2 Changing Salaries

For changes to salary, you need to ascertain whether the employee is being paid via a Payscale (i.e. on a recognised grade) or a Spot Salary. You may then access the relevant form to make the changes.

2.1 Payscale Salaries

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select People and search for the person whose salary is being changed
4. Choose Employment, positions

5. Select the Payscale Values form
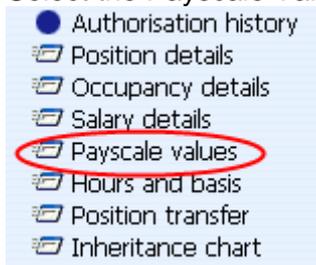
6. The payscale values form will be displayed.

Payscale values : Clerk (Permission to Fill granted)

Name: Miss Jenny M Bosten **Job title:** Clerk
Social security number: JW685626A **Pay ref:** 10100525
Pers ref: 10100525

Grade	Administrative Assistant Grade II
Payment table	All non clinical staff
FT Salary	012 -- 26,470.00
Protected	
Override minimum	
Override maximum	
Grade payment table	All non clinical staff
Grade minimum	23,182.00
Grade maximum	30,002.00
Next increment date	
Additional increment points	
Protected rate of pay	
FTE value	1.00
Change reason	

Save   Delete

7. Select the Spinal Point (from the FT salary drop down box), and type in the next increment date

Where the salary is within the normal range for the grade (i.e.within the service band) the override maximum should be set to the grade maximum (i.e. the top service point) and the FT Salary point will be less than or equal to the grade maximum.

Where the salary is within the contribution band the override maximum should be set to the same point as the FT Salary point.

Where a personal bar is set the override maximum and the FT Salary point should be less then the grade maximum

8. Click the drop down arrow to the right of change reason and select the reason for the change

9. Click the Save button

2.2 Spot Salaries

1. Follow steps above, but select the Salary Details form

2. The salary details form will be displayed.

3. Enter the salary in the FT Salary field and the select the frequency from the drop down list.

4. Click the **Save** button.

2.3 Post Re-Grade

Where a Post has been re-graded:

1. With the University of Cambridge selected, click on Organisation explorer.
2. Enter the correct effective date
3. Select Posts and search for the required Post
4. Select Payscale details

5. The Payscale values form will be displayed

6. Select the required grade

7. Click the **Save** button.