

# PeopleSoft HCM Configuration Updates: Salary Administration Plans and Retro Pay Changes (Two Step Process)

Version 2.0 | Updated February 22, 2016

Change Needed	Required Notification	Process
<b>Month 1</b> Salary Administration Plans – No Retro pay	At least three weeks before Paysheets are created so that the paysheets will have the new compensation rate.	Run the M_HR_SALARY_GRADE_STEP query and update salary schedules with new pay rates. Enter a HEAT ticket and attach the spreadsheet with the new Salary Plan. The SDCOE team will update Plan; you will be asked to validate the changes that have been made.
<b>Month 2</b> Retroactive Pay	Retro spreadsheet must be submitted in Excel to CI format two weeks before the first PreCalc.	Create a HEAT ticket and submit your Excel to CI spreadsheet to the CRC. SDCOE team will do the mass update for Retro Pay.