


# WMU Manager Self Service – FAST PASS

## Ad Hoc Pay Change



AD HOC PAY CHANGE	
1.	Access the PeopleSoft Manager Self Service page
2.	Click on the Update Team Information tile
3.	Select the 'Request Ad Hoc Salary Change' option at left menu
4.	Click on the employee/correct employee job
5.	Enter the effective date of the pay change
6.	Select the appropriate reason for the pay change
7.	Enter the new pay change in one of the three boxes ( a percent, an amount, a new rate)
8.	Tab out of the field
9.	Verify the 'New Amount (New Pay Rate) ' is correct
10.	Click the 'Next' button in the upper right hand corner
11.	Enter appropriate comments – NOTE: for grant transactions, please INCLUDE the grant fund and cost center in the form Comments section
12.	Click the 'Submit' button in the upper right hand corner
13.	Verify the message at the top indicates the request was successfully submitted
14.	To exit, click on the  icon & select 'Sign Out'