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This QRG outlines the **Pay Change – Pay Decrease** process for an employeein **SuccessFactors.**

Contents

[What is a Pay Decrease? 1](#_Toc1380956)

[Pay Decrease Process 1](#_Toc1380957)

[Access SuccessFactors 2](#_Toc1380960)

[Searching for an Employee 2](#_Toc1380961)

[Taking Action 3](#_Toc1380962)

[Processing a Pay Change – Pay Decrease 5](#_Toc1380963)

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| What is a Pay Decrease? | | |
| A **Pay Decrease** is a reduction to an employee’s salary or hourly rate. All Pay Changes must be made in accordance with University Policy, Pay Practices, and Pay Rates/Scales. | | |
| Pay Decrease Process | | |
| The **Initiator** processes the **Pay Decrease** in **SuccessFactors**. Once complete, **HR Compensation** is notified. There are no in-system approvals or workflow. | | |
| Access SuccessFactors | | |
| Visit **OneCampus** and select **Employee Launchpad** or from the **Employee Self-Service web page** click **SuccessFactors**  Log in using Purdue Career Account ID and Password. | | <https://one.purdue.edu/>  <https://www.purdue.edu/hr/global/pgnew.php> |
| Searching for an Employee | | |
| * From the **SuccessFactors** home page, locate the **Search** field on the navigation bar. * In the **Search** field, type the employee’s name. * Multiple matches may be displayed.   Scroll to select the correct name, click to select. | |  |
| This will display the employee’s **Employee File.** | |  |
| Taking Action | | |
| The first option is found on the employee’s **Employee Profile**.  Click **Take Action** to display action options.  Once the action options are displayed, select **Change Job and Compensation Info** to begin processing the **Pay Change – Pay Decrease**. | |  |
| The other option is found on the **SuccessFactors** home page.  Once the employee has been located, hover over their name to view their employee information within a separate pop up window.  Next, click **Take Action** to display action options. | |  |
| Once the action options are  displayed, select **Change Job**  **and Compensation Info** to  begin processing the **Pay**  **Change – Pay Decrease.** **.** | |  |
| Processing a Pay Change – Pay Decrease | | |
| Click the checkbox to select **Compensation Information.**  Next, manually input the date (mm/dd/yy) the job change should take effect or click the **Calendar** icon to display a calendar.  Click the day the **Pay Change – Pay Decrease** change should take effect to populate the date field. | |  |
| Once the date field has been populated, the field options associated with all selected change types are displayed. | |  |
| Scroll down to the **Amount** field under the **Compensation** header.  Enter the new amount in the **Amount** field.  Alternatively, use the calculator to change the existing amount by a specific percentage.   * Click the **Calculator** icon  to display the **Change Calculator** box. * Type either the value of the change in the **Change Amount** field or the percentage of the change in the **Change Percent** field. * Because this is a pay decrease, place a (-) sign in front of the value. * The **Total Amount** field will be auto-populated. * Click **Save** on the **Change Calculator** box. * Click **Save** on the **Change Job and Compensation Info** box. | | |
| Receive notice that the changes were successfully saved. |  | |