

PeopleSoft Training Activity Sheet

HR1: SALARY ADMINISTRATION

For use in training. Last updated October 26, 2016.

Activity 1A: Viewing Existing Salary Administration Plans

Let's do this part together.

Turn to p. 12 of your guide.

1. Navigate to the **Define Salary Plan** screen.
2. Add it to PeopleSoft Favorites so we can get back to it later.
3. Enter *06300* in **Set ID** and search. How many Salary Plans exist for this district? _____
4. Click on one of the Salary Plans. View the information.

Do this on your own.

5. Complete the grid.

	Question	Answer
A	What is the Description of the Salary Administration Plan you are viewing?	
B	What is the Salary Administration Plan Code?	
C	What is the Short Description for this Salary Plan?	

Activity 1B: Viewing Existing Salary Grades

Lets do this together.

Turn to p. 13 of your guide.

1. Navigate to **Define Salary Grades** and save the screen to your PeopleSoft Favorites.
2. Clear the Salary Administration Plan field. Click **Search**. How many Salary Grades exist? _____
3. Enter *001* in the Salary Administration Plan field. Click **Search**.
How many Salary Grades are now displayed? _____

Activity 2A: Updating Existing Salary Grades

Let's do this part together.

Turn to p.16 of your guide.

1. Navigate to the **Define Salary Grades** screen.
2. Enter **Set ID 06300**. Click Search.
3. Select a Salary Administration Plan/ Grade to answer Questions 4 and 5.

Do this on your own.

4. **Collect the following information from the Salary Grade Table tab:**
 - Salary Administration Plan code: _____
 - Salary Grade code: _____
 - Annual Minimum: _____ Annual Maximum: _____
5. **Collect the following information from the Salary Step Components tab:**
 - Number of existing steps within this Grade: _____
 - Comp Rate for Step 1: _____
 - Months to Next Step Increment: _____
 - Comp Rate for Step 2: _____

Activity 2B: Updating Existing Salary Grades



Let's do this part together.

Write down Salary Plan/Grade assigned to you: _____

1. Navigate to your Salary Grade.
2. Look at the **Minimum** and **Maximum** amounts on your Salary.
3. Using your calculator, calculate the Maximum Annual amount by 5%.

Write down the **new Annual Maximum** _____.

4. Using your guide for reference (p.17), update the **Maximum** amount on your Grade with a 07/01/2016 Effective Date. **DO NOT CLICK SAVE!**
5. Click the **Salary Step Components** tab and increase **Comp Rate** for step 1 by 5%.
6. Earn 10 bonus points for increasing Steps 2-5 by 5%.
7. **Save** your changes.

Activity 3: Adding Salary Steps

Let's do this part together.

Turn to p.31-32 of your guide.

1. Navigate to the **Define Salary Grades** screen.
2. Enter **Set ID 06300**. Enter **Salary Administration Plan 001**. Click **Search**.
3. Look for the Salary Grade assigned to you.
4. Add a row with an **Effective Date** of 01/01/2017.
5. Go to the **Salary Step Components** tab.
6. Navigate to the last Step to your Salary Grade (Step 40).
7. Calculate that Annual Rate increased by 5%.
8. Add that value as Step 41.

Activity 4: Viewing Queries

Let's do this part together.

Turn to p.36 of your guide.

1. Follow along in your guide.
2. Run the **M_HR_NAANL_STEP_ENTRY_DT** query.
3. View in HTML.
4. How do you see this query being useful to you in your position? _____
