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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.  |  |