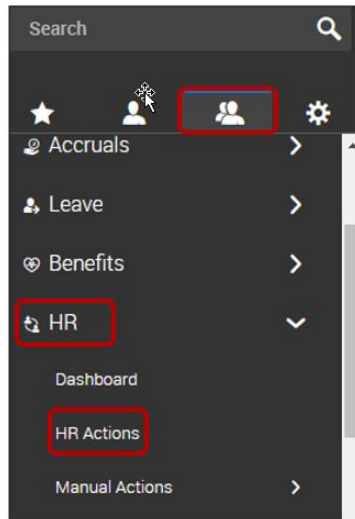


HR Action – Base Compensation Changes

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

ABA Clinicians

Healthcare Employees

Internal

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



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
📅

CANCEL

CONTINUE

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

Compensation Changes							
Effective From	Annual \$	Amount \$	Hours	PP	Autopay Amount Earning	Autopay Type	Actions
12/31/1900	\$52,000.00	\$23.00 / Hour	2080.00hrs / Year	52		Amount	...

+ Add

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 ✕

Amount \$ <input style="width: 90%;" type="text" value="25.00000"/>	Per <input style="width: 90%;" type="text" value="Year"/>
Hours <input style="width: 90%;" type="text" value="40.00"/>	Per <input style="width: 90%;" type="text" value="PP"/>
PP in Year <input style="width: 90%;" type="text" value="52"/>	Autopay Amount Earning <input style="width: 90%;" type="text"/>
Autopay Type <input style="width: 90%;" type="text" value="Amount"/>	Effective From* <input style="width: 90%;" type="text" value="02/03/2019"/>
Reason Code* <input style="width: 90%;" type="text" value="Part-Time to Full-Time"/>	

10. Be sure to confirm the Pay Type

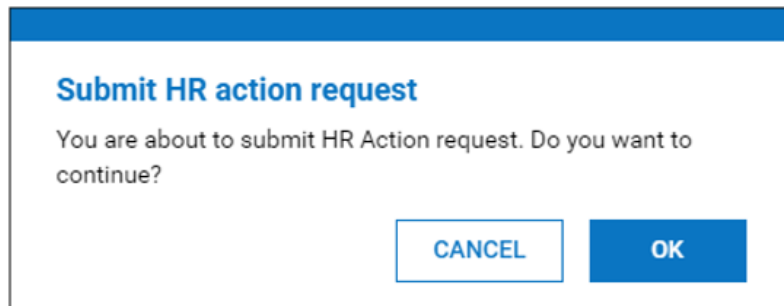
11. Review the information, and then click **SAVE** and **SUBMIT**

Effective From	Annual \$	% Change	Amount \$	Hours	Reason Code	Autopay Amount Earning	Autopay Type	PP	Actions
02/03/2019	\$25.00	-98.95%	\$25.00 / Year	40.00hrs / PP	Part-Time to Full-Time		Amount	52	...
12/31/1900	\$52,000.00		\$25.00 / Hour	2080.00hrs / Year			Amount	52	...

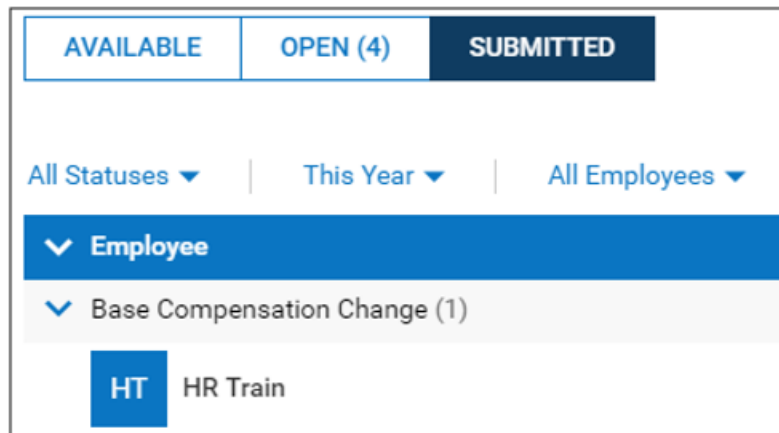
Pay Type

- 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



Questions?

Please direct any questions to HR@centriahealthcare.com.