

CENTRIA KRONOS – HR ACTION – BASE COMPENSATION CHANGES

HR Action – Base Compensation Changes

1. Click the Main Menu link



- 2. Click the **Team** tab
- 3. Expand the HR section, and then click **HR Actions**



Base Compensation changes can be submitted for the following employee groups:

ABA Techs

Healthcare Employees

ABA Clinicians

Internal



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4. Click the Start link to the right of the Base Compensation Change action

≡ ©centria	HR	2	• 👂 💿
AVAILABLE OPEN SUBMITTED	Search Actions		٩
Base Comp Change - ABA Techs Base Comp Change - ABA Techs			C ¹ Start
Base Comp Change ABA Clinicians Base Comp Change ABA Clinicians			C ⁴ Start
Base Comp Change- Healthcare Employees Base Comp Change- Healthcare			C ⁴ Start
Base Compensation Change-Internal			of Start
Benus Payment Please complete this information below th	in Save and patrixed for approval.		C ⁴ Start
Job Change			C [*] Start
Terminate Employee Please fill out the fields below in the first section only	and gateria for HR to complete and approve.		
Employee is only elligible for Rehire if the following o	unditions are met; 1)The employee gave two (2) weeks notice through proper channels 2) The employee is currently in good standing with the company 3) The employee was not terminated for voluting Centria policies and proceedures.		C [*] Start

Note: The steps below are the same, regardless of which employee type you select.

- 5. Click the **Search** icon (magnifying glass) to find the employee whose base compensation is changing
- 6. Click the **Calendar** icon to select the Effective From date
- 7. Click Continue

Base Compensation Change					
Choose Employee * HR Train (Centria Healthcare LLC) Effective From * 12/03/2018	3				
CANCEL	JE				

8. Scroll to the Compensation Changes section, and click the + Add link

Compensation Changes								
Annual 💌								+ Add
Effective From	Arenual S	Amount S	Hours	PD	Autopay Amount Earning	Autopay Type	Actions	_
12/31/1900	\$52,000.00	\$25.00 / Hour	2080.00hrs / Year	52		Amount		



Important notes about the Add Base Compensation fields.

Column 1:

- Make changes ONLY to the Amount & Reason Code fields
 - If an employee changes from Hourly to Salary, update the Hours from 20 to 40 (and vice versa)
 - Do not adjust hours if the employee is not changing from Hourly to Salary (and vice versa)
- Do NOT change the "PP in Year" or "Autopay Type" fields

Column 2:

- If an employee changes from Hourly to Salary, update the first "Per" field to Year
- If an employee changes from Salary to Hourly, update the first "Per" field to Hour
- Enter the Effective Date
- The second "Per" field is always PP
- Leave the Autopay Amount Earning field blank
- 9. Complete the entries on the Add Base Compensation page, and then click SAVE

Add Base Compensation	X	
Amount \$ 25.00000	Per Year 👻]
Hours 40.00	Per PP +]
PP in Year 52	Autopay Amount Earning	1
Autopay Type Amount	Effective From * 02/03/2019	1
Reason Code * Part-Time to Full-Time		1
	CANCEL	J

- 10. Be sure to confirm the Pay Type
- 11. Review the information, and then click SAVE and SUBMIT

Compensati	Compensation Changes								
Annual 🕶	Annual 👻								+ Add
Effective F	irom Annual	15 % Change	Amount S	Hours	Reason Code	Autopay Amount Earning	Autopay Type	PP	Actions
02/03/201	9 \$25.00	-00.05%	\$25.00 / Year	40.00km / PP	Part-Time to Full-Time		Amount	52	
12/31/190	0 \$52,00	0.00	\$25.00 / Hour	2080.00hrs / Year			Amount	52	
Рау Туре									
Salary Exern	npt		*						
_									
									SAVE SUBMIT



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- a. Kronos prompts with a question
- 12. Click OK



a. The Base Compensation Change displays on the SUBMITTED tab and is routed to HR for review and approval

AVAILABLE	OPEN (4)	SUBMITTED	
All Statuses 🔻	This Year	 All Emplo 	yees 🔻
✓ Employee			
➤ Base Compe	ensation Change	(1)	
HT HR T	rain		

Questions?

Please direct any questions to <u>HR@centriahealthcare.com</u>.