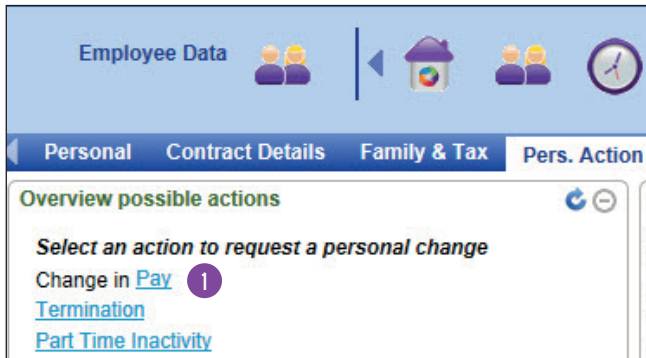


! It is important to use the Change in Pay action rather than the widgets if there is a change in the working hours or remuneration.



Employee Data

Personal Contract Details Family & Tax Pers. Action

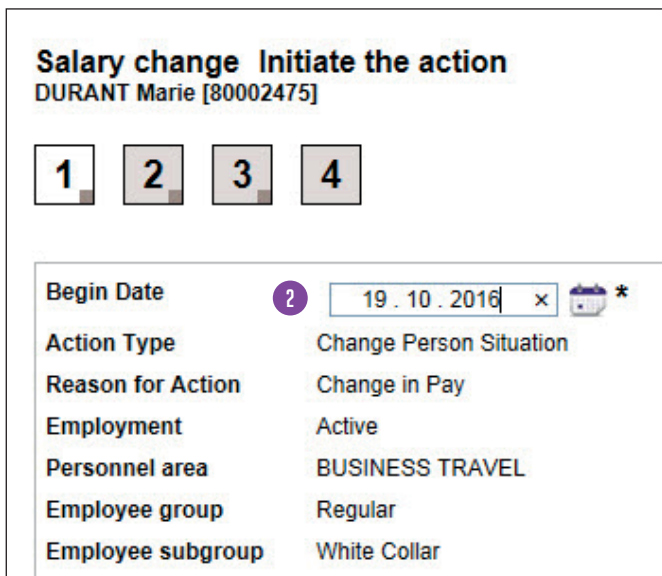
Overview possible actions

Select an action to request a personal change

Change in Pay 1

Termination

Part Time Inactivity



Salary change Initiate the action

DURANT Marie [80002475]

1 2 3 4

Begin Date 2 19.10.2016 x

Action Type Change Person Situation

Reason for Action Change in Pay

Employment Active

Personnel area BUSINESS TRAVEL

Employee group Regular

Employee subgroup White Collar

- 1 Go to Employee Data > Personnel Actions and click on Change in Pay.
- 2 Fill in the start date of this change.

Salary change Pay related data

DURANT Marie [80002475]

1 2 3 4

Planned Working Time

Work schedule rule: 32-03-8808800 [3203] * [View In Calendar](#)

Employee Time Management Status: 0 - No time evaluation *

Part-time employee:

Work percentage: 100,00

Daily working hours: 8,00

Weekly working hours: 32,00

Monthly working hrs: 138,40

Annual working hours: 1.660,80

Weekly workdays: 5,00

Start Date: 19.10.2016

End Date: 31.12.9999

Basic Pay

Start Date: 19.10.2016

End Date: 31.12.9999

Reason for Change:

Pay scale type: Pas de convention CO *

Pay Scale Area: Luxembourg *

Pay Scale Group: NO CONV. *

Pay scale level: 00

Capacity Util. Level: 100,00

Work hours/period: 138,40 * 3

Monthly

Next increase: DD . MM . YYYY

Add	Wage Type	Amount	Currency	Ind. valuation	Number of	Unit of time/meas.
x	Monthly Salary [1019]	2.000,0000	EUR4	<input type="checkbox"/>	0,00	

Previous Next Cancel

3 Check the WSR and/or the remuneration and adapt if needed.