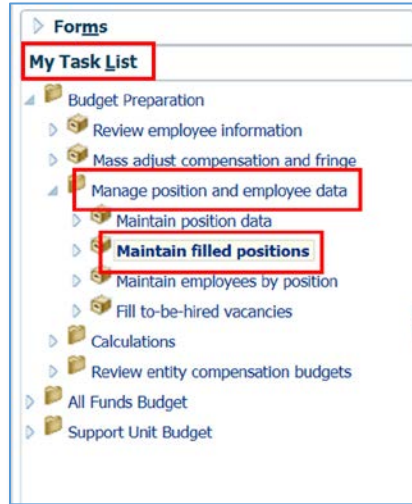
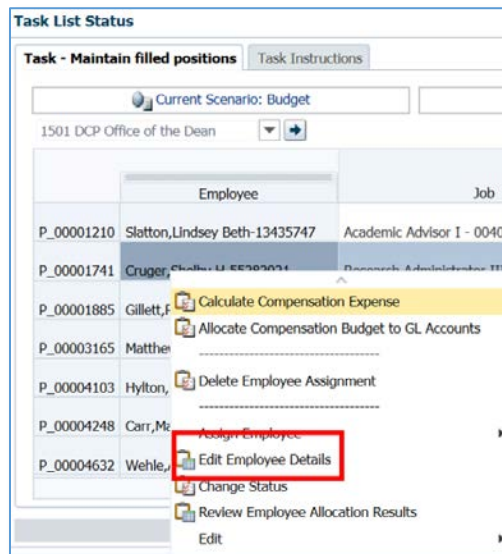


Update Salaries

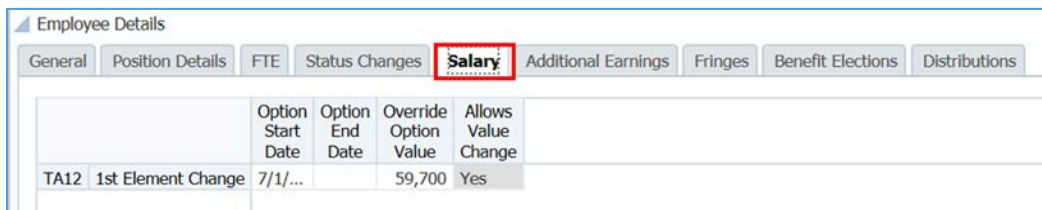
1. Navigate to **My Task List > Budget Preparation > Manage position and employee data > Maintain filled positions**.



2. Right-click the **Employee Name**.
3. Click **Edit Employee Details** from the popup menu.



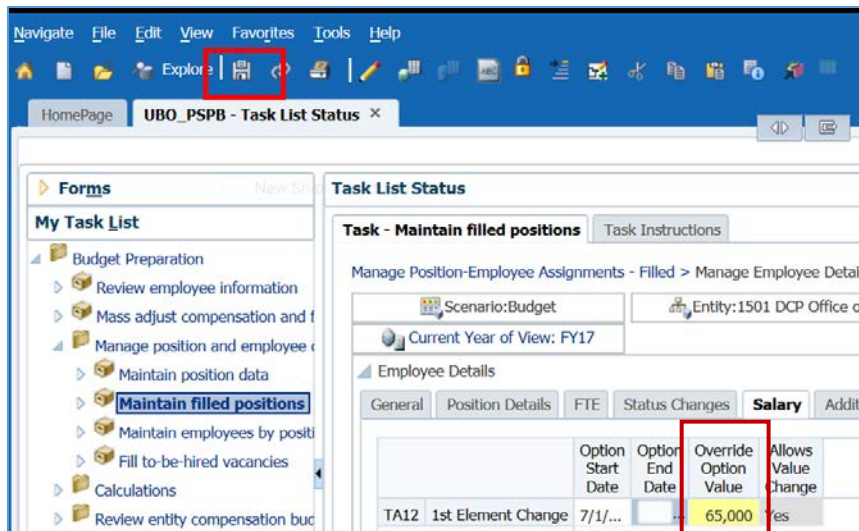
4. Click the **Salary** tab.



- Click in the **Override Option Value** field and enter the new rate. When you've made a change and haven't yet saved your work, the cell will turn yellow.

Employee Details						
General		Position Details		FTE	Status Changes	Salary
		Option Start Date	Option End Date	Override Option Value	Allows Value Change	
TA12	1st Element Change	7/1/...	...	65,000	Yes	

- Click the **Save** button. The new salary will appear in the Override Option Value.



- Run the **Calculate Compensation Expense** and the **Allocate Compensation Budget to GL Accounts** calculations.

You can wait and run the calculations for the whole department once all the changes are done.

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP(4357)
 - helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office:
 - 392-2402
 - <http://cfo.ufl.edu/administrative-units/budget/>