

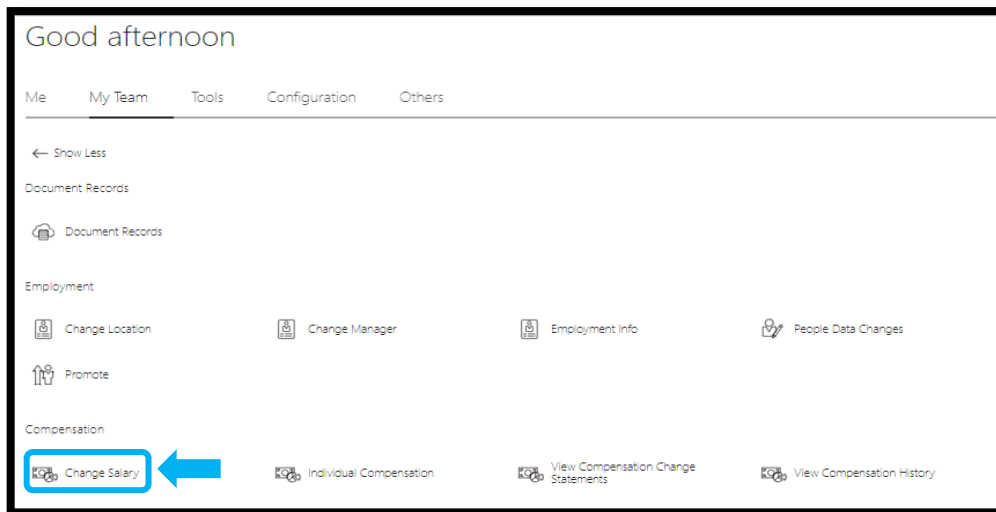


# MANAGER SELF-SERVICE:

## 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.



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**.



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

The screenshot shows the 'Change Salary' form at step 2 of 3, titled 'Salary Details'. The form includes a 'Salary Basis' dropdown menu currently set to 'US Annual Salary', with a callout box stating: 'You may use the **Salary Basis** dropdown to select the correct salary frequency type.' Below this is an 'Add Component' button. The form displays 'Salary Amount' as 10,000.00 USD Annually and 'Adjustment Amount' as 0.00 USD Annually. It also shows 'Adjustment Percentage' as 0.00% and 'Annual Salary' as 10,000.00 USD (FTE 1). A comparison table shows 'Current Salary and Range Info' and 'Proposed Salary and Range Info', both at 10,000.00 USD Annually with a 0.00% change. A link 'Show Current Salary Details' is present, with a callout box stating: 'Click here to **Show Current Salary Details**.' At the bottom are 'Cancel', 'Continue', and 'Submit' buttons. A sidebar on the right contains links for 'When and Why', 'Salary Details', and 'Comments and Attachments'.

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

The screenshot shows the 'Change Salary' form at step 3 of 3, titled 'Comments and Attachments'. It features a 'Comments' text area, a 'Drag and Drop' area for file uploads with the instruction 'Select or drop files here.', and a 'URL' input field with an 'Add URL' button. At the bottom are 'Cancel' and 'Submit' buttons. The sidebar on the right shows 'When and Why', 'Salary Details', and 'Comments and Attachments' as active sections.

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