Duties and Salary Changes
in the Benefits Administration System

If an employee’s salary changes during the year due to a change in the employee’s duties, use a Duties and Salaries event in the Benefits Administration System on the Employer Portal. This event can also be used to make non-benefit related updates, such as changing an employee’s title. If the employees duties and salary change date is more than 60 days prior, you must submit a paper enrollment form to CPS. Lost income adjustment fees will apply to duties and salary increases entered after 60 days.

Please note that Concordia Retirement Plan pension and Concordia Disability and Survivor Plan contributions are based on the employee’s salary as of Jan. 1 of the calendar year.

Entering a Duties and Salary change:

1. Initiate the Event.
   - Event Type = Employer — Duties and Salaries.
   - Event Date = Day of the change.
   - Click Save.

2. Enter Attributes.
   - ACR-Annual Base Salary: Enter the new annual salary amount here.
   - The fields for ACR-Annual Cash Housing Allowance, ACR-Annual Utility Allowance, and ACR-Annual Cash Home Provided Allowance must be completed. Enter 0 if these are not offered.
   - ACR-Annual total ACR should equal the sum of the four prior fields.
   - Roster/Non-Roster indicator: Select the field that applies.
     > Note: All non-rostered employees, volunteers and board members should be marked “Lay.”
     Click Initiate. This step completes the event; no additional action is required.

Note: If the salary changes is due to an increase or decrease in the employee’s hours, use the appropriate Employer – Increase in Hours or Employer – Decrease in Hours event.