Updating Salary and Rate Information
Step-by-step Instructions
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INTRODUCTION

This guide will cover how to use the Salary/Wage Distribution Update process to calculate employees’ per pay amounts from Payroll or from Personnel salary history information and to update hourly rates using the Salary/Wage Distribution Update process.

This step-by-step instruction guide will review:

- Manual entry of annual salary and rate information.
- How to update salary rates from Payroll annual salary.
- How to update salary rates from Personnel salary history.
- How to update hourly rates from Personnel salary history.
- How to use the Mass Update > Wage Rates option.
SALARY AND RATE INFORMATION

The **Annual Salary** field on the **EMPLOYEE MASTER/WAGE INFO** tab is used to store the employee’s annual salary amount that is used during payroll processing to calculate his/her **Per Pay** salary rate and balance of contract.

The **SALARY/WAGE DISTRIBUTION UPDATE** process can be used to automatically calculate an employee’s rate of pay and to enter the salary per pay amount. Manual entry can also be done if needed.

The automated process provides options to calculate an employee’s rate of pay by using the **Annual Salary** and **Start Date** from the Wage Info tab or by using the **Employee Salary History** information from the Personnel application. Either option requires that the employee’s wage account **Percent** is equal to 1.00 for the **Payment Type**. The Payroll option can only be used to update the ‘P’ **Payment Type** account records.

When changing salary information for only one or two employees, manually update this information rather than using the mass update option.
Manual Entry

Manual entry is typically used only to change individual employee salaries or to add new employee salary information. Be sure to enter rate and percent information that correctly reflects the payments that need to be made.

**For example:** An employee has an **Annual Salary** amount of $45,850.00 which will be paid in 26 pays. The rate needed to pay the full salary will be $1,763.47 per pay. You’ll need to round up the cents, or the employee will not receive his/her full salary in 26 pays. Without rounding it up we would be paying 1,763.46 X 26 which equals 45,849.96 and is not enough to reach the balance of contract in 26 pays. Rounding up the amount per pay to 1,763.47 for 26 pays will equal 45,850.22.

When both the **Annual Salary** and **Start Date** are entered the employee will not receive more than the **Annual Salary** amount. In our example the total amount of $45,850.00 will not be exceeded, because the last pay will reduce the payment amount by pennies to only pay 1,762.25, the balance of contract.

If the employee is being paid from one account, the rate for the ‘P’ payment type would be $1,763.47. If he/she is paid from multiple accounts, the rate must correctly reflect the percentage per account.

- \(0.50 = 881.74\) and \(0.50 = 881.73 = $1,763.47\)
- \(0.35 = 617.21\) and \(0.65 = 1,146.26 = $1,763.47\)

Entering a percent with the full amount of $1,763.47 will not pay that percent of the amount entered. The rate entered is the rate paid. If a percent of 0.50 is entered for a rate of 1,763.47, the employee will be paid 1,763.47 not 881.74.

When entering information manually, be sure to round up rate amounts so the full annual salary is paid.

Salary/Wage Distribution Update from Payroll Annual Salary

If you do not have the CSIU Personnel application, use this option.

The **Update from Payroll Annual Salary** option for the **SALARY/WAGE DISTRIBUTION UPDATE** process uses the **Annual Salary**, **Start Date**, and **Percent** information from the **EMPLOYEE MASTER/WAGE INFO** record and updates the **Rate** field for ‘P’ Payment Types.

When choosing this option, you must update the **Annual Salary** and **Start Date** manually. Employees are selected based on a **Start Date** that equals the **Effective Date** entered on this process screen. The rate is updated for employees who have a total of 100% percent (1.00) on the ‘P’ **Payment Type**. Employees will be updated based on the **Annual Salary** amount divided by the number entered into the **Pays** field and the **Percent** on the ‘P’ **Payment Type**. A report is provided to show the changes that will be made when the **Transfer Salary/Wages** option is selected.

If employees selected to be updated do not have a total of 100% identified for the ‘P’ **Payment Type**, an exception report will show which employees’ records need to be corrected. After corrections are made, perform the **SALARY/WAGE DISTRIBUTION UPDATE** process again.
If you have Personnel, we strongly recommend that the Salary module is set up to maintain Employee Salary History Information and that rather than manual entry, the option to Update from Personnel Salary History is used instead. Manual entry in Payroll is not needed when using this option and salary information is easily updated and reviewed in advance.

**Steps for Using the Update from Payroll Annual Salary Option**

1. In the EMPLOYEE MASTER, use the Class Code field to Query the group of employees to be updated.

2. Enter the Annual Salary amount.

3. To allow all employees to be updated together, enter the salary Start Date, either individually or using the ADMIN FUNCTIONS > MASS UPDATES > SALARY START DATE menu item.

4. Select the ADMIN FUNCTIONS > SALARY/WAGE DISTRIBUTION UPDATE menu item and select the Update from Payroll Annual Salary option.

5. In the Effective Date field, enter the Salary Start Date to be updated and enter the number of Pays.

6. At this point, do NOT select the Transfer Salary Wages option. Rather, click the Run Now button to generate a report to preview the changes that will be made. Review this report, make corrections as needed, and verify changes.

7. Perform the SALARY/WAGE DISTRIBUTION UPDATE process again, this time DO select the Transfer Salary Wages option.

8. Keep the report and use this information when preparing for the next payroll. The changes in salary will be reflected in the new Payroll Salary Total.

Refer to the Report Information section in this document.
Salary/Wage Distribution Update from Personnel Salary History

The **SALARY/WAGE DISTRIBUTION UPDATE** process offers additional options when you use the **Update from Personnel Salary History** option. You can update not only **Salary** but also **Hourly** and **Daily** rates based on the Personnel **Salary History Information** and the **Wage Info** in Payroll. Manual entries are not needed on the **EMPLOYEE MASTER/WAGE INFO** tab unless you need to update account and percent information.

This process option allows you to easily select a group of employees who share the same **Salary Contract** and calculates the new information for the fiscal year very quickly. Time consuming manual entry is not needed allowing you more time to verify and prepare for the salary changes.

The **Payment Type** and **percent** are still used to properly update employee records and should be reviewed either prior to or as part of this process.

After selecting to **Update from Personnel Salary History**, select the **Contract** from the drop down list box. (Contracts originate in Personnel.)

Enter the **Effective Date**. This date will be used to select the correct **EMPLOYEE SALARY HISTORY** records and, as long as the **Update Salary Start Date** option is still selected, to update the **Salary Start Date** in Payroll.

*We recommend always allowing this process to update the Salary Start Date, as this date is used when calculating the Balance of Contract amounts.*

The default number of **Pays** information is only used when selecting the option to **Update from Payroll Annual Salary** since the **Contract's** number of pays (stored on the Contract itself) overrides any number entered here. An additional override option is available on each employee's **SALARY HISTORY** record if needed. For this reason, make sure that the **Contract** and **EMPLOYEE SALARY HISTORY** records are properly created (in Personnel) to reflect the number of payments for the contract year.

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Determine if the Base Salary Only should be used to calculate the new annual salary amount. If so, select that option so the annual salary and per pay amounts will not include any additional compensation.

The Calculate Hourly/Daily Rates for Salary Contracts option allows you to calculate an hourly or daily rate for salaried employees who have an hourly or daily rate based on their Annual Salary and number of hours and days. This option will only update existing ‘H’ or ‘D’ Payment Types for salaried employees with the same position code as their salary position.

To generate a report without updating employee information, do NOT select the Transfer Salary/Wages option. Because employee information that IS updated can not be restored, we strongly suggest generating and reviewing the report prior to selecting the transfer option. To update the Employee Master/Wage Info tab with information that was provided on the report, simply rerun the process WITH the Transfer Salary/Wages option selected.

The Create File option allows you to create an Excel© or text file from the same information that is shown on the report. This option allows you to do calculations on amounts and can be used to assist you in creating a retro pay if needed.

Steps for Using the Update from Personnel Salary History
1. In the Personnel application generate the SALARY > SALARY REPORTS > SALARIES report.
2. Verify the information provided on the report as this is the information that will be selected to update Payroll.
3. Determine if compensations are to be brought over as part of the Annual Salary and included in the Per Pay amount or if only the Base Salary is desired. Compensations are provided on the Salaries report for your review.
4. Be familiar with the Type of contract as this will determine if the ‘P’ Payment Type or if an ‘H’ or ‘D’ will be updated during this process. ‘P’ is needed in Payroll for both Salary and Hourly Salary Contract Types. An Hourly Contract Type will update only “H” Payment Types and Daily will update only “D” Payment Types.

During the Update process, the Payment Type being updated must equal 100%. This is designated as a decimal 1.00. An exception report will be provided for employees who cannot be updated due to a missing Payment Type or where percents do not equal 1.00.

5. We strongly recommend that you generate the report first to review all of the changes and look for exceptions prior to updating Employee Wage Info Records. Select Transfer Salary/Wages when ready.
6. Keep the report and use this information when preparing for the next payroll. The changes in salary will be reflected in the new Payroll Salary Total.

REPORT INFORMATION
The information provided on the report lists (in alphabetical order) all employees included in the Update Salary/Wage Information process. The report includes all account, percent, before and after calculations, and differences.

Use this information to assist you in proofing changes in pay amounts. All changes are clearly identified for each employee per account with a total per employee.
Rate information changes are shown per employee and as a Grand Total at the end of the report. These totals include the Previous and New Wage Amt as well as the Wage Difference. Use this information to determine the new Salary Total needed to verify the salary amount on the Pre PayrollTotals report for the first pay following the changes.

**MASS UPDATE RATES**

When amounts change for non-salaried employees, sometimes setting up a contract is not necessary; if the Personnel application is not available another option may be desired.

The Admin Functions > Mass Updates > Wage Rates menu item is used to change from one rate to another rate for multiple employees.

This option is a good choice if, for example, at the beginning of the school year substitutes who are paid on a tiered rate schedule need to be reset to the starting rate.

1. To restrict record selection, select a Class Code(s) and/or Payment Type.
2. Enter the current rate of pay into the Current Rate field and the new rate of pay into the Change Rate To field.
3. Click the Get Records button to fill the grid with matching records.
4. By default, the Updt field is selected for all records; remove the checkmark for any records that you do not want to update to the new rate.
5. Click the Post button to make the changes.