

**Description**

This job aid must be followed to properly process payroll modifications for demotions, promotions, transfers, lateral moves or salary adjustments. This information includes two (2) sections: (a) Processing a Pay Mod and (b) Approving a Pay Mod.

Pay Mods are:

- Used for demotions, promotions, transfers, lateral moves or salary adjustments
- NOT used for annual merit increases

Pay rates may need to be added or corrected in a Pay Mod by an approver (i.e. Level 1, 2, or 3) rather than the initiator – due to confidential pay information.

Example: an LCM is promoted to an AMO. If there is a pay change, the pay will be entered by the manager of the employee’s new supervisor (i.e. 2 ranks above the new position) as a Level 1 Approver

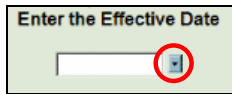
**When should you process a Pay Mod?** Due to system limitations, Pay Mods should NOT be processed Tuesdays or Wednesdays during the week the employee is being paid. When processing a Pay Mod, verify an approval message for the Pay Mod was displayed. See image.



**Processing a Pay Mod**

**To process a Pay Mod in Lawson’s MSS:**

1. According to policy 7.10 found at [http://static.pharmacy.com/policies\\_procedures/chapter7/7.10.pdf](http://static.pharmacy.com/policies_procedures/chapter7/7.10.pdf), you must obtain ALL levels of approval before initiating a MSS Pay Mod.
2. Click **Personnel Actions** and then click the employee’s name.
3. Next to the **Enter the Effective Date** field, click the downward arrow – to display the calendar.

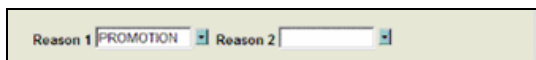


4. Select the day (i.e. effective or start date) within the calendar.

Note: It is preferred that the Effective Date match the beginning of the pay period of the *new* Location’s bi-week pay period. If it is not possible to use the beginning of the pay period, the Effective Date must be a Saturday.

5. Select **Payroll Modification**.
6. Click the downward arrow in the **Reason 1** field. You *must* select one of the following seven (7) reasons for a Pay Mod change. If necessary, **Reason 2** can also be added from the list below:

DEMOTION	Decrease in job responsibility
JOB RECLAS	Change in job responsibility
LAT MOVE	Lateral move
PROMOTION	Increase in job responsibility
REORG	Organizational restructure
SAL ADJ	Market/performance adjustment
TRANSFER	Location Transfer



**Tip!** To view all reason codes, change to view 600  in the bottom left corner.

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Processing a Pay Mod (continued)


Field	Current Value	Change To
Position	PST	CSR
Rate of Pay	11.0000	9.0909 % = 12.00
Standard Amount		
Salary Class	H	
Allowance Hours	40.00	
Exempt From Overtime	N	
Pay Plan	BWN2	
Job Code	LP7	LP5
Expense Dist Co	1	
Expense Acct Unit	639510	37710
Process Level	63951	3771
Location	639510	37710
Supervisor	LM 639510	LM 37710
Indirect Supervisor	LM 639510	LM 37710

Update **Fill Defaults** Back

**Important!** The MSS screen you will see is NOT exactly the same as this image.

In MSS, you will have to scroll down to view *Indirect Supervisor*.

7. Type the following information – **only if the information is changing**. That is, if the information stays the same, leave the field blank.

Field	Description								
<b>Position</b>	Select based on new position; afterwards, click <b>Fill Defaults</b> – see red circle above								
<b>Rate of Pay</b>	Insert the hourly rate or annual salary amount in the blank right field. You must include 2 decimals and NO commas. Example: 35000.00  Note: after you press <b>Tab</b> or click to go to the next field, the percentage box (to the left of the dollar amount) will automatically calculate. Disregard the % percentage change if the employee is changing salary class								
<b>Standard Amount</b>	Depending on the employee salary class, make the appropriate changes: <table border="1" data-bbox="462 1417 1307 1543"> <tr> <td>Is <i>salaried</i> and remains <i>salaried</i></td> <td>Take the <i>Rate of Pay</i> and divide it by 26</td> </tr> <tr> <td>Is <i>salaried</i> and becomes <i>hourly</i></td> <td>Type in <b>*BLANK</b> (prefacing it with an asterisk) – which erases the <i>Standard Amount</i></td> </tr> <tr> <td>Is <i>hourly</i> and becomes <i>salaried</i></td> <td>Take the <i>Rate of Pay</i> and divide it by 26</td> </tr> <tr> <td>Is <i>hourly</i> and remains <i>hourly</i></td> <td>Do NOT fill in this field</td> </tr> </table>	Is <i>salaried</i> and remains <i>salaried</i>	Take the <i>Rate of Pay</i> and divide it by 26	Is <i>salaried</i> and becomes <i>hourly</i>	Type in <b>*BLANK</b> (prefacing it with an asterisk) – which erases the <i>Standard Amount</i>	Is <i>hourly</i> and becomes <i>salaried</i>	Take the <i>Rate of Pay</i> and divide it by 26	Is <i>hourly</i> and remains <i>hourly</i>	Do NOT fill in this field
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Is <i>hourly</i> and remains <i>hourly</i>	Do NOT fill in this field								
<b>Salary Class</b>	Automatically populated if there is a change - after clicking <b>Fill Defaults</b> (see <i>Position</i> field above). <b>H</b> indicates hourly and <b>S</b> indicates salary								
<b>Allowance Hours</b>	Depending on the employee salary class, make the appropriate changes: <table border="1" data-bbox="462 1690 1307 1837"> <tr> <td>Is <i>salaried</i> and remains <i>salaried</i></td> <td>Leave blank</td> </tr> <tr> <td>Is <i>salaried</i> and becomes <i>hourly</i></td> <td>Type in 40</td> </tr> <tr> <td>Is <i>hourly</i> and becomes <i>salaried</i></td> <td>Type in <b>*BLANK</b> (prefacing it with an asterisk) – which erases the <i>Allowance Hours</i></td> </tr> <tr> <td>Is <i>hourly</i> and remains <i>hourly</i></td> <td>Do NOT fill in this field – as it will already have 40 displayed</td> </tr> </table>	Is <i>salaried</i> and remains <i>salaried</i>	Leave blank	Is <i>salaried</i> and becomes <i>hourly</i>	Type in 40	Is <i>hourly</i> and becomes <i>salaried</i>	Type in <b>*BLANK</b> (prefacing it with an asterisk) – which erases the <i>Allowance Hours</i>	Is <i>hourly</i> and remains <i>hourly</i>	Do NOT fill in this field – as it will already have 40 displayed
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Is <i>hourly</i> and remains <i>hourly</i>	Do NOT fill in this field – as it will already have 40 displayed								

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**Processing a Pay Mod** (continued)

Exempt From Overtime	N	
Pay Plan	BWN2	
Job Code	LP7	LP5
Expense Dist Co	1	
Expense Acct Unit	639510	37710
Process Level	63951	3771
Location	639510	37710
Supervisor	LM 639510	LM 37710
Indirect Supervisor	LM 639510	LM 37710

Remember to scroll down to view *Indirect Supervisor*.

Field	Description																
<b>Exempt From Overtime</b>	Automatically populated if there is a change – after clicking <b>Fill Defaults</b> (see <i>Position</i> field on page 2.) <b>N</b> indicates hourly and <b>Y</b> indicates salary																
<b>Pay Plan</b>	Determine (a) if the employee's new Residing Location is on biweek 1 or 2 AND (b) if the employee is salary or hourly. Select the plan below which corresponds to the (a) biweek and (b) pay class. If there is a change, type one of the following Plans: <table border="1" data-bbox="462 808 958 934"> <thead> <tr> <th>Plan</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BWE1</td> <td>Bi-Weekly 1 Exempt (Salary)</td> </tr> <tr> <td>BWE2</td> <td>Bi-Weekly 2 Exempt (Salary)</td> </tr> <tr> <td>BWN1</td> <td>Bi-Weekly 1 Non-exempt (Hourly)</td> </tr> <tr> <td>BWN2</td> <td>Bi-Weekly 2 Non-exempt (Hourly)</td> </tr> </tbody> </table> <p>Note: disregard the effective dates associated to the pay plans. Also, to determine the biweek of a Location, go to <a href="http://breeze02.pharmacy.com/biweek">http://breeze02.pharmacy.com/biweek</a></p>	Plan	Description	BWE1	Bi-Weekly 1 Exempt (Salary)	BWE2	Bi-Weekly 2 Exempt (Salary)	BWN1	Bi-Weekly 1 Non-exempt (Hourly)	BWN2	Bi-Weekly 2 Non-exempt (Hourly)						
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BWN2	Bi-Weekly 2 Non-exempt (Hourly)																
<b>Job Code</b>	Automatically populated after clicking <b>Fill Defaults</b> (see <i>Position</i> field on page 2)																
<b>Expense Dist Co</b>	Leave field blank																
<b>Expense Acct Unit</b>	<i>Location</i> and <i>Expense Acct Unit</i> is usually the same – with the exception of Area Managers and above																
<b>Process Level</b>	<i>Process Level</i> is usually the <i>Location</i> number without the zero (0) at the end. Note: for the three (3) digit Location numbers that end in zero, the Process Level will begin with a zero (0). To determine the Process Level of a Location, go to: <a href="http://breeze02.pharmacy.com/biweek">http://breeze02.pharmacy.com/biweek</a>																
<b>Location</b>	<i>Location</i> number is where the employee physically resides. Note: if the Location changed, you must determine if the Biweek has changed; see <i>Pay Plan</i> field above																
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>If the employee is changing supervisors, select the name of the new supervisor</li> <li>If the supervisor is NOT changing, leave blank</li> </ul> <p>Tip: when searching for the supervisor's name, change the first field to Employee Name and then type in part of their name. Click <b>Filter</b>. Single-click the line item to add the supervisor</p> <table border="1" data-bbox="576 1543 1128 1648"> <tr> <td>Employee Name</td> <td>contains</td> <td>Jack</td> <td>Filter</td> </tr> <tr> <th>Supervisor</th> <th>Description</th> <th>Employee Name</th> <td></td> </tr> <tr> <td>LM 6696 10</td> <td>LOCATION MANAGER. 6696 10</td> <td>Jackson, Jennifer M</td> <td></td> </tr> <tr> <td>LM 96710</td> <td>LOCATION MANAGER. 96710</td> <td>Jaeger Jr, Jack E</td> <td></td> </tr> </table>	Employee Name	contains	Jack	Filter	Supervisor	Description	Employee Name		LM 6696 10	LOCATION MANAGER. 6696 10	Jackson, Jennifer M		LM 96710	LOCATION MANAGER. 96710	Jaeger Jr, Jack E	
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Supervisor	Description	Employee Name															
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LM 96710	LOCATION MANAGER. 96710	Jaeger Jr, Jack E															
<b>Indirect Supervisor</b>	An indirect supervisor administers Kronos for the employee. Example: an indirect supervisor for an RC/RT or SR would be the LCM for their respective Location.  If the <i>Indirect Supervisor</i> is the same as the <i>Supervisor</i> , then you still must enter the code again in this field - if the code is changed																

8. Click **Update**.

**Important!** A "Personnel actions have been updated" message will be displayed – when the Pay Mod was performed successfully.



## Approving a Pay Mod

After the *initiator* clicks **Update**: (a) an email is sent to your direct supervisor/managers AND (b) the Pay Mod is listed in the direct supervisor's/manager's *MSS In Basket* within Lawson – as a *Level 1 Approval*.



Each Pay Mod requires 3 levels of approval and HR's approval. Each approver is required to follow these instructions:

### Navigation Tip!

- Click **Home** to display the left pane navigation
- Click **Back** in the Internet Explorer toolbar to return to the previous window in the right pane

1. Click **Level 1 (or 2 or 3) Approval**.

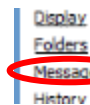
2. Make a note of the *Work Unit* number or save the email MSS sent – which contains the *Work Unit* number.

**Important!** After approval, you will NO longer have the *Work Unit* number displayed. If you need to follow up on this Pay Mod, this number is required for HRIS to help you.

3. Click the description in the right window/pane.

4. If you are a Level 1 Approver, go to step 5. If you are a Level 2 or 3 approver, click **Messages** and read any notes before approving. Ignore any messages listed as *Mailmsg* from System – which are system generated messages.

Note: when creating a message, you can write up to 640 characters. If you go over the limit and click **Add Message**, you will receive an error message and lose your entire message.



**Messages** link is not visible until Level 1 Approver

Note: Although Level 1 Approver can create messages, they cannot view any messages. Therefore, step 4 is not required for Level 1 Approvers.


5. Click **Folders**.

6. Click **Personnel Actions** in the right window/pane.

Note: you will see four (4) tabs on the screen. Ignore the *Parameters* and *Selected Items 3* tabs.



7. Click and review the **Selected Items 1** and **Selected Items 2** tabs.

8. If any field needs to be modified – based on the previous instructions to process a Pay Mod, make the edit in the **Change To** column and click **Change** . Wait until you see a "Change Complete - Continue" – which will be displayed in the bottom left corner within the status bar.

Note: all fields can be changed by any level of approver except *Effective Date*. If *Effective Date* needs to be revised, you will need to (a) click **Refuse** for the current Pay Mod, and (b) advise the direct supervisor/manager to process a new one and explain the reason for the refusal.

9. Click **Approve**.

Note: after receiving Level 3's approval, the Pay Mod goes to HR Compensation for approval. Then, HRIS verifies the data before it is completed.

## Contact Information

For more information, contact your (a) **HR Rep** or (b) **HRIS** at [hris@rotech.com](mailto:hris@rotech.com) or (877) 603-7840. You will need to provide the *Work Unit* number as listed in step 2 of the *Approving a Pay Mod* section. If you are the manager who initiated the Pay Mod, ask your Level 1 Approver for the *Work Unit* number.