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 **A**dd **S**alary **A**uthorization and **V**erification Record (**ASAV**) transaction. The NAPP, NPDL and PUDC forms will now require the **S**alary **A**uthorization and **VE**rification (**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

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.

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 __ **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 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 #:       ___ ❷
         New Job Desc #:       ____ - 0000 ❸
             New Class:        ____ ❹
          New Appt Type:       _ ❺
         New Grade Step:       _ ❻

   Date Salary Effective:      _ / _ / ____ ❼
              Amnt/PPd:        _____ ❽
      Annualized Salary:
           Hourly Rate:        _____ ❾

          Authorized By:       _____ ❿
   Is there a Step Schedule:   N ⓫
      NOTE:  Date Salary Effective must equal the HIRE DATE for a NAPP or
             the CHANGE EFFECTIVE DATE for an NPDL or PUDC

      NEXT KEY:  9 140 10433 ❶_____
   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 **U**pdate **S**alary **A**uthorization and **V**erification (**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 **USAV** at the **Next Function** line to pull up the Update Salary Authorization and Verification (USAV) 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
           Hourly Rate:     _____  ⑨

          Authorized By:    T⑩T_____
  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 **I**nquire **S**alary **A**uthorization and **V**erification (**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                 HUMAN RESOURCE SYSTEM                    ISAV
14:40:33.8        SALARY AUTHORIZATION & VERIFICATION INQUIRY     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 ❶
  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                     HUMAN RESOURCES INQUIRY SYSTEM                    ISSH
14:54:52.6                   INQUIRY STEP SCHEDULE HISTORY                     DAM3

                                              Name: L0709LASTNAME, F0709FIRS
     Form Name  Form No. Action Effect Class Description
                                Date
   1.  PUDC      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.                                 ❶
  12.
  13.

 Selection Number: 3                    Start Date: 09 / 01 / 1993 (MM/DD/YYYY)
        NEXT SSN: 914010709             End Date:  12 / 01 / 1996 (MM/DD/YYYY)
 NEXT FUNCTION:                                         (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                   HUMAN RESOURCES INQUIRY SYSTEM              ISSH
14:58:07.4                 INQUIRY STEP SCHEDULE HISTORY               DAM3

                                            Name: L0709LASTNAME, F0709FIRS
   For
 ┌─────────────────────────────────────────────────────────────────────┐
 1.  P │    SSN:  914-01-0709          Class:  TECH         Grade:   09  │
 2.  N │    JobD#:  005B -  0109  Annlz 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            NA           10.36      04/07/1990        │
 7.    │   2                                                             │
 8.    │   3                                                             │
 9.    │   4                                                             │
10.    │   5                                                             │
11.    │   6                                                             │
12.    │   7                                                             │
13.    │   8                                                             │
       │                                                                 │
Selecti│  PRESS 'PF12' TO RETURN        _ ENTER PREV, NEXT FOR OTHER STEP│
   N   └─────────────────────────────────────────────────────────────────┘
 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___❶_____
   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            POSITION UPGRADE/DOWNGRADE/CLASS CHANGES              PUDC
15:07:53.7                                                               DAM3

                    Chng Eff Dte: 03/31/1997
                                                                  *EXEMPT*
  SSN: 914-01-0433           Name: SUNNYDAYS, SYLVIA A          HR Rep #: 020
HAdmn: 004        Pos #/Pos Type: 00837-000 P            H Bud: 05-004-61 UP
-----------------------------------------------------------------------------
Type Chng (U/D/C/E): u          Appt Type: STN
              C U R R E N T           |      C H A N G E   T O:
  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        NON-ACAD PROMOTION/DEMOTION/LATERAL CHANGES            NPDL
 15:03:59.6                                                             DAM3
                    Chng Beg Dte:
     SSN: 914-01-0433      Name: SUNNYDAYS, SYLVIA A          *EXEMPT*
-----------------------------------------------------------------------------
Type Chng (P/D/L/C): _                    Overlap Pos(Y/N)? _
              C U R R E N T           |      C H A N G E   T O:
HAdmn/Pos#/Pos Typ: 004   00837-000  P |  052    _837 - __    P
Home Budget/HRep #: 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.

```
 06/09/97                        NEW APPOINTMENT                        NAPP
 15:19:38.6                      APPOINTMENT DATA                       DAM3


                        Pos Type: P           HAdmn: 015    H Bud: 02 - 015 - 17 UP
Class: STFF                                                            *EXEMPT*
 SSN: 914-01-5005          Name: DO, CAT MAN
        Pos #: 00117 - ___    Overlap?: N  System?: N            HRep#: 130
  Appt Type: STN                  Primry/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:              DspIn: _____           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: 61080.00          Appt Sal: 61800.00_ OR Hrly Rate: _____
 Pay Budget: 02 - 015 - 17 UP  Pay Fund: 10010
PAY INFORMATION              View I-9(Y/N): N                  MLD: N
 First PPd #: 3_                               # Cmplt PPds: 9_
 1st PPd Amt: 5150.00_                          Amnt/PPd: 5150.00_
```

Last Revised: 07/22/2003