From: Vickie Veen
To: BULLETINBOARD@LISTSERV.csufresno.edu;
Subject: [BULLETINBOARD] $8.00 Hourly Minimum Wage Increase effective 1/1/08
Date: Monday, January 07, 2008 1:16:17 PM

On January 1, 2008, California's minimum wage increased to $8.00 an hour. See http://www.csufresno.edu/Payroll/STUDENThandout.doc for Academic Year 2007-2008 student assistant payroll information and suggested salary scale.

The following is a Summary of Steps to refresh departments on how to change pay rates in PeopleSoft Time Administration.

Summary of Steps

1. Review the December 2007 department paysheet report for employees currently earning less than $8.00 an hour. Highlight their Employee ID Number and Employee Record Number.
2. Login to the portal and navigate to: My Menu > Time Administration > Time Entry > CSU HR Student Process.
3. In Student Employee Search, key in the student's Employee ID Number and click on the Student Employee Search bar.
4. In the Student Job Summary page, target the Employee Record Number row. Make sure that it matches the record number that you highlighted. Click on the Add Row button.
5. In the Add Row page, you will fill in three fields: Effective Date, Action/Reason, and Hourly Rate. In Effective Date, select "January 1, 2008" from the calendar. In Action/Reason, key in "PAY" and "SPC". In Hourly Rate, key in a rate that meets the minimum wage or above. Last, click Save. This completes the pay rate change.
6. Proceed with your normal time administration routine during the processing window (January 25 through February 5).
7. Error Message: Time Administration will produce an error message if your employee has an hourly pay rate below $8.00. This error will fire when the timekeeper opens the "Enter Student Time" page. The error message will state: "The following employee IDs and records have a compensation rate less than the current minimum wage ($8.00): … Please update their compensation rates in the CSU HR Student Process and run the Update Paysheet process."

Contact Vickie Veen, Payroll Services, 559.278.5312, if you have any questions.