7/1/14 ALL Supplemental Professionals need to be converted to Misc Wage

- For the initial conversion the effective date should be 7/1/14
- Action is Data Change
- Pay Group needs to be changed to BOT

Leave as Salaried to show all fields on the JED to be able to update/remove information

Click next step
Action reason for this conversion is Title Change

Update Job Code to a Misc Wage Job Code

Click next step
• Please enter the Estimated Hours the employee is expected to be working for this assignment. If they are not currently working you can enter “1”.
• Salary Admin Plan needs to be 252

Update this to No Entry

Click next step
Remove contract type

Click next step
Enter Hourly Rate (must meet minimum wage of $7.75)
Choose By Hours
Enter Funding End Date
Enter Hourly Rate
Choose Hourly
Earn Code MWG
Enter Speed Type
Click Add Line
Class is 000
Account Code is 125200
Click next step
### Routing and Authorization

<table>
<thead>
<tr>
<th>Role</th>
<th>Email Address</th>
<th>Completed on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snuffer, Amanda Richele</td>
<td><a href="mailto:ebich@udel.edu">ebich@udel.edu</a></td>
<td>(backup)</td>
</tr>
</tbody>
</table>

### Approver's Action

**Comments:**

[Click Finish & submit]