

Non-Academic Promotion/Demotion/Lateral Transfer Changes (NPDL)

The Human Resources Change System **Non-Academic Promotion/Demotion/Lateral Transfer Change [NPDL/Z]** form function is used to process a non-academic employee promotion, demotion or lateral transfer within the same or to another administrative area.

NPDL is the form function that is used initially for this process. If the employee is leaving the current department or changing administrative areas, the NPDL form will, once it has processed, turn into an NPDZ form.

The new NPDZ form will automatically be created by the system and sent to the "Receiving Area" for completion. If the employee is remaining in the same administrative area, all of the necessary information will be entered in the NPDL form and an NPDZ will not be created. The NPDL/Z form function is processed using the EASY system.

> Notes:

- If the employee's **fixed term appointment has already expired** and the employee will be **employed in another administrative area** AND the **new appointment begin date is not more than 18 weeks after the previous appointment end date**, the REAP form/function can be used to reappoint the employee.
- As with any IBIS form function, to obtain additional information regarding any data field, once you are in the form/function, place the cursor on the requested data field and press **PF1** for **Help**. The PF1 - Help Screen function can be used for the correct codes for most, if not all of the fields throughout the document.

The following screens and functions are available within this documentation:

- [IBIS Log-on Screen](#)

- [Net-Pass Activity Table Screen](#)
- [AIS Program Services Screen](#)
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- [Actions Screen](#)
- [Receiving Area Screen](#)
- [Key Information & Table of Contents Screen](#)
- ["Current/Change To" Screen](#)
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- [Notepad Area Screen](#)

IBIS Log-on Screen

```

*** This System is for AUTHORIZED use only. See ***
***** Policy AD-20 regarding obligations/liability. *****
*** Your Device ID is TCP00991 ***

User ID => _ 1 Password => 2 New Password =>
Application => 3

```

To access **NPDL**, sign on to IBIS by:

1. Keying in your UserID; press the Tab key.

2. Type in your password; tab to the application prompt.
3. Type application selection (Net-Pass is the default).

Press **Enter**

At the next screen, enter the six digit number from your SecurID token and press **Enter**.

NET-PASS Activity Table Screen

- Select **CCOM** from the **Net--Pass Activity Table** to go into the production environment.

Level Id	Application Name	Application Description	Rev. Time
PF01	MAIL	EMC2 Electronic Mail	
PF02	TSOD	TSO/E - IPO2	
PF03	ACOM	ISIS-A	
PF04	BCOM	ISIS-B	
PF05	CCOM	IBIS	
PF06	TESTAIS	Test COM-PLETE	
PF07	IMS	IMS Data Base Access	
PF08	ROSCOE	ROSCOE Editor	
PF09	NCCF	NCCF- Network Control	
PF10	MSPSU		

PASS Character : ~
 Suspend Key : PF 12
 Jump Key : PF 11
NET-PASS COMMAND:

OAS SUPPORT CTR - 814 863-2276 Max.Sess.: **10**
 Printer : **PF24**
TCP5 103P

1. Press appropriate PF key for **CCOM** (IBIS) application (**PF05** on screen sample).

AIS Program Services Screen

13:40:53	TID 3909	CCOM	User DAM3	03/27/97
		-- COM-PASS --		USTS
Suspended Programs			Program Services	
-----	-----	-----	-----	-----
Programs	Name	C Level	PF	Service Description
				Programs
				ID
				PF
		1		LOGOFF
		2		NATURAL2
		3		HELP FACILITY
		4		INSIGHT
		5		MESSAGE SWITCHING
		6		SUPPORT SYSTEM MENU
		7	1	IBIS ADMIN MENUS
		8		UQ UTILITY
		9		
Enter Input:				HELP
—				?

LU Name: UT0003	HC TID: 3904	Recall: NO	Language: 001	
Devtype: 3279 US	Device: UP0003	Suspend: < NO	Case : Upper	
Lines : 24	Key:	Jump: NO NO		
Columns: 80				

- Select **IBIS Admin Menus** at the **Com-Pass** screen.

1. Press appropriate PF key for **IBIS Function** Screen (**PF07** on screen sample).

IBIS Functions Screen

03/27/97
13:42:09.6

INTEGRATED BUSINESS INFORMATION SYSTEM

M1M1
DAM3

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION
FORM	Help Selecting HRS Forms	M2PI	Property Inventory
M2AH	IBIS Adhoc Functions	M2PR	Purchasing System
M2AS	EASY Elec. Appr. System	M2VA	Vendor System
M2BG	Budgeting System	BAMM	Budget Planning: BudAuto
M2FN	Financial System	M2IM	Inventory Management
M2FS	Facilities System	CODE	Codeset Maint. System
M2HR	Human Resources System	M2NC	Nat Conn. Applications
M2PA	Payroll System	M2PE	Pay & Effort Functions

NEXT FUNCTION: **npdl** **1** **PREV MENU:** NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END KEYS PRNT .

1. At **Next Function**, type **NPLD**.

Press **Enter**.

Actions Screen

```

ENTER 'SSN', 'NEW ADMIN AREA' AND ANSWER QUESTION, THEN PRESS <ENTER>
03/19/97          HUMAN RESOURCE CHANGE SYSTEM          NPDL
14:14:11.3       NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES  DAM3

Form Action: ADD   Document #:          Unit:          Confidential(Y/N): Y
                  Document Status:

KEY INFORMATION                                     TABLE OF CONTENTS
-- Sending Area --
    SSN:  _ _ _ _ _ ①
    Curr H Admin Area:
    Position #:  _
    New Admin Area:  _ ②
    Is person leaving Curr dept?  _ ③
    Is this a reappointment?  _ ④
-- Receiving Area --
    Chng Eff PPd#:  _
    Chng Eff Dte:  _ / _ / _

    Is new class ADMR?  N
    Name:

Other Forms Awaiting Action (Y/N)? N
0 = Optional Screens

Next Function:  _____ (menu,keys,end)

```

1. Enter the Social Security Number.
2. Enter the **New Admin Area** number. This is the administrative area of the employee's *new* position.
 - If the employee's position is only being updated or if the employee is changing positions but not changing administrative areas, enter the *current* administrative area number.
3. Answer the **Is person leaving Curr dept?** question.
 - If the **New Admin Area** is different than the **Curr H Admin Area** *always* enter a "Y".
 - If the **New Admin Area** is the same as the **Curr H Admin Area** but the employee's new position is in a different department (mnemonic), enter a "Y".
 - If the employee's new position is in the *same* administrative area and mnemonic, enter an "N".

> Note:

By entering an "*" in this field and pressing **Enter**, a pop-up

"help" window will appear providing a list of budgets associated with the employee's current mnemonic to assist in determining if the employee is leaving the current department.

4. Answer the **Is this a reappointment?** question. This field is used when an employee is being reappointed to the University, *not* necessarily to the same administrative area.
 - Enter a "Y" if this is a reappointment to the University.
 - Enter an "N" if changing the current appointment *or* the appointment type is **STN**.

Press **Enter** to display the **Curr H Admin Area** and **Position #**.

> Note:

If the *administrative area or department is **changing***, press **PF8** to continue.

>>> or <<<

> Note:

If the *administrative area is staying the **same** and the employee is not leaving the current department*, complete the "**Receiving Area**".

Receiving Area Screen

```

03/19/97                HUMAN RESOURCE CHANGE SYSTEM                NPDL
15:09:00.3            NON-ACAD PROMOTION/DENOTION/LATERAL CHANGES        DAM3

Form Action: ADD   Document #:                               Unit: CEONE   Confidential(Y/N): Y
                                                           Document Status:

      KEY INFORMATION
-- Sending Area --
      SSN: 914 - 01 - 0433
      Curr H Admin Area: 004
      Position #: 00837-000 ←
      New Admin Area: 004
      Is person leaving Curr dept? N
      Is this a reappointment? N
-- Receiving Area --

      Chng Eff PPd#:  _9
      Chng Eff Dte:  03 / 31 / 1997 6

      Is new class ADMR? N 5
      Name: SUNNYDAYS, SYLVIA A

      TABLE OF CONTENTS
      SCREEN NAME
      Non-Acad Prom/Demo/Lateral
      0 Paycheck Adjustment
      0 Meal/Lodging Ded Changes
      0 Title Changes
      New Pay Information
      0 Salary/Budget Distribution
      0 Source/Destination of Fund
      Notepad

      Other Forms Awaiting Action (Y/N)? N
      0 = Optional Screens

Next Function: _____ (menu,keys,end)

```

5. Answer the **Is new class ADMR?** question. If this form is for an employee who is taking a position as an administrator, the answer to the question should be "Y".
6. Enter the **Chng Eff Dte** (effective date of the change) and press **Enter**.

> Note:

The **Chng Eff PPd #** and **Effective Date** (the date used by Payroll for processing) will be system-generated based on the "Chng Eff Dte" entered.

Press **PF8** to continue.

Key Information & Table of Contents Screen

03/27/97
10:13:13.3

HUMAN RESOURCE CHANGE SYSTEM
NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES

NPDL
DAM3

Form Action: _____ Document #: **79177** Unit: **A6** Confidential(Y/N): **Y**
Effective Date: ___ / ___ / ___ Document Status: **PRO**
PPd End: 02 / 28 / 1997

KEY INFORMATION

-- Sending Area --

SSN: 914 - 01 - 0433
Curr H Admin Area: 004
Position #: 00837-000 ←
New Admin Area: 052
Is person leaving Curr dept? Y
Is this a reappointment? N

-- Receiving Area --

Chng Eff PPd#: ___
Chng Eff Dte: ___ / ___ / ___

Is new class ADMR? N
Name: SUNNYDAYS, SYLVIA A

TABLE OF CONTENTS

Mark	Used	SCREEN NAME
-	X	Non-Acad Prom/Demo/Lateral
-		Paycheck Adjustment
-		Meal/Lodging Ded Changes
-		Title Changes
-		New Pay Information
-		Salary/Budget Distribution
-		Source/Destination of Fund
-	X	Notepad

Other Forms Awaiting Action (Y/N)? N

Next Function: _____ **(menu,keys,end)**

1. The Position # has been selected.

Press **PF8** to continue.

"Current/Change To" Screen

```

PLEASE RESPOND TO BOTH QUESTIONS AND ENTER POS#, THEN PRESS <ENTER>
11/06/97          NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES          NPDL
14:42:58.8                                             DAM3

                                Chng Beg Dte: 10/01/1997
                                SSN: 914-01-0433          Name: SUNNYDAYS, SYLVIA A          *NON-EXEMPT*
-----
Type Chng (P/D/L/C): _
                                C U R R E N T
HRAdmn/Pos#/Pos Typ: 074 22120-000 S
Home Budget/HRep #: 04-017-44 HY 150
  Appt Beg/End Dte: 04/19/1992 12/31/2099
  Appt Type/Pr/Se: STN P
  Class/Grade/Rank: STFF NA NA
  Step/Lg St/JDesc#: NA NA 9927-0000
  Sal Plan/Pos FTE: NA
Equiv Wrk % /HR85?: N
FTCnfrmDte/Pat Agm:
  Prob/ProvEnd:
  Appt Sal:
Paycheck Adj This Appt (Y/N)? _ 1
-----
                                Overlap Pos(Y/N)? _
                                C H A N G E   T O:
074  _____ - _____
  - - - - - 150
  10 / 01 / 1997 00 / 00 / 0000
  P
  STFF NA NA_
  NA NA 9927-0000
  _____
  _____ N
  00 / 00 / 0000 00 / 00 / 0000
  00 / 00 / 0000
  _____ View Step Sched? N
----- Pos Sal Change: -----
Reason Amount OR %
  - _____
  - _____
  - _____

```

Sending Area (only)

1. Indicate if a **Paycheck Adj This Appt** is needed. If the employee is transferring in the middle of a pay period, this screen is needed for the current appointment rate.
 - o Enter an "N" if the employee is NOT transferring during the middle of a pay period and a paycheck adjustment is NOT needed for the current appointment. The default is "N".
 - o Enter a "Y" if the employee is transferring during a pay period. You will need to complete the Paycheck Adjustment screen that will appear later in the document.

> Note:

If you are the **Sending Area only**, PF8 to Paycheck Adjustment Screen if applicable and then to the Notepad Screen. The form should now be ADDED and SUBMITTED.

Receiving Area

```

PLEASE RESPOND TO BOTH QUESTIONS AND ENTER POS#, THEN PRESS <ENTER>
11/06/97          NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES          NPDL
14:42:58.8                                             DAM3

                Chng Beg Dte: 10/01/1997
                SSN: 914-01-0433          Name: SUNNYDAYS, SYLVIA A          *NON-EXEMPT*
-----
Type Chng (P/D/L/C):   1  
                CURRENT
HAdmn/Pos#/Pos Typ: 074 22120-000 S
Home Budget/HRep #: 04-017-44 HY 150
  Appt Beg/End Dte: 04/19/1992 12/31/2099
  Appt Type/Pr/Se: STN P
  Class/Grade/Rank: STFF NA NA
  Step/Lg St/JDesc#: NA NA 9927-0000
  Sal Plan/Pos FTE: NA
Equiv Wrk % /HR85?: N
FTCnfrmDte/Pat Agm:
  Prob/ProvEnd:
  Appt Sal:
Paycheck Adj This Appt (Y/N)?   

                Overlap Pos(Y/N)?   2  
                CHANGE TO:
                074    -      3  
                - - 150
                10 / 01 / 1997 00 / 00 / 0000
                P
                STFF NA NA
                NA NA 9927-0000
                N
                00 / 00 / 0000 00 / 00 / 0000
                00 / 00 / 0000
                View Step Sched? N
                Pos Sal Change:
                Reason Amount OR %
                7 - - - -
                - - - -
                - - - -
-----
                Title Chng (Y/N)? N
                Meal/Lodging Ded Chng (Y/N)? N
                Budget Dist Chng (Y/N)? N View I-9(Y/N)? N

```

1. Indicate the **Type Chng** that is occurring.

- A "P" (Promotion) is used any time the class and/or grade changes and is *higher* than the current position.
- A "D" (Demotion) is used any time the class and/or grade changes and is *lower* than the current position.
- A "L" (Lateral) is used if the employee is changing positions (the position number is changing) but the class *and* grade stay the *same*.

o **> Note:**

If you are unsure of the correct **Type Chng**, contact the Employment and Compensation Division of the Office of Human Resources at (814) 865-1312.

2. If this employee is transferring to a position that is currently filled and both employees are going to remain in that position for a period of time, put a "Y" in **Overlap Pos** on the **Change To** side.

3. Enter the **Change To** position number.

Press **Enter**. All of the information about the **Change To** position will be

displayed based on the information from the Position File.

4. The following fields can each be modified if necessary:

- **Salary Plan**
- **Equivalent Work %**
- **Patent Agreement Date**
- **FT1 Confirmation**
- **HR86 Answer**
- **Probational/Provisional Period End Date**

5. Indicate if a **Title Change** or **Budget Distribution Change** is needed if you want to **View the I-9** information. The **Meal/Lodging Ded Chng** is no longer available to users.

6. Answer the **View Step Schedule** question. This indicates whether the user wants to view the step schedule associated with this position. The information contained in this screen is pulled from the **SAVE** document that was done by the Human Resource Representative prior to starting the **NPDL/Z** form. This applies to STN Tech and Hershey PNA Nurse positions.

- Enter an **"N"** if you do not wish to view the step schedule. (The default is an "N".)
- Enter a **"Y"** to view the step schedule.

7. If the salary is changing, the **Reason** and **Amount or %** in the **Pos Sal Change** section will need to be completed prior to Financial Officer approval. This is the difference in the position salary, *not* the employee's salary.

Press **PF8** to continue.

View Step Schedule Screen

```

PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
03/27/97          NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES          NP0Z
10:57:56.8                                             DAM3

Chng Beg Dte: 03/31/1997
SSN: 914-01-0433      Name: SUNNYDAYS, SYLVIA A          *EXEMPT*
-----
Type Ch
HAdmn/P
Home Bu
Appt
Appt
Class
Step/L
Sal P
Equiv W
FTChfrm
P
Paychec
Meal/L
-----

'PF 12' TO EXIT
Ssn: 914-01-0433      Class: STFF      Grade: 22
Jobd#: 2836 - 0000    Annlz Salary: 43740.00    Appt: STN
HRep#: 080           Title: HD PRODNS

Grade Step      Sp/Lrng Step      Pay Rate      Date Due
01              / /
02              / /
03              / /
04              / /
05              / /
06              / /
07              / /
08              / /

N Enter Prev, Next for other steps

Budget Dist Chng (Y/N)? N

```

The Step Progression Schedule Adjustment screen is for display/review only. The information contained in this screen is pulled from the **SAVE** document that was done by the Human Resource Representative based on information from the Employment and Compensation Division of the Office of Human Resources prior to starting the **NPDL/Z** form. This applies to STN Tech Services and Hershey PNA Nurse positions.

The example above shows that there is no step schedule in this appointment as this is a Standing Staff position.

Press **PF8** to continue.

Paycheck Adjustment Screen

This screen will appear if a "Y" was placed at **Paycheck Adj This Appt?**

If the employee is transferring in the middle of a pay period, the **Sending Area** needs to indicate the amount of the employee's paycheck that will be paid at the old rate.

```

PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
03/27/97      NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES      NPDL
11:21:32.6      Paycheck Adjustment Screen                      DAM3
                                                    *EXEMPT*
SSN: 914-01-0433      Name: SUNNYDAYS, SYLVIA A      Status: LNP
HBud: 05-004-61 UP Jobd Ttl: ASSOC EXT AGT      Grade: 21 Class: STFF
-----
Pay Period #:  _   Amt/PPd:                               Pay Budget/Fund: 05-004-61 UP 10010
                                                    Appt Type: STN
#Wks #Days #Hrs      Rate/Unit      Factor      Amount
Present Base Rate Pay: ①  _   _   _   _   _   3160.00 M  0.714      2256.24
Holiday/Overtime/Othr:  _   _   _   _   _   _   _   _   _   _   _   _
Vacation/Earned:      _   _   _   _   _   _   _   _   _   _   _   _
Sick Allowance:      _   _   _   _   _   _   _   _   _   _   _   _
Holiday Comp:        _   _   _   _   _   _   _   _   _   _   _   _
Service (HY Only):   _   _   _   _   _   _   _   _   _   _   _   _
Comp Time:          _   _   _   _   _   _   _   _   _   _   _   _
Shift Differentl/Prem:  _   _   _   _   _   _   _   _   _   _   _   _
Time Off w/o Pay:    _   _   _   _   _   _   _   _   _   _   _   _
Meal/Lodging/Both Ded:  _   _   _   _   _   _   _   _   _   _   _   _
Military Reduction:  _   _   _   _   _   _   _   _   _   _   _   _
Retroactive Pay:    _   _   _   _   _   _   _   _   _   _   _   _
Overpayment Deduction:  _   _   _   _   _   _   _   _   _   _   _   _
FOR PAYROLL USE ONLY: Fed Tax PPds: 0                               Total: 2256.24

```

1. Complete the appropriate fields in the **Present Base Rate Pay** row entering the work percentage factor that applies to the number of days worked in the **Sending Area**. Additional information about the Present Base Rate Pay screen is available in the **PADJ** (Paycheck Adjustment) documentation.
2. This example shows what the Paycheck Adjustment Screen would look like if this employee had worked in the current department for 15 workdays in March.

> Note:

See [Appendix 19](#) of the General Forms Usage Guide to determine the Factor.

Press **PF8** to continue.

New Pay Information Screen

```

PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS
03/27/97      NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES      NPZ
11:01:52.5      New Pay Information      DAM3

Chng Eff Dte: 03/31/1997

                                *EXEMPT*
      SSN: 914-01-0433      Name: SUNNYDAYS, SYLVIA A      Class: STFF
Home Budget: 05-044-15 UP Job Desc Ttl: HD PRODNS      Grade: 22
      HR Rep #: 080      Job Desc #: 2836-0000      Step: NA
H Admin Area: 052      Pos #/Pos Type: 00793-000 P      Rank: NA
-----
Pay Period #: 10      Appt Type/Pr/Se: STN P      Sal Plan: 12M
                        Old Appt Sal: 37920.00      New Appt Sal: 43740.00

                        Pay Budget: 05 - 044 - 15 UP ① Pay Fund: 39930
Pay Freq: MNTH      Check Sort: 099      PrePaid PPd #s: _ _ _

-----
Remaining Complete PPds | Partial PPds
# PPds: _3 ②      Amnt/PPd: 3645.00_ ③ | First PPd #: _ ④ Amnt: _____
| Last PPd #: _ ④ Amnt: _____

```

1. Enter the new **Pay Budget** and/or **Pay Fund**.
 - If the employee's position is permanent (STN), the pay budget can be either a clearing account or the home budget.
 - If the position salary is being paid from two or more budgets, the pay budget must be a clearing account.
 - If the employee's position is temporary (FT1), the pay budget can be any salary budget within that administrative area.

2. Enter the # **PPds** in the **Remaining Complete PPds** section. This is the number of **COMPLETE** pay periods that remain in the fiscal year (do *not* include any partial pay periods).

3. Enter the **Amnt/PPd** in the **Remaining Complete PPds** section. This is the amount per pay period that the employee will receive at the new rate.

4. If this action is occurring in the middle of a pay period, indicate under **Partial PPds** section the **First PPd #** that this change will affect. Also, enter the **Amount** of the employee's pay that will be taken from the new pay budget.

Press **PF8** to continue.

Notepad Area Screen

```
PF5=TOP, PF6=BOTTON, PF7=BACKWARD, PF8=FORWARD, PF 12=PROCESS
03/19/97      NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES      NPDL
15:44:00.1    Notepad -- Last Page                                DAM3

Form Action:  ADD      Document #:      Unit:  CEONE      Confidential(Y/N):  Y
                                   Document Status:

      SSN: 914-01-0433      Name: SUNNYDAYS, SYLVIA A
H Admin Area: 004      Pos #/Pos Type: 00837-000  P

      Chng Eff Dte:

Note Pad Area: NPDL/Z SCREEN CAPTURES_____
               _____
               _____
               _____
               _____

Last Action:
Last Action Name:      Next Approver: _____

Next Function: _____      (menu,keys,end)
```

The Notepad Area is where you can enter any information that other approvers (including OHR & Payroll) will need to know in order to expedite processing the form.

Last Revised: 07/22/2003