SALARY CHANGE – CHANGES TO AN ADMINISTRATIVE SUPPLEMENT ONLY

My Client Groups
Show More
Under Compensation choose Change Salary
Search for Employee Record

Action Details – When and Why

When does the assignment change start: Effective date on FCCF
What's the action name: Change pay
Why are you changing the salary: reason for salary change

Continue

Salary Details
Enter the new Salary Amount- new USD monthly salary (base salary + admin sup then divide by 12 that is the new USD Monthly pay), all other fields will automatically calculate.

If removing admin/teaching supplemental adjust USD monthly amount in Salary Amount field according to FCCF

Continue

Include required attachments

Within the Comments and Attachments section, there is a **Save Comment** button. You **must** select the Save Comment button after entering comments**.** If you skip selecting the Save Comments button, the comment will not be saved when you submit the action.

Submit

REQUIRED ATTACHMENTS NEEDED

1. Fully approved and signed FCCF
2. Current CV