

UHYCHG Cheat Sheet UNH Non CWS Hourly Rate Change

	On-Time Change	Late Change
Access NOAEPAF		
Enter Keyblock Information		
Name/ID		
Querydate	Date of Change	First day of pay period following the last completed pay period
Approval Category	UHYCHG	
Position/Suffix	NBIJLST lists positions for employee (Choose the correct position/suffix that needs the hourly change)	
<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	
	Save, Routing Information	Save, Routing Information
	Transaction Comments, Save	Transaction Comments, Save
	Submit	Submit