRL" selected.
- Assignment Date:** A date field with "Thu Aug-16 18" and a calendar icon.
- Notes:** A text area.
- Remove this Historical Entry:** A checkbox that is checked.

Buttons for "Ok" and "Cancel" are located at the bottom of the dialog. A blue arrow points to the checked checkbox with the text "Enable to remove historical pay class entry".