

# Enterprise Human Resources and Payroll

## #3 - *COMP LEVEL CODE*



**Effective 10/21/02, the Comp Level field will accommodate a 4-character Comp Level Code. This field can be found on the Position Data page group in the Position Management module and on the Employment 2 page of the Employee's Record in the Administer Workforce page group.**

**Should users continue to split the Comp Level by entering part of the code in the Comp Area field and the rest in the Comp Level field?**

- No, users should no longer enter any data related to the Comp Level into the Comp Area field. The entire Comp Level code should be entered into the Comp Level field only.

**How will all the previous data that was entered into the Comp Area field be handled?**

- A clean up script will be run in November to move the data from the Comp Area field and join it with the data in the Comp Level field. Agency Liaisons will be notified at the next Agency Liaison Call being held on October 29.

**How will EHRP handle a situation where a user enters a 3 character Comp Level code?**

- The Payroll Interface will add a 0 to the beginning of the Comp Level code when transmitting that data to payroll.