



Salary Change

1. Open the Tyler Menu, then...
 - a. **Human Resources/Payroll**
 - b. **Human Resources**
 - c. **Personnel Actions**
 - d. **Actions Entry**
2. On the **Actions Entry** screen, click on **Add** in the MUNIS ribbon.
 - a. Enter Employee ID, use 3 dot help if necessary.
3. Enter **Effective Date** (*Start of current or future pay period*)
4. Select **Action Code** – 03 – *Salary Change*
5. Select **Reason/Auth** – 0308 – (*see attached*)
6. Add comment - Reason for change
7. Select Accept
8. Choose **Detail** on the MUNIS RIBBON
9. Select **EMPLOYEE PAY /Accept**
10. **Choose 1st record / Accept**
11. Select Update
12. Change work **Start/End, Start Date, Eff Date**
13. Change **Grade & Step** or pay if exempt
14. Accept
15. Return
16. Return
17. Select **RELEASE** on the MUNIS Ribbon

Be sure all are the same date, if not employee will not be paid! Must be start of current or future pay period.