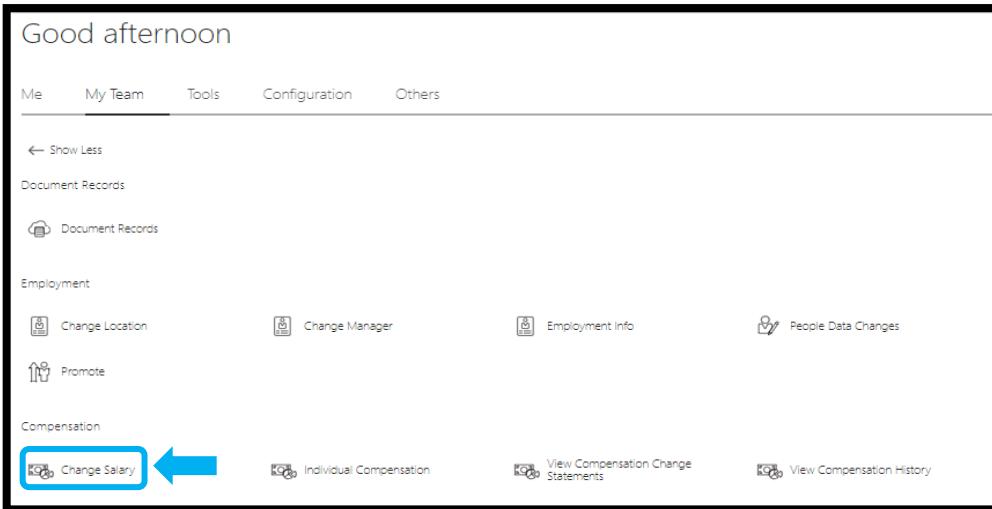


# MANAGER SELF-SERVICE:

## Change Salary

**Change Salary** – Change salary or hourly rate

1. Navigate to [Fusion HCM](#).
2. Select **Company Single Sign On** link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click **Sign In**.
4. Click on the **My Team** tab, then click on **Show More** from the left actions menu.
5. Click on the **Change Salary** task.



Good afternoon

Me My Team Tools Configuration Others

← Show Less

Document Records

Document Records

Employment

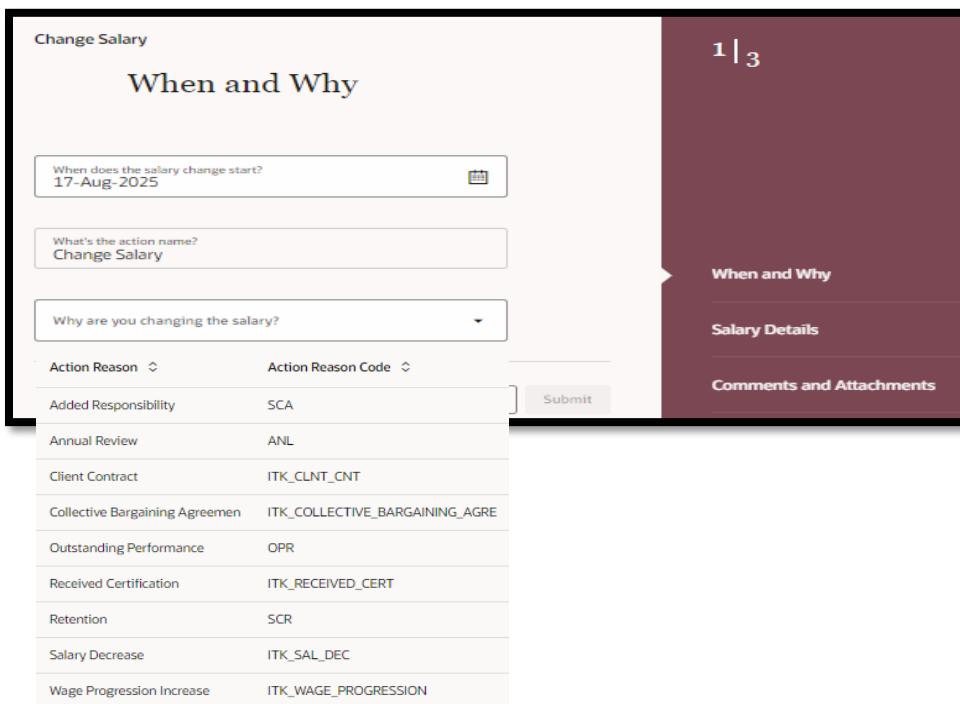
Change Location Change Manager Employment Info People Data Changes

Promote

Compensation

Change Salary Individual Compensation View Compensation Change Statements View Compensation History

6. Select the **Name** of the employee to receive a one-time payment.
7. Select the **effective date** for the salary change (*must be the beginning of a pay period for accuracy.*)
8. Select the appropriate reason for the salary change from the drop down. Click **Continue**.



Change Salary

When and Why

When does the salary change start?  
17-Aug-2025

What's the action name?  
Change Salary

Why are you changing the salary?

Action Reason: Annual Review

Action Reason Code: ANL

Submit

1 | 3

When and Why

Salary Details

Comments and Attachments

(Updated August 2025) 1

9. In the **Salary Details** section, enter the new salary details. Click **Continue**.

Change Salary

2 | 3

### Salary Details

Salary Basis  
US Annual Salary

You may use the **Salary Basis** dropdown to select the correct salary frequency type.

Add Component

Salary Amount 10,000.00	USD Annually	Adjustment Amount 0.00	USD Annually
Adjustment Percentage 0.00	%	Annual Salary 10,000.00 USD (FTE 1)	

Current Salary and Range Info  
**10,000.00 USD Annually**  
+0.00 (+0.00%)

Proposed Salary and Range Info  
**10,000.00 USD Annually**  
+0.00 (+0.00%)

Show Current Salary Details

Click here to **Show Current Salary Details**.

Cancel Continue Submit

When and Why

Salary Details

Comments and Attachments

10. Enter any comments or upload supporting documents supporting the changes, if desired. Click **Submit**.

Change Salary

3 | 3

### Comments and Attachments

Comments

Drag and Drop  
Select or drop files here.

URL  Add URL

Cancel Submit

When and Why

Salary Details

Comments and Attachments

11. Click **Submit** to send the salary change for approval and processing.