

Browse Salary Increase Errors (BSIE)

Introduction

After uploading the General Salary Increase (GSI) file from PERMSAL to the mainframe or after completing the entry of general salary increases on the mainframe, select the General Salary Increase function Browse Salary Increase Errors (BSIE).

The BSIE function can be found on M3SI (General Salary Increases). This function permits the user to identify salary increase errors and to access the person or position record to correct the errors.

Cover Screen

- Enter the administrative area number on the Cover Screen.
- Press **ENTER**.
- If there are no errors, the following message will be displayed:

"NO ERRORS WERE FOUND FOR ADMIN AREA: XXX".

BSIE Cover Screen

04/20/01
15:18:52.0

GENERAL SALARY INCREASE
BROWSE SALARY INCREASE ERRORS

BSIE
JWD1



SELECT ADMINISTRATION AREA: ___

NEXT FUNCTION: _____

(MENU, KEYS, END)

Detail Screen

The Browse Salary Increase Errors — Detail Screen shows a line for each position or person with a salary increase error.

BSIE Detail Screen

04/20/01 15:22:44.6		GENERAL SALARY INCREASE BROWSE SALARY INCREASE ERRORS		BSIE JWD1	
'X' TO SELECT	NAME 1	ERROR TYPE(S)	HOME BUDGET		
1 -	L0627LASTNAME, F0627F	Z	0201204 UP		
2 - 4	L0122LASTNAME, F0122F	Z 2	0201236 UP		3
3 -	L0612LASTNAME, F0612F	Z	0401213 UP		
4 -	L0615LASTNAME, F0615F	Z	0201232 UP		
5 -					
6 -					
7 -					
8 -					
9 -					
10 -					
11 -					
12 -					
13 -					

ERROR KEY: Z ZERO INCREASE ERROR D INVALID DIVISION
X CROSSFOOT ERROR I INCOMPLETE DISTRIBUTION
M PROM AMT - NO NEW RANK R NEW RANK - NO PROM AMT

SELECTION NUMBER: **5**
NEXT FUNCTION: _____ (MENU, KEYS, END)

1. Employee name or open position indicator.

2. Error types:

- **Z (ZERO INCREASE ERROR)**

The Financial Officer must enter a general salary increase amount greater than \$12.00 or a valid zero increase reason code via a GSI function.

- **X (CROSS FOOT ERROR)**

Via a GSI Function, the Financial Officer must adjust the General Salary Increase amount(s) for the budget distribution(s) or adjust the New Annual Salary amount to allow the New Salary total (of the budget distributions) to equal the New Annual Salary amount.

> Note:

If the position is split with another administrative area(s), the Cross Foot Error message will appear until the other administrative area(s) has uploaded the General Salary Increase file from PERMSAL to the mainframe or has completed the entry of general salary increases on the mainframe.

- **R (NEW RANK — NO PROM AMT)**
The Financial Officer must enter a promotion amount via a GSI function. The Human Resource Representative or the Director of Business Services already has entered the new rank for the person being promoted via the Update Salary Increase Rank (USIR) function.

- **M (PROM AMT — NO NEW RANK)**
Via the USIR function, the Human Resource Representative or the Director of Business Services must enter the new rank for the person who is being promoted. The Financial Officer already has entered a promotion amount via a GSI function.

- **D (INVALID DIVISION)**
Via a GSI Function, the Financial Officer must adjust the General Salary Increase amount(s) for the budget distribution(s) to conform to appropriate division rules.

- **I (INCOMPLETE DISTRIBUTION)**
Currently not used.

3. Home Budget of the person or position.

4. Select one or more records by placing an "X" in the 'X' TO SELECT field(s) next to the record(s). Press **ENTER**.

- OR -

5. Select a single record using the **SELECTION NUMBER** field by entering the line number shown beside the person or position. Press **ENTER**.

Make the required correction to the person or position record. Press **PF12** to process the information. If you have selected more than one record, the next record for editing will appear

Last Revised: 10/20/2004