

## Maintain Job Compensation

PO03

### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/15/2004	Farrell	Script standards

**Title:** Maintain Job Compensation

**Processes :**

**Sub-Processes :**

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HRMS Training Documents

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State of Washington HRMS

**File name:**  
JOB\_COMPENSATION.DOC  
**Reference Number:** 47

**Version:** Testing Team Draft Script  
**Last Modified:** 10/11/2005 8:05:00 AM

SAP Parent  
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**Purpose**

Use this procedure to update a job's compensation. Employee records should not be affected.

**Trigger**

Perform this procedure when you want to maintain job compensation.

**Prerequisites**

Appropriate job compensation elements available

**Menu Path**

Human Resources → Organizational Management → Expert Mode → Job

**Transaction Code**

**PO03**

**Helpful Hints**

The centralized Organizational Management role will perform this to maintain job compensation.

## Procedure

1. You have started the transaction using the menu path or transaction code.

## Maintain Job

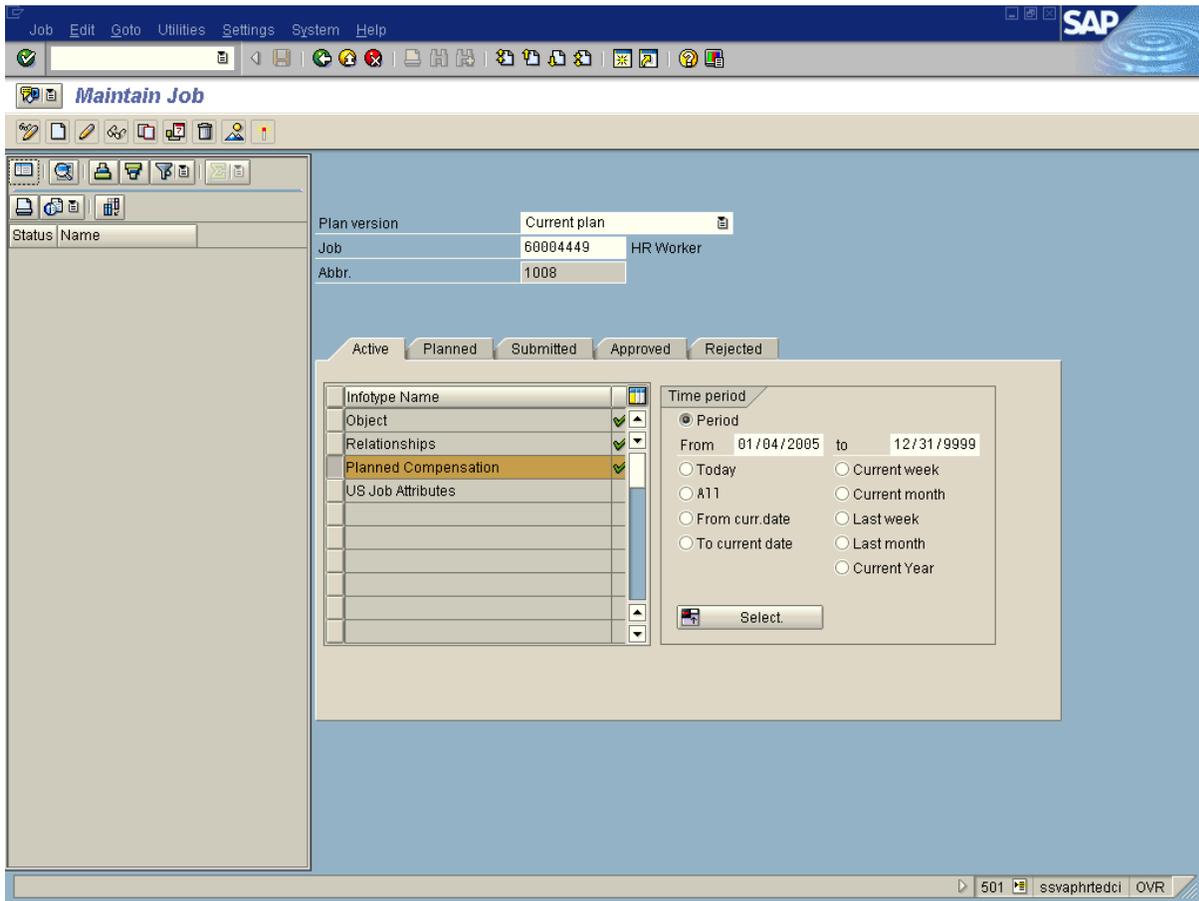
2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Job	R	This is similar to today's job class. It is generic in nature; contains attributes used to create specific positions when drafting an organizational plan. <b>Example:</b> 60000281

3. Click  .

4. Click  .

## Maintain Job



5. Click  to maintain history of the Planned Compensation infotype record.

## Change Planned Compensation

6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Pay Scale Group	R	The pay scale group is designated by the wage type and the associated low and high values describing an annual salary. For example, a wage type represents an employee's annual salary. The lower and upper limits of \$30,000 and \$42,000 are also associated with the wage type completing the description of the pay scale group. <b>Example:</b> 44
To	R	It specifies the end date of a record, transaction, or search. <b>Example:</b> 44

7. Click  .

8. Click . Click "Yes" when prompted "Previous record will be delimited at end. Do you want to save?"



The level will automatically default based on the steps available (i.e. A – K). Unlike the position compensation we do not want the employee to inherit these new attributes as they should only inherit the compensation on the position. As a result, report PECM\_UPD\_0008\_1005 - Update Basic Pay from Planned Compensation should not be executed when changes are made to job compensation components. .



The system displays the message, "Record created."

9. You have completed this transaction.

#### Result

You have successfully updated job compensation.

#### Comments