

Select supervisors and administrators may initiate a pay rate change for student assistants working within the California InternNetwork (CAIN) program by completing the steps below.

o]l š} OE ‹μ •š Z vP l š} šZ u%o}Ç -• Z]OE š }OE (}OE %oOE]}OE]v OE • U %
•μ u]š v u%o}Ç š]]v μšZ}OE]ì š]]v &}OE u ~ • }OE }vš š Ç}μOE }všOE š u]v]•šOE
dZ • %oOE} μOE • OE (}OE /E •μ%o OEÀ]•}OE• }voÇX

1. Log into UEI Workforce.
2. Select the main menu icon on the top left corner of your dashboard.
3. From the Team menu tab select HR > HR Actions
4. Within HR Actions, select the Available tab

5. From the list of available actions, select

6. In the popup box, use the menu search icon in the Choose Employee field and select an employee. Use the calendar icon in the Effective From field to select today's date/day that request is initiated.
Effective From is not the date that the pay increase goes into effect. Selecting today's date will ensure the request is

10. To correct an error, scroll to the right and use the Action (ellipsis) function to edit or delete a proposed rate increase before selecting continue.

11. You may upload documentation that supports the proposed increase here by selecting Upload Document and attaching a document such as a transcript to justify the rate change.

12. Save and select Submit.

13. Select Submit in the popup box.

Once submitted your rate change request will route to California Intern Network administrators for review. Administrators will review the request the day it is received and seek approval from Project Representatives as needed. Typically, for requests submitted 5 days prior to the end of the pay period, the requestor will receive confirmation of approval prior to the end of the pay period.

Rate increases are processed between the 1st and 15th of every month and between the 23rd through the last day of the month.

If approved, the requestor will receive an automated

