Manager Self Service
Approve Ad Hoc Salary Change
Human Resource Information System (HRIS)

Step	Action
1.	The approver receives an email notifying them that a salary Change was submitted. The approver logs into PeopleSoft to complete this transaction.
2.	Select the Manager Self Service link
3.	Select the Approve Ad Hoc Salary Change link
4.	Select the Ad Hoc Salary Change link for the employee.The Approve Ad Hoc Salary Change page appears. Click the Drop-down menu button
5.	Select Approve or Deny from the drop down menu.
6.	Click in the *Comment field and enter comments according to the guidelines in the Business Process Guide. Note: If this promotion will result in a change from non exempt to exempt, the department must pay out any compensatory time the employee has. Click the Save button
7.	Click the OK button
8.	The approval is complete.
9.	The submitter receives an email when the approver Approves and Saves the transaction.
10.	An email is also sent to the Compensation Administrator that the Salary Change was approved by the manager.
11.	An Administrator in HR will go into their worklist and see the salary changes under Self Service Request. They must then continue through PeopleSoft to complete their approval step which is also needed to complete the transaction.
12.	An email is then sent to both the submitter and approver that the transaction was processed.

That brings us to the end of this example.