

HR351 Updating an Employee's Compensation**Updating an Employee's Compensation Overview**

This Job Aid guides users through the steps required when a compensation change needs to be made to an employee's state, non-state, or special pay rate. The system contains edits that maintain the acceptable parameters for compensation actions, based upon the salary plan and grade minimum and maximum thresholds.

Salary changes due to upward, downward, or lateral job changes, including job code and salary plan/grade/step changes, require two separate transactions. It is necessary to process the position update prior to processing the salary change. Refer to the **HR351 Managing Position Data** Job Aid for assistance with keying the position update. The effective date of the pay action cannot be prior to the effective date of the position change. The position change and the salary change must have the same effective date in the system. Therefore, when processing the pay change, an effective sequence will be added within the current effective dated row on the **Job Actions Summary** page.

It is important that the Action/Action Reason codes are accurate based on the type of change being made. Examples of these consistent Action/Action Reason codes will be provided throughout this Job Aid. There are audit reports that Agencies and DHRM will use to monitor demotions, promotions, and upward and downward pay changes to ensure that the prerequisite position change necessary to properly impact the compensation action are processed in accordance with DHRM Compensation Policy 3.05.

If this compensation change is a result of demotion or pay change that must be removed, it is necessary to open a VCCC Helpdesk ticket in order for Cardinal PPS to remove the data rows. To reverse or adjust a pay change, provided there is not another effective dated row following the effective date of the pay change needing to be reversed or changed, an effective sequence may be added using the same date as the pay action.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
How to Change an Employee's Compensation	3
How to Correct an Employee's Compensation	12



HR351 Updating an Employee's Compensation

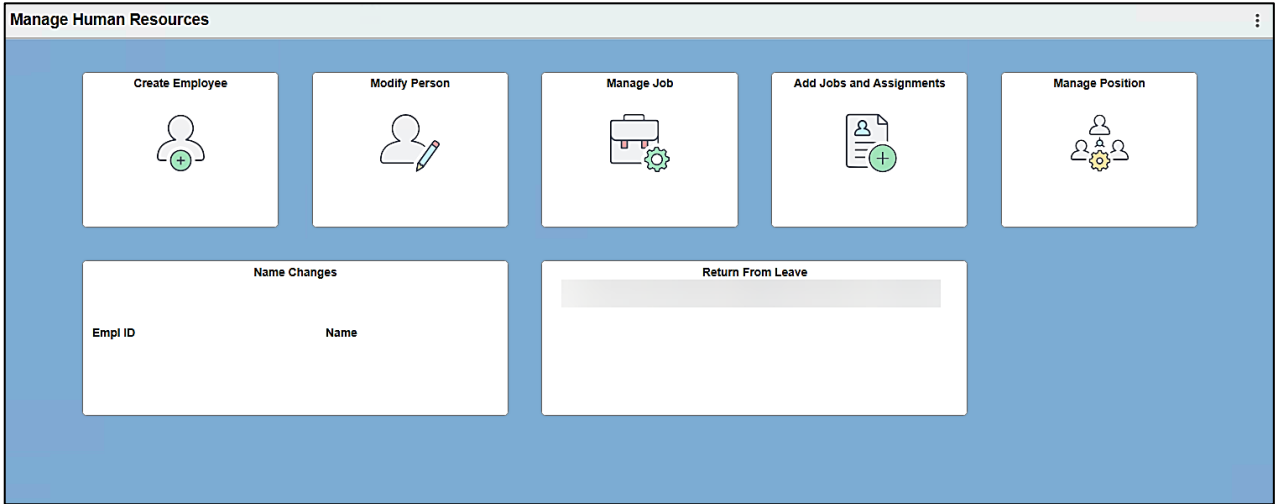
Revision History

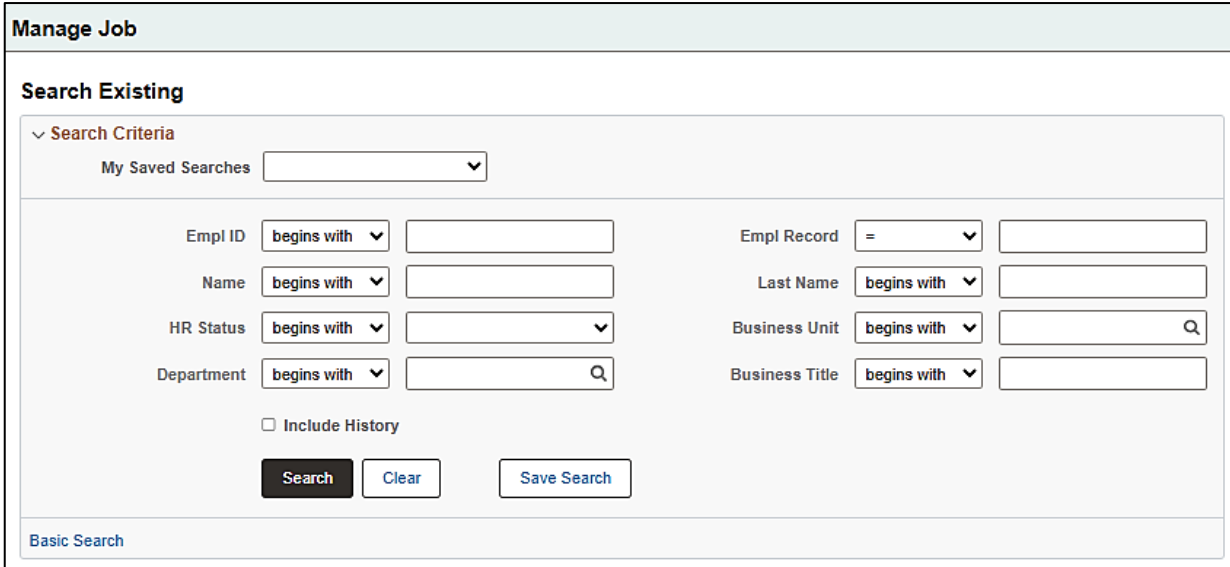
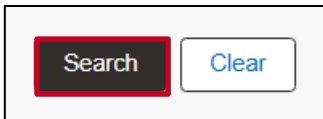
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search page. Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

HR351 Updating an Employee's Compensation

How to Change an Employee's Compensation

Use this process to change an employee's compensation. Follow the steps in the section titled [How to Correct an Employee's Compensation](#) when making corrections to an employee's compensation.

Step	Action
1.	Navigate to the Modify Person page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Manage Job tile. 

Step	Action
The Manage Job Search Existing page displays. 	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 

HR351 Updating an Employee's Compensation

Step	Action
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The **Job Actions Summary** page displays for the employee.

Job Actions Summary

JOHN DOE

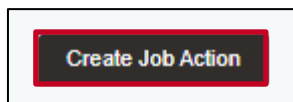
Create Job Action

Update/Display Include History

Job Actions Summary

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group	Tax Location Code	Employee Classification	Employee Type	Standard Hours	FTE
06/15/2025 0	Active Primary Job	Pay Rate Change FY26 Statewide Increase	AA_CARDINAL_BATCH_HR 06/07/2025	Completed	69034 Compliance/Safety Officer IV			USA United States	10100 Dept of Labor and Industry	10100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR07)	SM1 Semimonthly Classifier		CLS Classified Salary	S Salaried	40.00	1.000000
06/15/2024 0	Active Primary Job	Pay Rate Change FY25 Statewide Increase	AA_CARDINAL_BATCH_HR 06/06/2024	Completed	69034 Compliance/Safety Officer IV			USA United States	10100 Dept of Labor and Industry	10100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR07)	SM1 Semimonthly Classifier		CLS Classified Salary	S Salaried	40.00	1.000000
12/15/2023 0	Active Primary Job	Pay Rate Change FY24 Dec Statewide Increase	AA_CARDINAL_BATCH_HR 12/09/2023	Completed	69034 Compliance/Safety Officer IV			USA United States	10100 Dept of Labor and Industry	10100 DEPT OF LABOR AND INDUSTRY		DOLI Dept of Labor and Industry	DLI Dept of Labor and Industry	SM1 Semimonthly Class (SATFR07)	SM1 Semimonthly Classifier		CLS Classified Salary	S Salaried	40.00	1.000000
06/15/2023	Active	Pay Rate Change	JOHN DOE		69034			USA	10100	10100		DOLI	DLI	SM1	SM1		CLS	S		

6. Click the **Create Job Action** button to add a new effective dated row.



The **Create Job Action** page displays in a pop-up window.

Cancel Create Job Action Continue

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

*Effective Date 06/05/2026

Effective Sequence 0

*Action

*Reason



When creating a job action, the effective date displays the current date. This process will create a new Job Data row on the **Job Actions Summary** page. In this example, today's date is "06/05/2026". A change to the employee's job record is initiated by a change to the Position Data that was entered on "06/01/2026".

HR351 Updating an Employee's Compensation

Step	Action
7.	Update the Effective Date to reflect the applicable date. Note: If the change is the same date as the position change, the Effective Sequence field will automatically increment by "1" upon refresh. *Effective Date 06/01/2026  Effective Sequence 1
	If this change is the result of an alternate salary plan step, ensure that the effective date is the same or later date than the effective date of the alternate salary plan update. For further information on effective dating, see the Job Aid titled HR351 Overview of Effective Dating. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
8.	Click the Action dropdown button and select the appropriate Action code. Note: In this example, "PAY" ("Pay Rate Change") has been selected. *Action PAY  Pay Rate Change *Reason 
	For further information on Action/Action Reason codes, see the Job Aid titled HR351 Action Reason Codes. This Job Aid can be found on the Cardinal website in Job Aids under Learning.
9.	Click the Reason dropdown button and select the appropriate Reason code. Note: In this example, "RDW" ("Job Reclass Downward") has been selected. *Action PAY  Pay Rate Change *Reason RDW  Job Reclass Downward
10.	Click the Continue button. Continue



HR351 Updating an Employee's Compensation

Step	Action
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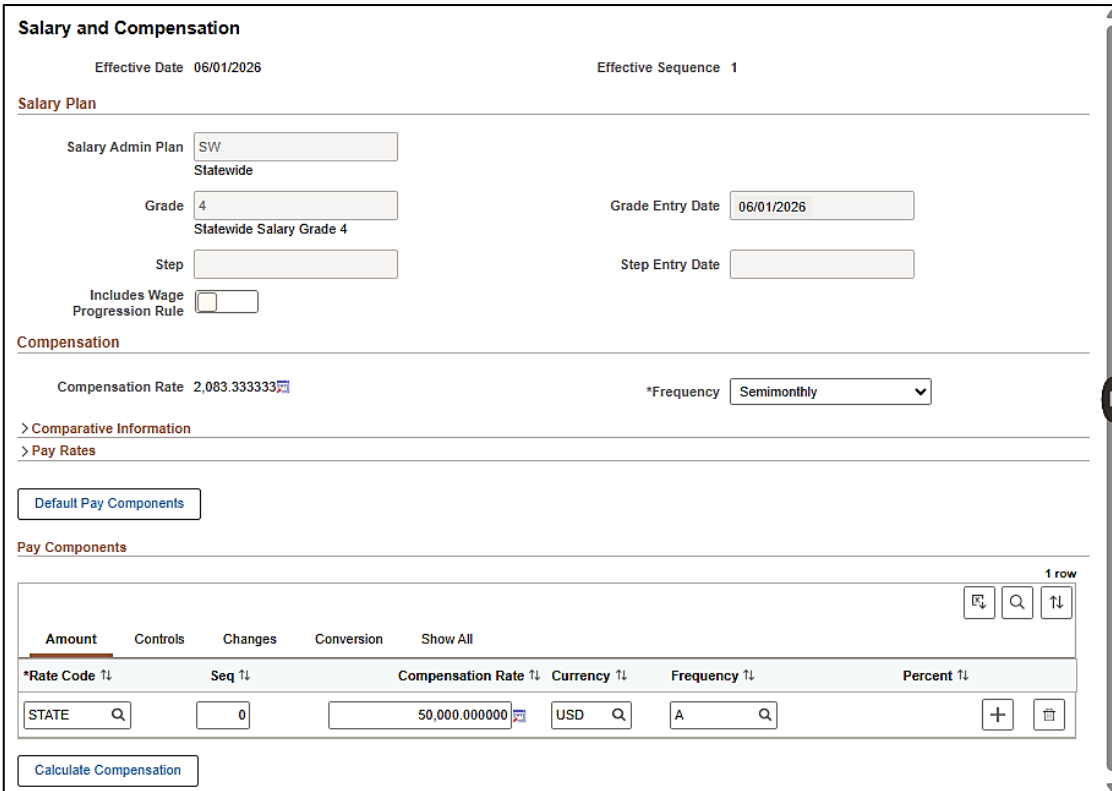
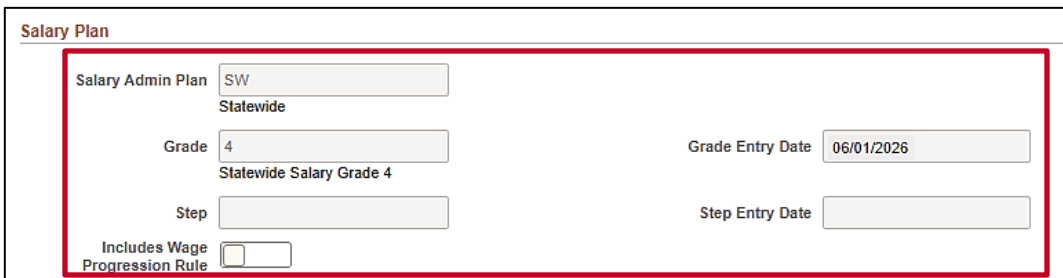
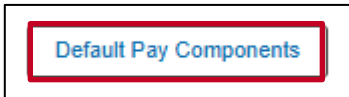
The **Work Location** page displays.

Work Location ● Visited	Work Location
Job Information ○ Not Started	Effective Date 06/01/2026 HR Status Active Payroll Status Active
Salary and Compensation ○ Not Started	*Job Indicator Primary Job ▼
Payroll ○ Not Started	Position Number DLI00543 Labor Law Compliance Officer Override Details ☐
Employment Data ○ Not Started	Position Entry Date 09/25/2023 Position Managed Record No
Benefit Program ○ Not Started	Regulatory Region USA United States Company DLI Dept of Labor and Industry
Validate ○ Not Started	Business Unit 18100 Dept of Labor and Industry
Summary ○ Not Started	Department 18100 DEPT OF LABOR AND INDUSTRY Department Entry Date 09/25/2023
	Location Establishment ID DOLI Dept of Labor and Industry
	Date Created 07/17/2026 Last Start Date 09/25/2023

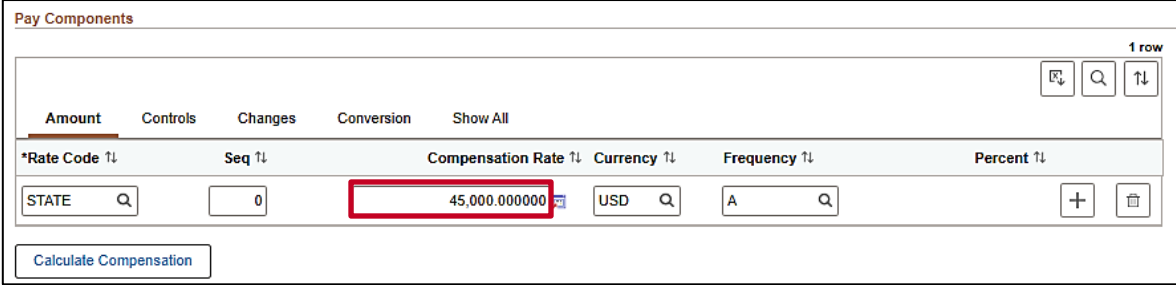
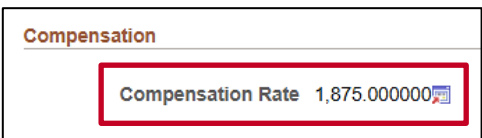
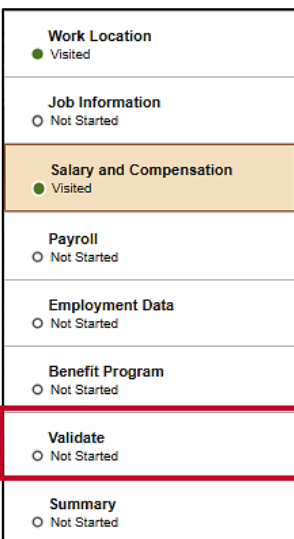
11. Click the **Salary and Compensation** tab.

Work Location ● Visited
Job Information ○ Not Started
Salary and Compensation ○ Not Started
Payroll ○ Not Started
Employment Data ○ Not Started
Benefit Program ○ Not Started
Validate ○ Not Started
Summary ○ Not Started

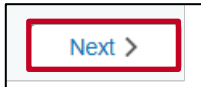
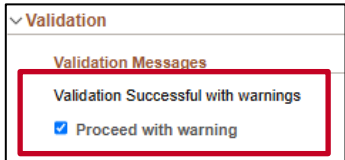
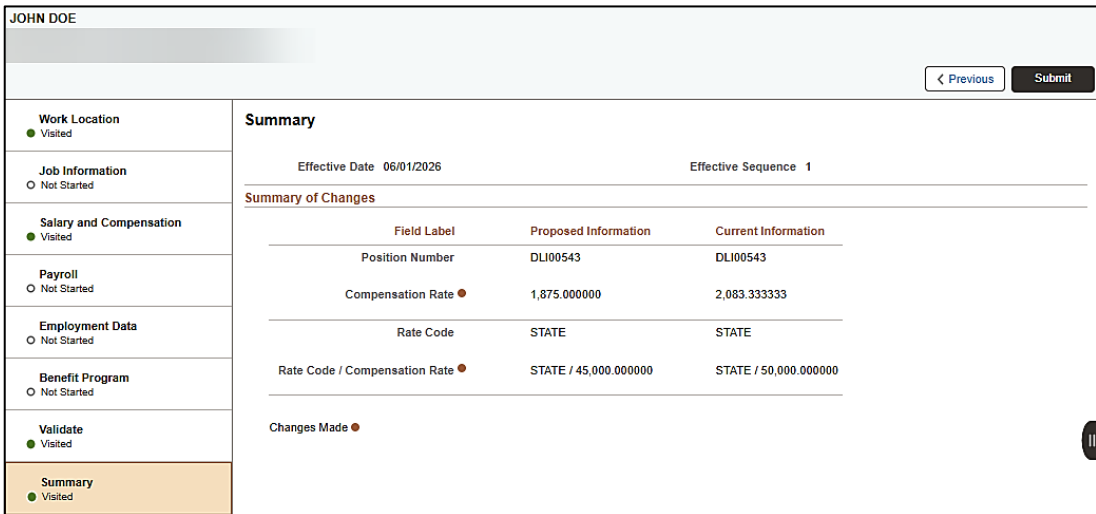
HR351 Updating an Employee's Compensation

Step	Action
	The Salary and Compensation page displays. 
12.	Validate that the expected Salary Plan section information has been updated to the employee job record from the position if applicable. 
13.	Scroll down and click the Default Pay Components button. 

HR351 Updating an Employee's Compensation

Step	Action
14.	Enter the new Compensation Rate in the Compensation Rate field. 
15.	Click the Calculate Compensation button. 
16.	Review the updated Compensation Rate field in the Compensation section. 
17.	Click the Validate tab. 

HR351 Updating an Employee's Compensation

Step	Action
	The Validate page displays. 
18.	Review the Validate page and click the Validate button. 
19.	Review the Validation Messages and click the Next button.  Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting. Select the Proceed with warning checkbox option if applicable. 
	The Summary page displays. 



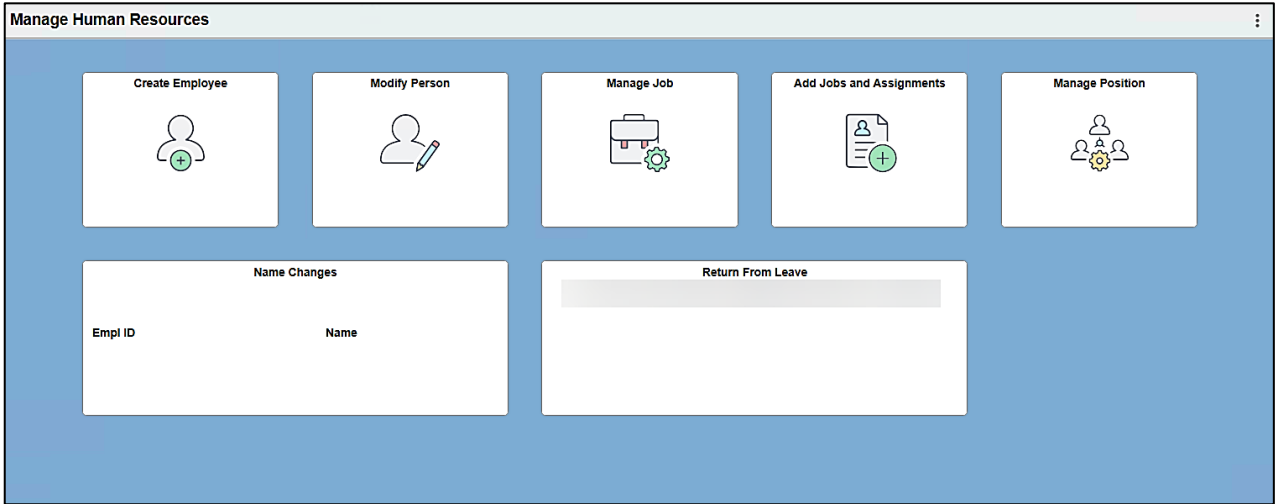
HR351 Updating an Employee's Compensation

Step	Action
20.	Click the Submit button. < Previous Submit
The Submit Confirmation page displays. Submit Confirmation ✓ The Pay Rate Change for JOHN DOE has been successfully created. JOHN DOE For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details. Job Actions Summary Go To Search Results	

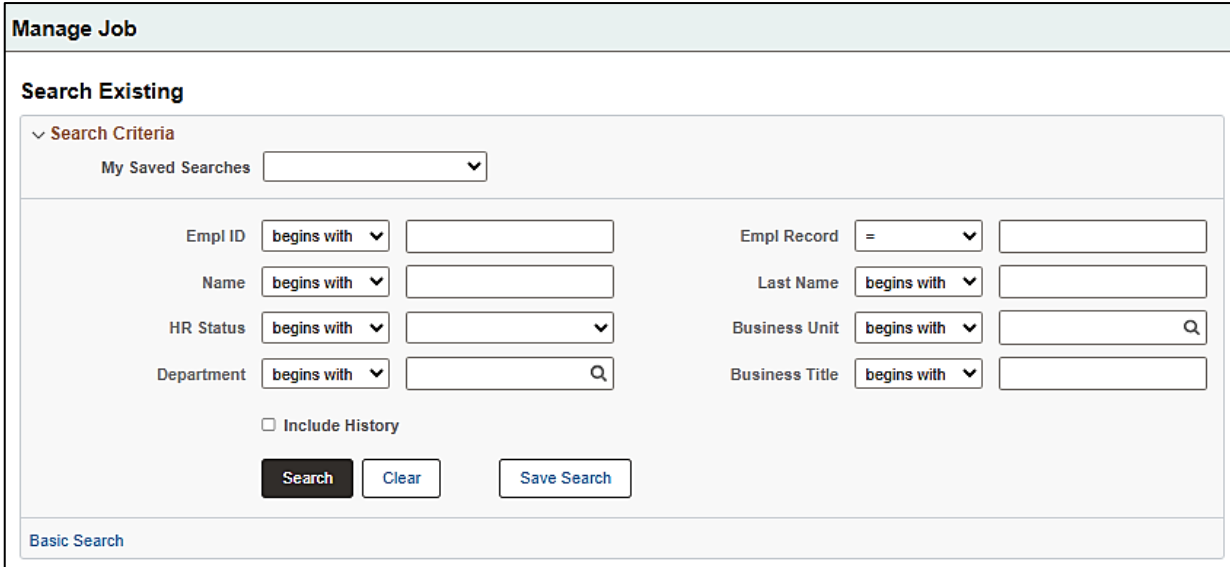
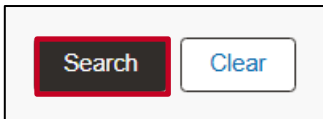
HR351 Updating an Employee's Compensation

How to Correct an Employee's Compensation

Use this process to correct an employee's compensation. Follow the steps in the section titled [How to Change an Employee's Compensation](#) when making changes to an employee's compensation.

Step	Action
1.	Navigate to the Modify Person page by clicking the Manage Human Resources tile on the Cardinal HCM Homepage. 
The Manage Human Resources page displays. 	
2.	Click the Manage Job tile. 

HR351 Updating an Employee's Compensation

Step	Action
	The Manage Job Search Existing page displays. 
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.
3.	Enter the employee's Employee ID in the Empl ID field. Note: Users can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. 
4.	Select the Include History checkbox option. 
5.	Click the Search button. 

HR351 Updating an Employee's Compensation

Step	Action
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The **Job Actions Summary** page displays for the employee.

Job Actions Summary

JOHN DOE

Create Job Action

Update/Display

Include History

Job Actions Summary

Effective Date / Sequence	HR / Payroll Status / Job Indicator	Action / Reason	Last Updated By / Date	Status	Job Code	Position	Reports To	Regulatory Region	Business Unit	Department	Location	Establishment ID	Company	Pay Group	Pay Group
07/02/2026	Active	Hire			69034	DLI00073	DLI00061	USA	18100	18100	HENR	DOLI	DLI	SM1	SM1
0	Active	New Hire	07/02/2026	Completed	Compliance/Safety Officer IV	Health Comp Officer Senior	Regional Health Director	United States	Dept of Labor and Industry	DEPT OF LABOR AND INDUSTRY	HENRICO REGIONAL OFFICE	Dept of Labor and Industry	Dept of Labor and Industry	Semi-monthly Class (SATFRI07)	Semi-monthly Class

- Make note of the Effective Date of the current row where the compensation error occurred. In this example, the effective date is "07/02/2026".

- Click the **Create Job Action** button to add a new effective dated row.

Create Job Action

The **Create Job Action** page displays in a pop-up window.

Cancel

Create Job Action

Continue

Note: If a Payroll is currently in process for this employee, data will not be processed until next payroll. Please review the transaction specific details and update the effective date correctly on this page.

*Effective Date

07/17/2026

Effective Sequence

0

*Action

*Reason

- Update the **Effective Date** field to reflect the same date as the Job Data row on the **Job Actions Summary** page when the compensation was originally entered on the job record.
Note: When the Effective Date is the same as the last Job Data row, the **Effective Sequence** field will automatically increment by "1".

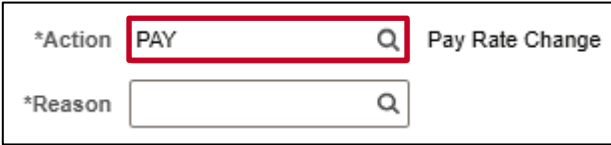
*Effective Date

07/02/2026

Effective Sequence

1

HR351 Updating an Employee's Compensation

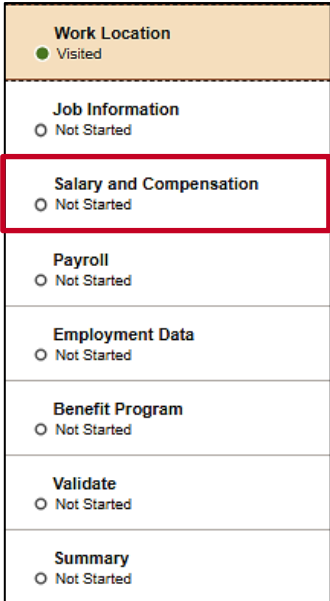
Step	Action
	If a transaction has occurred after the effective date of the compensation change that has already been entered on the Job Record, a VCCC ticket will need to be entered for PPS to make the compensation change.
9.	Click the Action dropdown button and select "PAY" ("Pay Rate Change"). 
10.	Click the Reason dropdown button and select "CRT" ("Pay Correction"). 
	For further information on Action/Action Reason codes, see the Job Aid titled HR351 Action Reason Codes . This Job Aid can be found on the Cardinal website in Job Aids under Learning .
11.	Click the Continue button. 

The **Work Location** page displays.

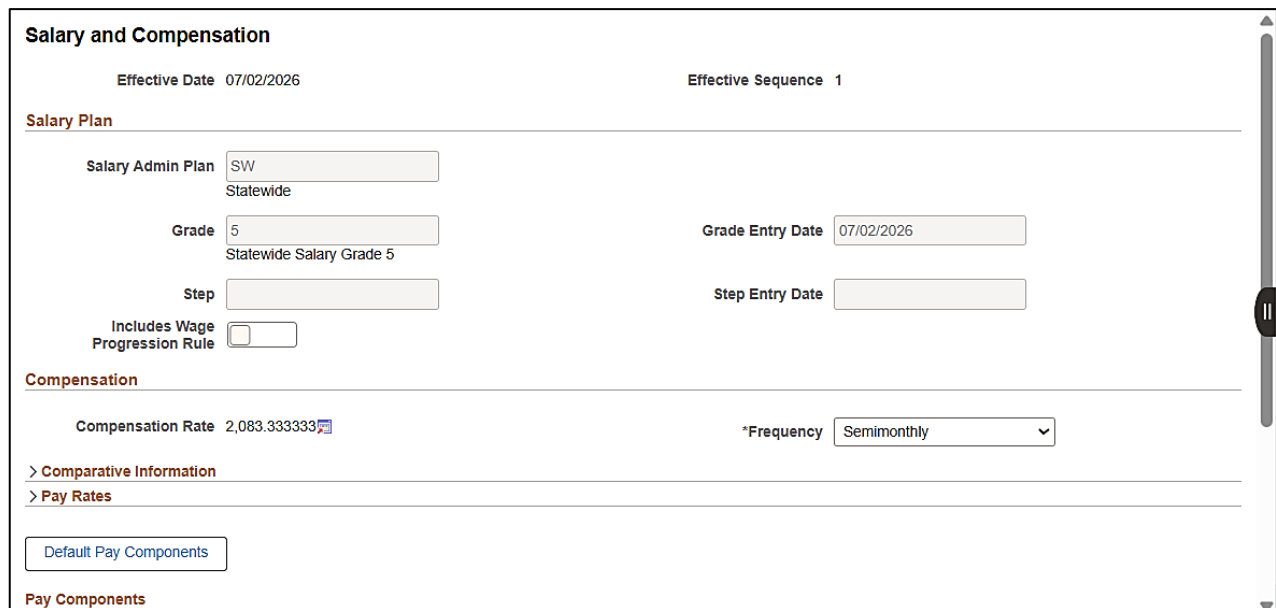
Work Location ☒ Visited	Work Location Effective Date 07/02/2026 Effective Sequence 1 HR Status Active Payroll Status Active *Job Indicator Primary Job Position Number DLI00073 Health Comp Officer Senior Override Details ☐ Position Entry Date 07/02/2026 Position Managed Record No Regulatory Region USA United States Company DLI Dept of Labor and Industry Business Unit 18100 Dept of Labor and Industry Department 18100 DEPT OF LABOR AND INDUSTRY Department Entry Date 07/02/2026 Location HENR HENRICO REGIONAL OFFICE Establishment ID DOLI Dept of Labor and Industry Date Created 07/17/2026 Last Start Date 07/02/2026
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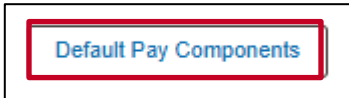


HR351 Updating an Employee's Compensation

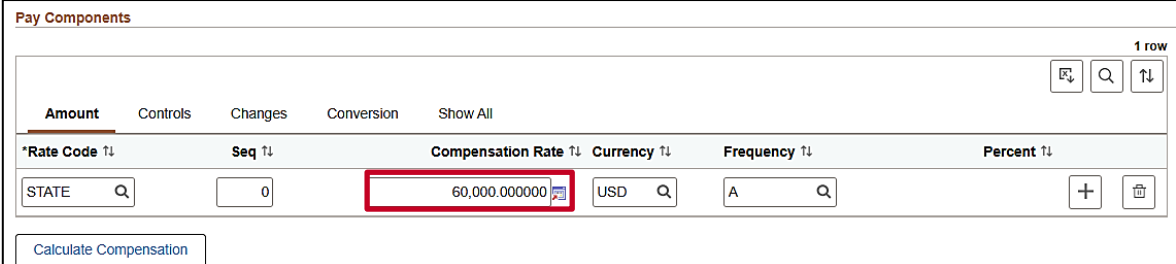
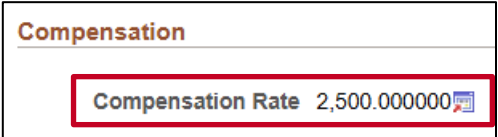
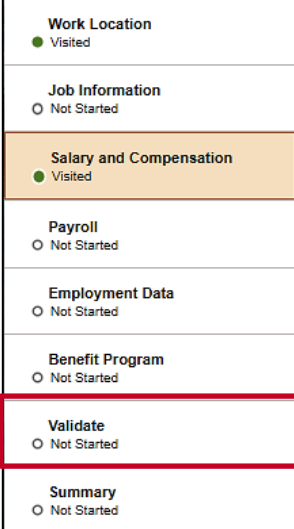
Step	Action
12.	Click the Salary and Compensation tab. 

The **Salary and Compensation** page displays.

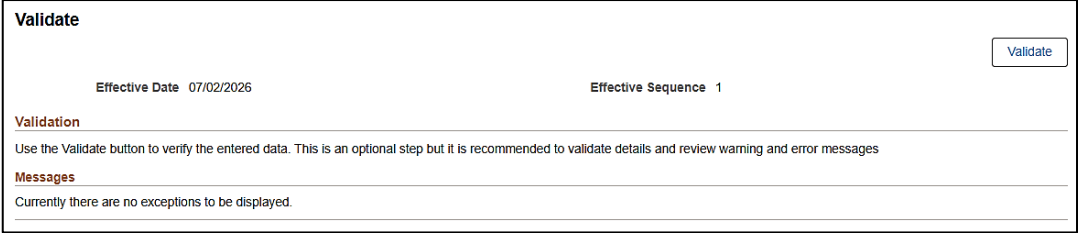
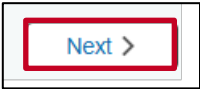
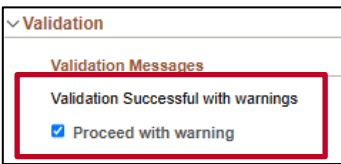


13.	Scroll down and click the Default Pay Components button. 
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HR351 Updating an Employee's Compensation

Step	Action
14.	Enter the new Compensation Rate in the Compensation Rate field. 
15.	Click the Calculate Compensation button. 
16.	Review the updated Compensation Rate field in the Compensation section. 
17.	Click the Validate tab. 

HR351 Updating an Employee's Compensation

Step	Action
	The Validate page displays. 
18.	Review the Validate page and click the Validate button. 
19.	Review the Validation Messages and click the Next button.  Note: Users should validate every transaction to review and address any warnings and/or errors that may have occurred. Warnings can be bypassed, but errors must be addressed before submitting. Select the Proceed with warning checkbox option if applicable. 

Step	Action
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The **Summary** page displays.

[< Previous](#)

Submit

Summary

Effective Date 07/02/2026 Effective Sequence 1

Summary of Changes

Field Label	Proposed Information	Current Information
Position Number	DLI00073	DLI00073
Compensation Rate ●	2,500.000000	2,083.333333
Rate Code	STATE	STATE
Rate Code / Compensation Rate ●	STATE / 60,000.000000	STATE / 50,000.000000

Changes Made ●

20.

Click the **Submit** button.

[< Previous](#)

Submit

The **Submit Confirmation** page displays.

Submit Confirmation

 The Pay Rate Change for JOHN DOE has been successfully created.

JOHN DOE

For entering or updating ACA related details go to Job Actions Summary and select the related action ACA Eligibility Details.

[Job Actions Summary](#)
[Go To Search Results](#)