Updating Base Compensation

Last Modified on 01/03/2023 10:17 am EST

Changing Base Comp

- Navigate to the Employee Payroll tab
- Click add under the Base Compensation widget
 - Using the Add function will allow for tracking of historical base comp

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≡ würk ‱	(MDT)			My	Team	
My Team > Employee Information						
← Employee Profile						
Test Manager Employee ID: 0002	📧 🍰 Hired Date: 01 Jan, 2016 (6 Y	ears, 8 Months, 21 Days)				
Employee Setup Employee Time	Employee Payroll Er	nployee HR				
L≝ Jump To I←	 Base Compensation 	1				ø
Collapse All	(i) Rates must be re	applied for changes to tal	e place retroactiv	ely. Reapply Rates		A
Base Compensation Earnings	Current Compensation Annual \$72,800.00 / 2086	0.00hrs Pay Period	\$2,800.00 / 80.00	Ohrs Hourly		\$35.00
Deductions	← Page 1 of 1 →	1 - 1 of 1 Rows Ann	ual 🔻	_	-	+ Add
Tax Information	↓ Effective From	Annual \$ %	Change	Amount \$	Hours	
W2/1099 Information	12/31/1900	\$72,800.00		\$35.00 / Hour	2080.00hrs Year	1
Direct Deposits	<					

After clicking on Add, the following dialog box will open

Add New Base Compensation				×
Effective From * 1 09/22/2022	Reason Code *	2		•
Amount* 3 Per 4 35.00 \$ Hour • PP in Year* 7	Hours 2080.00 Amount Earning A	5 autopay 8	0	Per 6 Year 🔻
52 Autopay Type g Both •				٣
			Cancel	Save

- 1. Effective From: Enter effective date of base comp change
- 2. Reason Code: Select appropriate code for the base comp change
- 3. Amount: Enter the hourly amount for hourly; for salary you can enter either the annual amount or pay period amount
- 4. Per: Select Hour, Year, Week or Pay Period to set the frequency of pay
- 5. Hours: 2080 are standard hours to use for a full-time employee, this will not calculate for hourly employees
- 6. **PP in Year**: Defaults to the number of pay periods according to your pay period frequency, in the above example, the pay period is weekly
- 7. Amount Earning Autopay: If the employee is Salary, select Salary, if the employee is hourly, leave blank
- 8. **Autopay Type**: Best practice is to always use Both. This option will allow hours to be tracked for salary employees, which will flow into reports in Wurk

If the employee is changing from hourly to salary, profile updates are required. It is recommended that a change from Hourly to Salary or Salary to Hourly be effective at the beginning of the punch date for the pay period.

Navigate to the Employee Setup tab, and update the following profiles:



For the Pay Calculation, click on + ADD, select the new pay calc, and enter the effective date of the change

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Hourly	EQ
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12/31/1900	100 m
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Salary	Eð
09/22/2022	
09/22/2022	

For the Pay Prep click on + ADD, select the new pay calc, and enter the effective date of the change

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12/31/1900	1100 a
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Salary	8

There may be times when a pay change occurs in the middle of a pay period, or a salary employee is hired within the pay period. When that occurs, a few more actions will be required.

Navigate to the Employee Payroll tab

Under the Autopay Schedule, click on the ... under actions, and select Monday – Friday, 8 hours per day. The effective from date must remain 12/31/1900

09/22/2022	\$45,000.00	-38.19%	145 000 00 / 2000 00hrs /	
12/31/1900	\$72,800.00		Edit Autopay Schedule	Х
<		_	Туре	
Automatic Cale adulta			Monday - Friday, 8 hours per day	0
Autopay schedule			Effective From *	
Used for Prorating Autopay Earnings.		12/31/1900		
← Page 1 of 1	▶ 1 - 1 of 1 Rows		Ca	incel Save
↓ Effective From		Тур		
12/31/1900				

Navigate to the Base Compensation widget and you will see this message:

Emplo	oyee Payroll Employee	HR			
✓ Bas	e Compensation				
(j)	Rates must be reapplied	for changes to tak	ke place retroactively. Re	apply Rates 🛛 🔺	
Current	t Compensation				
Annual	\$45,000.00 / 2080.00hrs	Pay Period	\$865.38 / 40.00hrs	Hourly	\$21.63
∢ Pag	e 1 of 1 ▶ 1-2 of	2 Rows Ann	ual 🔻		+ Add

Click on Reapply Rates, and the following dialog box will open:

Reapply Rates		х
Please select date range to use. From * mm/dd/yyyy	 To mm/dd/yyyy	ä
	Cancel	ок

In the From field, enter or look up the first punch date of the current pay period and click on OK.

Please note that the system cannot prorate for past pay periods. Situations as such will need to be calculated and manually entered in a pay statement.