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
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**.

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**NET-PASS Activity Table Screen**

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

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![NET-PASS Activity Table Screen]

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

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**AIS Program Services Screen**
• Select **IBIS Admin Menus** at the **Com-Pass** screen.

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

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**IBIS Functions Screen**
1. At Next Function, type NPLD.

Press Enter.

**Actions Screen**
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.

   - 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**".

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**Receiving Area Screen**
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.

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**Key Information & Table of Contents Screen**
1. The Position # has been selected.

Press **PF8** to continue.

"Current/Change To" Screen
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.

   - 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".

   - 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
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.

   - **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 NPD/L/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.
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.
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.

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**New Pay Information Screen**
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.

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**Notepad Area Screen**

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.

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