

Salary Authorization and Verification Processing (SAVE)

In order to expedite the processing of Non-Academic forms, the New Appointment (NAPP), Non-Academic Promotion/Demotion/Lateral (NPDL) and Position Upgrade/Downgrade/Class Change (PUDC) forms will no longer require an SPSF or STEP form.

The Employment Office will provide salary and step information for the NAPP, NPDL and PUDC via the Add Salary Authorization and Verification Record (ASAV) transaction. The NAPP, NPDL and PUDC forms will now require the Salary Authorization and Verification (SAVE) data to be on file by the time the form gets to the Financial Officer instead of requiring the SPSF and STEP numbers when beginning the form. The records created by ASAV will contain the information formerly held on the SPSF and STEP form.

To request that this data be put on file for the NAPP, NPDL and PUDC, the Human Resource Representatives will go through the same process they did to request the SPSF and STEP document numbers. The only difference is that there will not be a document number generated or returned.

The following screens and functions are available within this documentation:

- [ASAV Transaction](#)
 - [Pulling up a Blank Form](#)
 - [Completing the ASAV Screen](#)
 - [USAV Transaction](#)
 - [Inquire Current Salary & Step Information — ISAV](#)
 - [Inquiring Step Schedules — ISSH](#)
 - [Deleting a Salary Authorization and Verification Record](#)
 - [Step Schedule Screen](#)
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ASAV Transaction

The NAPP, NPDL and PUDC forms can be added and submitted through the approval path until it reaches the Financial Officer level without the ASAV transaction being done. Once the ASAV transaction is completed, the salary and step information will be pulled into the form.

> Note:

The Annualized Salary, Hourly Rate, Amount per Pay Period and Step Schedule fields will be pulled in once the ASAV transaction has been done. These fields will be protected on the form and cannot be modified.

If the ASAV transaction has *not* been completed by the time the form has reached the Financial Officer level for approval, this individual will receive the error message:

Employment must enter salary before form can be approved.

This transaction replaces the SPSF and STEP form needed to process a NAPP, NPDL or PUDC form. It creates a SAVE record containing the new salary information and Step Schedule if one is needed. This will only be required for STN and FT1 Non-Academic STFF Exempt, STFF Non-Exempt and TECH appointments.

Pulling up a Blank Form

- Select CCOM or IBIS from the Net-Pass Activity Table.
- Select IBIS Admin Menus on the Com-Pass menu screen.

06/09/97
14:17:42.6

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: asav **PREV MENU:** NONE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END KEYS PRINT .

1. At the **NEXT FUNCTION** line, type **ASAV** and press **Enter**.

Completing the ASAV Screen

```

PLEASE USE 'USAV' TO UPDATE AN EXISTING RECORD FOR      9 140 10433
06/09/97                HUMAN RESOURCE SYSTEM          ASAV
14:14:51.3              SALARY AUTHORIZATION & VERIFICATION ADD  DAM3

      SSN:
New HR Rep #:  _____ 2
New Job Desc #: _____ - 0000 3
New Class:    _____ 4
New Appt Type: _____ 5
New Grade Step: _____ 6

Date Salary Effective: _____ / _____ / _____ 7
Amnt/PPd:     _____ 8
Annualized Salary: _____ 9
Hourly Rate:  _____ 9

Authorized By: _____ 10
Is there a Step Schedule: N 11

NOTE: Date Salary Effective must equal the HIRE DATE for a NAPP or
the CHANGE EFFECTIVE DATE for an MPDL or PUDC

NEXT KEY:  9 140 10433 1
NEXT FUNCTION: _____ (MENU, KEYS, END)

```

1. Enter the Social Security Number (SSN) at the Next Key field.
2. Enter the **Human Resource Representative Number** at New HR Rep #. This is the **HR Rep** area of the employee's *new* position.
3. Enter the **New Job Description** number for the employee's new position at **New Job Desc #**.
4. Enter the **New Class of Employee** at New Class field. The valid classes are **STFF** and **TECH**.
5. The **New Appt Type** field is required for Hershey and PNA (Pennsylvania Nurses Association). It is required in order to access the salary tables correctly. It is optional for any other situation.
6. The **New Grade Step** field is required for any PNA (those with a Hershey staff classification of N4 on the job description record), TECH or STFF with X-rates.
7. The **Date Salary Effective** field will default to the current date and can be modified.

Reminder:

The **Date Salary Effective** must equal the hire date on the **NAPP** *or* the change effective date on **NPDL** or **PUDC**.

8. The **Amnt/PPd** field is required for all **STN** and **FT1 STFF** (monthly pay frequency)

who are not on a salary table. The **Annualized Salary** will be calculated. The **Hourly Rrate** will be calculated for all Non-Exempt.

9. The **Hourly Rate** field is required for TECH individuals on an X-rate or Non-Exempt STN STFF at Hershey (BIHR, BISA pay frequencies) whose salary does not come from a salary table. The **Amnt/PPd** and the **Annualized Salary** will then be calculated.

> Note:

For PNA and TECH - the Amnt/PPd, Annualized Salary and Hourly Rate will be derived from salary tables. The **Annualized Salary** will always be protected and system-generated.

10. The **Authorized By** field is required. It should contain the name of the individual doing the **ASAV** transaction.
11. The **Is There a Step Schedule** field will automatically default to "N" (no). If a step schedule is needed you must reply "Y" (yes) and press **Enter** so the step schedule window appears. The window to add the step schedule information will only appear for individuals on step schedules: PNA (Pennsylvania Nurses Association), TECH and STFF with a grade step of X.

> Note:

The first line of the step schedule has information (grade step and date salary effective) obtained from the main screen. If you need to change the grade step or date due on the first line, you must blank out the fields on the window and press **PF12** to go back to the main screen. You can then change the grade step and/or date salary effective and press **Enter** to bring the step schedule window up again. After entering the step schedule information, press **Enter** to edit the screen.

Press **PF12** to add the **SAVE** record.

USAV Transaction

If the information entered by the **ASAV** transaction is incorrect, the Human Resource Representatives should contact the Employment Office to have this information corrected. The Update Salary Authorization and Verification (**USAV**) transaction allows the Employment Office to correct the information which will then be pulled into the form. As long as the **USAV** transaction is done **BEFORE** the Financial Officer approves the form, the form will not need to be rejected because of incorrect salary and step information.

Enter **USA**V at the **Next Function** line to pull up the Update Salary Authorization and Verification (USA)V transaction and press **Enter**.

```
ENTER 'CAN' IN 'NEXT SSN' TO CANCEL CHGS
06/09/97                HUMAN RESOURCE SYSTEM                USAV
14:36:30.6            SALARY AUTHORIZATION & VERIFICATION UPDATE            DAM3

                                                                *EXEMPT*

      SSN:                914010433
New HR Rep #:            080 2
New Job Desc #:         2836 - 0000 3
New Class:              STFF 4
New Appt Type:         STN 5
New Grade Step:        NA 6

Date Salary Effective:  03 / 31 / 1997 7
Amnt/PPd:              3645.00 8
Annualized Salary:     43740.00 9
Hourly Rate:           _____

Authorized By:         T 10 _____
View/Modify Step Schedule: N 11

NOTE: Date Salary Effective must equal the HIRE DATE for a NAPP or
the CHANGE EFFECTIVE DATE for an NPDL or PUDC

NEXT KEY: 914010433 1
NEXT FUNCTION: _____ (MENU, KEYS, END)
```

1. At **Next Key**, enter the **SSN** of the person you want to update and press **Enter**.
2. Enter the **Human Resource Representative Number** if it is different than what was entered with the **ASAV** transaction at the **New HR Rep #**. This is the **HR Rep** area of the employee's *new* position.
3. Enter the new job description number for the employee's new position at **New Job Desc #** if it is different than what was entered with the **ASAV** transaction.
4. Enter the new class of the employee at the **New Class** field if it is different than what was entered with the **ASAV** transaction. The valid classes are STFF and TECH.
5. The **New Appt Type** field is required for Hershey and PNA (Pennsylvania Nurses Association). It is required in order to access the salary tables correctly. It is optional for any other situation. This information can be modified if it is different than what was entered with the **ASAV** transaction.
6. The **New Grade Step** field is required for any PNA (those with a Hershey staff classification of N4 on the job description record), TECH or STFF with X-rates.
7. The **Date Salary Effective** field can be modified if it is different than what was entered with the **ASAV** transaction.

Reminder:

The **Date Salary Effective** must equal the hire date on the **NAPP** *or* the change effective date on an **NPDL** or **PUDC**.

8. The **Amnt/PPd** field is required for all STN and FT1 STFF (monthly pay frequency) who are not on a salary table. The **Annualized Salary** will be calculated. The **Hourly Rate** will be calculated for all Non-Exempt. This field can be modified if it is different than what was entered with the **ASAV** transaction.
 9. The **Hourly Rate** field is required for TECH individuals on an X-rate or Non-Exempt STN STFF at Hershey (BIHR, BISA pay frequencies) whose salary does not come from a salary table. This field can be modified if it is different than what was entered with the **ASAV** transaction. The Amnt/PPd and Annualized Salary will then be calculated.
- > Note:**
For PNA and TECH - the **Amnt/PPd**, **Annualized Salary** and **Hourly Rate** will be derived from salary tables. The **Annualized Salary** will always be protected and system-generated.
10. The **Authorized By** field is required. This can be modified if it is different than what was entered with the **ASAV** transaction.
 11. The **View/Modify Step Schedule?** field will automatically default to "N" (no). If a step schedule needs to be modified, you must reply "Y" (yes) and press **Enter** so the step schedule window appears. Refer to the section on the [Step Schedule Screen](#) for additional information. The window to modify the step schedule information will only appear for individuals on step schedules: PNA (Pennsylvania Nurses Association), TECH and STFF with a grade step of X.

Inquire Current Salary & Step Information — ISAV

The **Inquire Salary Authorization and Verification (ISAV)** function will allow you to view the current salary and step schedule information that was entered by the Employment Office with **ASAV**. Once the form is processed, the **ISAV** record will be deleted. The **ISSH** function should be used to view processed step information on the forms.

To pull up the **Salary Authorization and Verification Inquiry** screen, type **ISAV** at the **Next Function** line.

Press **Enter**.

06/09/97 14:40:33.8	HUMAN RESOURCE SYSTEM SALARY AUTHORIZATION & VERIFICATION INQUIRY	ISAV DAM3
		EXEMPT
	SSN: 914010433	
Date Salary Effective:	03/31/1997	
Amnt/PPd:	3645.00	
Annualized Salary:	43740.00	
Hourly Rate:		
Authorized By:	TEST	
NEXT KEY: 914010433 1		
NEXT FUNCTION:		<MENU,KEYS,END>

1. At **Next Key**, enter the **Social Security Number (SSN)** of the person you would like to view.

Press **Enter**.

Inquiring Step Schedules — ISSH

The **Inquire Step Schedule History (ISSH)** function will allow you to browse a list of **NAPP**, **NPDL** or **PUDC** forms that have been **PRO**cessed for a person. This screen *will* bring up forms that have been done prior to the **ASAV** transaction.

With **ISSH** you can view an individual's step schedule history within a specific date range by entering a **Start Date** and an **End Date**, both of which are optional fields.

Below is an example of the **ISSH** function.

06/09/97
14:54:52.6

HUMAN RESOURCES INQUIRY SYSTEM
INQUIRY STEP SCHEDULE HISTORY

ISSH
DAM3

Name: L0709LASTNAME, F0709FIRS

	Form Name	Form No.	Action Effect Date	Class	Description
1.	PJDC	59715	02/01/1994	TECH	POSITION UPGRADE
2.	NPDL	41019	09/01/1993	TECH	DEMOTION
3.	NPDL	41016	09/01/1993	TECH	PROMOTION/CHANGE TO STANDING
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

1

Selection Number: 3
NEXT SSN: 914010709
NEXT FUNCTION:

Start Date: 09 / 01 / 1993 (MM/DD/YYYY)
End Date: 12 / 01 / 1996 (MM/DD/YYYY)

(MENU, KEYS, END)

With **ISSH**, you can also look at the step information for the particular form that was done. To do this:

1. Enter the **number** that corresponds with the form that you would like to view.

Press **Enter**.

A pop-up window will display the step information contained in that form.

06/09/97
14:58:07.4

HUMAN RESOURCES INQUIRY SYSTEM
INQUIRY STEP SCHEDULE HISTORY

ISSH
DAM3

Name: L0709LASTNAME, F0709FIRS

For

1.	P	SSN:	914-01-0709	Class:	TECH	Grade:	09
2.	N	JobD#:	005B - 0109	Anniz Salary:	22277.80	Appt:	STN
3.	N	HREP#:	270	Title:	MNTNCE WKR UTIL		
4.							
5.		Grade Step	Sp/Lrng Step	Pay Rate	Date Due		
6.		1	JR	10.35	04/07/1990		
7.		2					
8.		3					
9.		4					
10.		5					
11.		6					
12.		7					
13.		8					

Selecti N PRESS 'PF12' TO RETURN _ ENTER PREV, NEXT FOR OTHER STEP

NEXT FUNCTION:

<MENU,KEYS,END>

Press **PF12** to return to the **ISSH** screen.

Deleting a Salary Authorization and Verification Record

The **Delete Salary Authorization and Verification (DSAV)** transaction *can only be done by the Employment Office*. This can be used if an **ASAV** transaction was done for an individual by mistake and an **NAPP**, **NPDL** or **PUDC** will not be done.

To pull up the **DSAV** transaction, type **DSAV** at the **Next Function** line.

Press **Enter**.

```

PLEASE HIT 'ENTER' TO DELETE RECORD
06/09/97          HUMAN RESOURCE SYSTEM          DSAV
15:00:06.7      SALARY AUTHORIZATION & VERIFICATION DELETE  DAM3

                                                    *EXEMPT*

                SSN:      914010433

Date Salary Effective:  03/31/1997

                Amnt/PPd:  3645.00

Annualized Salary:     43740.00

                Hourly Rate:

                Authorized By:  TEST

NEXT KEY:  914010433  1
NEXT FUNCTION:  _____ <MENU,KEYS,END>

```

1. At **Next Key**, enter the **SSN** of the person you want to delete the **SAVE** transaction.

Press **Enter** to delete the **SAVE** transaction.

Step Schedule Screen


The **Step Schedule Screen** will no longer appear when paging through the **NAPP**, **NPDL** and **PUDC** forms.

If you would like to view the step information when doing an **NAPP**, **NPDL** or **PUDC**, enter a **Y** (yes) at the **View Step Sched?** field and press **Enter**. The following screens will show you where this field is located on the **NAPP**, **NPDL** and **PUDC** forms.

In the **PUDC** form, the **View Step Sched?** field is located on the **Current/Change To** screen as shown below.


06/09/97 15:07:53.7	POSITION UPGRADE/DOWNGRADE/CLASS CHANGES	PUDC DAM3
Chng Eff Dte: 03/31/1997		*EXEMPT*
SSN: 914-01-0433 HRAdmn: 004	Name: SUNNYDAYS, SYLVIA A Pos #/Pos Type: 00837-000 P	HR Rep #: 020 H Bud: 05-004-61 UP

Type Chng (U/D/C/E): u	Appt Type: STN	
CURRENT		CHANGE TO:
Sal Pln/Pos FTE: 12M	1.000	12M 1.000
Job Desc #: 9991-0000		2836 - 0000
Job Desc Ttl: ASSOC EXT AGT		HD PRODMS
Class/Grade/Rnk: STFF 21 X30		STFF 22 NA
Patent Agree:		00 / 00 / 0000
Annualz/Appt Sal: 37920.00	37920.00	43740.00

		Pos Sal Change:
		Reason Amount OR %
		- _____ -
		- _____ -
		- _____ -
Paycheck Adj This Appt (Y/N)? _		Meal/Ldg Ded Chng (Y/N)? N
View Step Sched? N 		Other Title Chng (Y/N)? N

In the **NPDL** form, the **View Step Sched?** field is located on the **Current/Change To** screen as shown below.

06/09/97 15:03:59.6	NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES	NPDL DAM3
Chng Beg Dte:		*EXEMPT*
SSN: 914-01-0433	Name: SUNNYDAYS, SYLVIA A	

Type Chng (P/D/L/C): _	Overlap Pos(Y/N)? _	
CURRENT		CHANGE TO:
HRAdmn/Pos#/Pos Typ: 004 00837-000 P		052 837 - P
Home Budget/HRRep #: 05-004-61 UP 020		05-004-61 UP 020
Appt Beg/End Dte: 01/11/1993 12/31/2099		01 / 11 / 1993 12 / 31 / 2099
Appt Type/Pr/Se: STN P		STN P
Class/Grade/Rank: STFF 21 X30		STFF 21 X30
Step/Lg St/JDesc#: NA NA 9991-0000		NA NA 9991-0000
Sal Plan/Pos FTE: 12M 1.000		12M 1.000
Equiv Wrk % /HR86?: 100.0		100.0 -
FTCnfrmDte/Pat Agm:		00 / 00 / 0000 00 / 00 / 0000
Prob/ProvEnd:		00 / 00 / 0000 
Appt Sal: 37920.00		37920.00 View Step Sched? N
Paycheck Adj This Appt (Y/N)? N		-----
		Pos Sal Change:
		Reason Amount OR %
		- _____ -
		- _____ -
		- _____ -
Title Chng (Y/N)? N		
Meal/Lodging Ded Chng (Y/N)? N		
Budget Dist Chng (Y/N)? N		

In the **NAPP** form, the **View Step Sched?** field is located on the **Appointment Data** screen as shown below.

PF5=TOP, PF6=BOTTOM, PF7=BACKWARD, PF8=FORWARD, PF12=PROCESS

06/09/97
15:19:38.6

NEW APPOINTMENT
APPOINTMENT DATA

NAPP
DAM3

Pos Type: P HRadm: 015 H Bud: 02 - 015 - 17 UP

Class: STFF

EXEMPT

SSN: 914-01-5005

Name: DO, CAT NAM

Pos #: 00117 - ___ Overlap?: N System?: N HRep#: 130

Appt Type: STM Primary/Secnd: P Camp Loc: UP

Appt Begin: 09 / 01 / 1995 Prob/ProvEnd: 03 / 01 / 1996 Wk Unit: 130

Grade: 24 Sp/Lrng Step: NA Grade Step: NA

Rank: NA_ Acam/Exec T1: NA_ Acam/Exec T2: NA_

Rank Title: Dspln: _____ Tenr Elig: N

Job Desc Ttl: FACILS ENGR View Step Schedule?: N

Scnd Title: FACILS ENGR _____ Sal Plan: 12M

HR88 Appt: N Mnths Not Wrkd: - , -

Pay Freq: MNTH Check Sort: 099 Annlz Sal: 61800.00__

Position Sal: 61800.00 Appt Sal: 61800.00__ OR Hrlly Rate: _____

Pay Budget: 02 - 015 - 17 UP Pay Fund: 10010

PAY INFORMATION View I-9(Y/N): N MLD: N

First PPd #: 3_ # Cmpl't PPds: 9_

1st PPd Amt: 5150.00__ Amnt/PPd: 5150.00__



Last Revised: 07/22/2003