



My Team

Modifying Employee's Hourly Rate/Salary

Modifying Employee's Hourly Rate/Salary MANAGER

Follow these steps to modify an active employee's hourly rate or salary.

Reminder(s):

- If the rate change involves a status change, job change, or a transfer, then refer to the **Transferring an Employee** job aid.
- All pay changes will require approval from your manager.

1 Access Current Associate Detail

Log in to HR Central using your Luxottica employee ID and password. In the Self-Service menu, select **My Team**.

At the **My Team** screen, select the employee's name.

At the employee's data information screen, select **Change of Basic Pay**.

The screenshot displays the 'My Team' interface in HR Central. At the top, there's a 'My Team' header and a 'Display: Direct Reports' dropdown. Below this is a table of employees. The table has columns for Employee Name, Lux ID, Position, and Manager. The employee 'TIER1-2, TestFlor51' is highlighted with a red box. Below the table, there's a section for 'My Data: On Behalf of TIER1-3, TestFlor52'. This section contains three buttons: 'Back to Team View', 'Change of Basic Pay', and 'Organizational Transfer'. The 'Change of Basic Pay' button is highlighted with a red box. Below the buttons, there's a 'Personal Data' section with fields for Full Name, Nickname, Gender, Date of Birth, and SSN. The 'Personal Data' section is expanded, showing the details for 'TIER1-3, TestFlor52'. The 'Contact Information', 'Emergency Contact', and 'Account ID and Email Addresses' sections are collapsed.

Employee Name	Lux ID	Position	Manager
Abitz, Alexander	561966	Sales Supervisor	Totaram, Hemant N.
TIER1, TestFlor50	920185	Sales Supervisor	Totaram, Hemant N.
TIER1-2, TestFlor51	920186	Eyewear Consultant	Totaram, Hemant N.
TIER1-3, TestFlor52	920187	Lab Technician	Totaram, Hemant N.
Canales, Jennifer	563839	Tech Trainee	Totaram, Hemant N.
Ramos, Sigfredo	034335	Licensed Lab Manager	Totaram, Hemant N.
Cade, Peter H.	035764	Licensed Lab Manager	Totaram, Hemant N.
Anadiya, Rashmi K.	035757	Retail Manager	Totaram, Hemant N.

My Data: On Behalf of TIER1-3, TestFlor52

Back to Team View Change of Basic Pay Organizational Transfer

Personal Data

Full Name: TIER1-3, TestFlor52
Nickname:
Gender: Female
Date of Birth: 01/01/****
SSN: **** 3333

Contact Information
Emergency Contact
Account ID and Email Addresses



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2 Change Hourly Rate / Salary

In the **Effective Date** field, select the calendar icon and choose the effective date for the change in the hourly rate/salary. Remember to choose the first day of a pay period. Effective dates for pay changes can only be backdated a maximum of 60 days.

Select the **Pay Adjustment** option from the **Reason for Action** drop-down list. This option will also appear automatically in the **Reason for Change** field.

You will see an **Hourly Rate** or **Annual Salary** field based upon the employee being either hourly or salaried. Enter the new hourly rate or salary amount in the appropriate field.

Review all entries then select **Check**.

3 Review Any Warnings and/or Errors and Send

Review any warnings and/or errors that appear. The warnings displayed in this example are letting you know that the original salary record will be “delimited”, meaning the old record of salary will end the day before the effective date and the new record of salary will become effective with the date entered. If there are errors, you will not be able to leave this screen, unless you “cancel” the operation all together.

Once you are satisfied, select **Send** to complete the action. If you select **Send** without first selecting **Check**, you may not be aware of any transaction errors. An error may cause the transaction to fail to complete. You may not be aware the transaction failed until the effective date has passed.

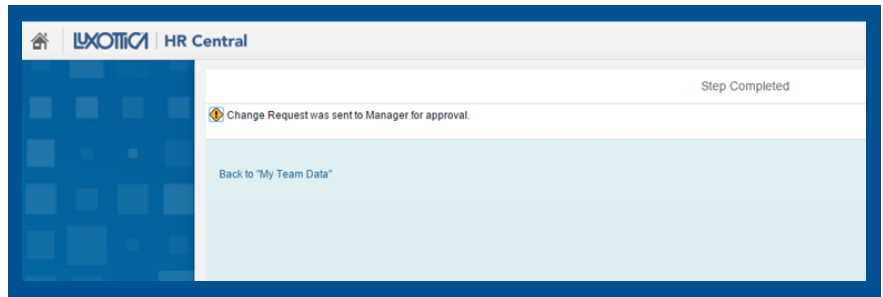


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You will see a sent approval message and a link to return to **My Team Data**.

A change of pay requires approval. The next-level manager will receive a notice in **My Data Approvals** that this Action needs approval. You will receive notice from your manager when it is approved.



4 Change of Basic Pay Approval

The next-level manager goes to **My Data Approvals** to approve (or reject) the pay adjustment.

Next-level manager selects "Approve".

The next-level manager selects "Submit" and a message at the bottom of the screen will display for a few seconds ("Task Successfully Processed").

