**Last Updated:** 8/18/2021

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

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| What is a Pay Increase? | | |
| A **Pay Increase** is an increase 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 Increase Process | | |
| The **Initiator** processes the **Pay Increase** in **SuccessFactors**. Once complete, it is routed to the **Department Head** and **Budget Approver** via the workflow process. If necessary, it will be routed to **HR Compensation** for further approval.  Note: Undergraduate and Graduate pay changes do not route ot the Department Head for approval. | | |
| 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 | | |
| From the **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 Increase**. |  | |
| 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 on 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 Increase.** |  | |
| Processing a Pay Change – Pay Increase | | |
| 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 Increase** 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 current 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. * 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. | | |
| The **Confirmation Request** box is displayed.  Enter any comments to be shared with other workflow participants in the comment box.  Click **Confirm**.  A notification is sent to the approvers.  **Note:** Click **show workflow participants** to display the names of the individuals responsible for the review and approval process. |  | |