

HRLYCH – Hourly Rate Change for Adjunct Hourly Staff

Used to add new effective dated record with rate change on jobs which have no Termination record.

Not for use by UNH users. UNH users should use RATECH - Rate Change for Adjunct Staff with Termination

		On-Time Change	Late Change
Access NOAEPAF			
	Name/ID		
	Query Date	Date of Change	First day of pay period following the last pay period
	Approval Category	HRLYCH	
	Position/Suffix	Enter Position/Suffix of job to be changed. Use the drop down arrow to access NBIJLST and select the correct job.	
NEXT BLOCK			
	HRLCHG		
	Jobs Detail Eff Date	Same as Query Date	
	Personnel Date	Same as Query Date	Date of change
	Regular Rate	TYPE new regular hourly rate	
	Job Change Reason	AERAT	
SAVE, Routing Information			
Transaction Comments, SAVE			
Submit Transaction			