

Change Bi-Weekly Salary

1. [Search for an Employee.](#)
2. From the *Employee-Appointment Menu* screen, select **Appointment Information**.
3. From the *Appointment Selection List* screen, select the appropriate **Internal ID**.
4. From the bottom of the *Appointment Information* screen, select **Salary Worksheet**.
5. From the *Salary Worksheet* screen, clear (using the **Delete** key) the entries in both the **Base Annualized Salary** AND the **FTE Annualized Salary** field. Select the **Eff PPd Change Date** and type new salary information into either the **Base Annualized Salary** OR the **FTE Annualized Salary** field. Select **Update**.
6. From the *Salary Worksheet* screen, select **Return to Appointment**.
7. From the *Appointment Information Bi-Weekly Salary* screen, select **Release Changed Data for Approval**.
8. From the *Data to Be Released for Approval* screen, select **Release for Approval**.

Report: Use the **Salaries and Additions** report to monitor these transactions. Go to the [WOW Front Page](#) to use this report.