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## ***Introduction***

You will be able to reappoint and give general salary increases to FT1 employees using the FT1 Reappointment and General Salary Increase function, URGI. This function will go against a file that will be created in late May (after May monthly payroll is calculated). This file will contain all FT1 employees whose appointment end date is June 30 or thereafter.

→ If the appointment end date is prior to June 30, you will need to use a Human Resource Change Form.

→ If an individual's end date is June 30 or thereafter, you should use URGI.

→ There will be some situations where you will not be able to use URGI. If you cannot use this function you will receive a pop-up window telling you that you must use a Human Resource Change form and the reason. Following are some of the reasons you will still need to use the forms (example: RAPP, ARCA, AEXT, NEXT):

1. An HR86 appointment's 3 year limitation will expire before June 30 of the new fiscal year. You will be able to reappoint the individual up to the date of the limitation as long as it meets the FT1 editing (6 months or more). If it will be less than 6 months you will need to use the appropriate Human Resource Change form.
2. An individual's Employment Authorization will expire before June 30 of the new fiscal year. You will be able to reappoint the individual up to the expiration date as long as it is for 6 months or more. If the individual's Employment Authorization has been renewed and OHR has been notified, you will be able to use URGI once OHR updates the database with the new Employment Authorization expiration date. If you cannot reappoint the individual using URGI, you will receive a pop-up window telling you that you must use a Human Resource Change form.
3. If an individual's appointment end date is not June 30 but is before August 1 you should use the Human Resource Change form to reappoint the individual and give them a general salary increase if they are due one.
4. If the field, appointment begin date, is not primed with July 1 of the new fiscal year, you will not be able to change this field. You may only apply a salary increase at this time.

You will be able to reappoint those employees whose appointment end date is June 30. These individuals will have their dates primed as follows:

## ***Introduction***

- Appointment begin date will be set to July 1 current year.
- Appointment end date will be set to June 30 new year. You will be able to change the appointment end date as long as it meets the criteria for a FT1 employee.

You will be required to enter the FT1 confirmation date for non-academic (STFF) employees.

If the employee is academic or an academic administrator, you will be required to enter the Memorandum of Personal Service (MPS) date and you may change the rank.

For those individuals you are reappointing and giving a general salary increase, you will choose the option “*YES, reappoint*” on the re-appointment pop-up window and then you will be required to enter an increase amount.

For those individuals you are reappointing but not receiving a general salary increase, you will be required to provide a reason code for why they are not receiving an increase.

For those individuals whose appointments are not expiring and are receiving a general salary increase, you will be required to enter an increase amount.

For those individuals whose appointments are not expiring and not receiving a general salary increase, you will be required to provide a reason code for why they are not receiving an increase.

If the individual’s appointment expires June 30 and you do not want to reappoint them, you will chose the option “*NO, do not reappoint*” on the re-appointment pop-up window.

This procedure will need to be coordinated between the Human Resource Representative and the Financial Officer to ensure that **ALL** individuals have been reappointed, given a general salary increase or identified as not being reappointed or not receiving a general salary increase.

**The person doing URGI is required to take action on every individual listed even if they don’t get an increase or are not being re-appointed.**

There are no approval paths involved. This is why it is critical that an individual is responsible for making sure everything has been entered. Listings will be provided to check information and for the areas to sign-off on the salary information, etc.

Security to the function will be given to the Human Resource Representative and the Financial Officer. If you would like other individuals to have access to the URGI function to update the information and/or IRGI to inquire against the information), you will need to request this through the Security Office, AIS, Shields Building.

## ***Introduction***

The update/inquiry functions will consist of four main screens:

### **Selection Screen**

This screen will be the first one to appear when the user types in the function name (URGI or IRGI). On this screen, the user will have the option to do an alphabetical sequence display or query an individual record based on social security number.

### **Alphabetical Sequence Browse Screen**

This screen will only come up if the user enters information on the *Alphabetical Sequence Criteria* section of the **Selection Screen**. All records meeting the criteria entered on the **Selection Screen** will be displayed. The user will have an option to select a specific record to update.

### **Academic Appointment Data Screen**

This screen will be displayed and must be updated for all individuals who are academic or academic administrators.

### **Non-Academic Appointment Data Screen**

This screen will be displayed and must be updated for all individuals who are administrators or staff.

## How to Pull Up the URGI/IRGI Functions

```

05/16/02          INTEGRATED BUSINESS INFORMATION SYSTEM      M3SI
15:39:14.4          GENERAL SALARY INCREASES                  RQL2

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
-----          -
IPSA  Inquiry Position Adjustment  USIS  Update Salary-Inc Seq
POSA  Update Position Adjustment  USIP  Upd Sal-Inc Pers or Posn
DLSI  Download for Salary Increase  USIX  Upd Sal-Inc X-Rate
ULSI  Upload for Salary Increase     USIC  Upd Sal-Inc Central
ISAB  Inquiry Salary Alloc-Balance    ISIS  Inquiry Sal-Inc Seq
BSIE  Browse Salary Increase Error    ISIP  Inq Sal-Inc Pers or Posn
USIR  Upd Sal-Inc Rank Promotion      GSIA  Gen Sal Inc Alloc-Cen
URGI  Upd Reappt Sal-Inc             IRGI  Inq Reappt Sal-Inc
URGC  Upd Reappt Sal-Inc Central

NEXT FUNCTION: URGI          PREV MENU: M1M1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . . . KEYS PRNT .

```

Enter CCOM at the Net-Pass Activity Table Logon screen to go into the production environment.

Select IBIS Admin Menus at the Com-pass screen.

1. At the NEXT FUNCTION line, type URGI
2. Press ENTER, a blank URGI transaction will appear, ready to be completed.

NOTE: To locate the form within the IBIS menus, follow the steps below:

1. At the **MIMI** (IBIS Main Menu) menu, enter **M2BG** (Budgeting System) at the **Next Function** line and press **Enter**.
2. At the **M2BG** menu, enter **M3SI** (General Salary Increases) at the **Next Function** line and press **Enter**.
3. At the **M3SI** menu, enter **URGI** (FT1 & General Salary Increase) at the **Next Function** line and press **Enter**.

You can pull IRGI (Inquire FT1 & General Salary Increase) function up by following the same steps. IRGI is an inquiry function that allows you to view what you have entered with the URGI function.

## Selection Screen

## Section 2

This screen allows the user to select records by two different methods: The user may only use one method to display the data.

- To select an individual record, complete the right side of the screen.
- To select an alphabetical sequence of records, complete the left side of the screen.

### *Individual Record Selection*

```
ENTER HR REP #, ADMIN AREA OR SSN FOR SELECTION
05/16/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URGI
12:43:12.3                Selection Screen                                RQL2

This cover screen is used to:
  1. Select a given record or
  2. Select a starting point for a sequence of records in alpha order
To select a given record, complete the right-hand side of the screen.
To select a sequence of records, complete the left-hand side of the screen.

-----
ALPHABETICAL SEQUENCE CRITERIA          INDIVIDUAL RECORD SELECTION

Select one:
Hr Rep#: 
Admin Area#: 

Other selection criteria:
Home Budg #:  -  - 
Appt Type:  FT1
Class:            Ex/Nonex: 
Last Name:  

NEXT FUNCTION:  (MENU,KEYS,END)
```

### Individual Record Selection

If you want to view a specific individual:

1. At SSN, enter the individual's social security number.
2. Press **ENTER**.

—OR—

## *Alphabetical Sequence Criteria*

```
ENTER HR REP #, ADMIN AREA OR SSN FOR SELECTION
05/22/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URG1
13:52:59.9              Selection Screen                                RQL2

This cover screen is used to:
  1. Select a given record or
  2. Select a starting point for a sequence of records in alpha order
To select a given record, complete the right-hand side of the screen.
To select a sequence of records, complete the left-hand side of the screen.

-----
      ALPHABETICAL SEQUENCE CRITERIA      |      INDIVIDUAL RECORD SELECTION
Select one:                               |
Hr Rep#:  [REDACTED]                     |      SSN:  [REDACTED] - [REDACTED] - [REDACTED]
Admin Area#: [004]                       |
Other selection criteria:                 |
Home Budg #:  _ - _ - _                  |
Appt Type:   FT1                         |
Class:      _   Ex/Nonex:  _             |
Last Name:   _____                 |
NEXT FUNCTION: [REDACTED] (MENU,KEYS,END)
```

Indicate how you would like the FT1 selected:

1. If you want to select the FT1 by Human Resource Representative Number, enter the appropriate number at **Hr Rep#**.  
—OR—  
If you want to select the FT1 by Administrative Area, enter the appropriate number at **Admin Area#**.
2. Press ENTER to enter any additional selection criteria.

```

PLEASE ENTER ANY ADDITIONAL SELECTION CRITERIA OR PRESS <ENTER>
05/22/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URG1
13:59:28.4          Selection Screen                                   RQL2

This cover screen is used to:
  1. Select a given record or
  2. Select a starting point for a sequence of records in alpha order
To select a given record, complete the right-hand side of the screen.
To select a sequence of records, complete the left-hand side of the screen.
-----
      ALPHABETICAL SEQUENCE CRITERIA                               INDIVIDUAL RECORD SELECTION
Select one:
  Hr Rep#: ██████
  Admin Area#: ██████
Other selection criteria:
  Home Budg #: █████ - █████ - █████ UF
  Appt Type: FT1
  Class: █████ Ex/Nonex: █████
  Last Name: ████████████████████████████████████████████████████
NEXT FUNCTION: ████████████████████████████████████████████████████ (MENU,KEYS,END)

```

### Other Selection Criteria

The following fields are optional unless the user does not have access via the human resource representative number or the administrative area number. If they do not have access at the higher level, they must enter a home budget number.

1. At Home Budg #, enter a home budget number, if you want FT1 from a specific budget number.

**NOTE:** If you do not have Human Resource Representative access or Financial Officer access to IBIS, a home budget must be entered.

2. The **Appt Type** (appointment type) field will default to FT1.
3. Valid **Class** entries: ACAM (academic administrator), ADMR (administrator), ACAD (academic) or STFF (staff). Enter the class type if you want to view a specific class. If this field is left blank, all academic and staff appointments will be retrieved.
4. If STFF is entered at the **Class** field, the **Ex/Nonex** field must be completed. Enter either E (exempt) or N (non-exempt). If the **Class** field is blank, leave the **Ex/Nonex** field blank.
5. At **Last Name**, enter the last name of an individual, if you want to view individuals starting with that last name and continue alphabetically.

**NOTE:** This is beneficial if you stopped at a certain individual and did not update all of them. You can pick up where you left off.

6. Press **ENTER** to display a listing of all individuals meeting the criteria entered.



```
PRESS 'ENTER' TO CONTINUE; PRESS 'PF7' TO RETURN TO COVER SCREEN
05/22/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URGI
14:02:21.7                                             RQL2

Name                SSNO   Class Begin Appt End Appt      Home   Act
                Date      Date      Date      Date      Budget  Flg
1. L0715LASTNAME,F0715F 914010715 STFFN 07/01/2001 06/30/2002 04-004-17 UP  B
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.

Selection Number:  1
NEXT FUNCTION: [REDACTED] (MENU,KEYS,END)
```

1. At Selection Number, enter the number that corresponds with the individual you would like to update.
2. Press **ENTER**.

***Employment Authorization Expired and HR86 Limitation***

```
ENTER HR REP #, ADMIN AREA OR SSN FOR SELECTION
05/16/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URG1
12:43:12                                               RQL2

This cover ( 914010592 -- L0592LASTNAME,F0592FIRSTN )
1. This employee's Employment Authorization
2. End date is 06/01/2002 -- use the appro-
To select appropriate Human Resource form to reappoint
To select this person and give their salary increase.
-----
ALPHA                                     SELECTION
Select o                                     0592
Hr Re
Admin Are
Other se
Home Budg
Appt Ty
Cla
Last Na

AND/OR

This employee's HR86 appointment cannot
exceed 39 months.
HR86 Init Date: 00/00/0000
Please use the appropriate Human Resource
form to reappoint this person and give
their salary increase.

Please press <ENTR> to exit.

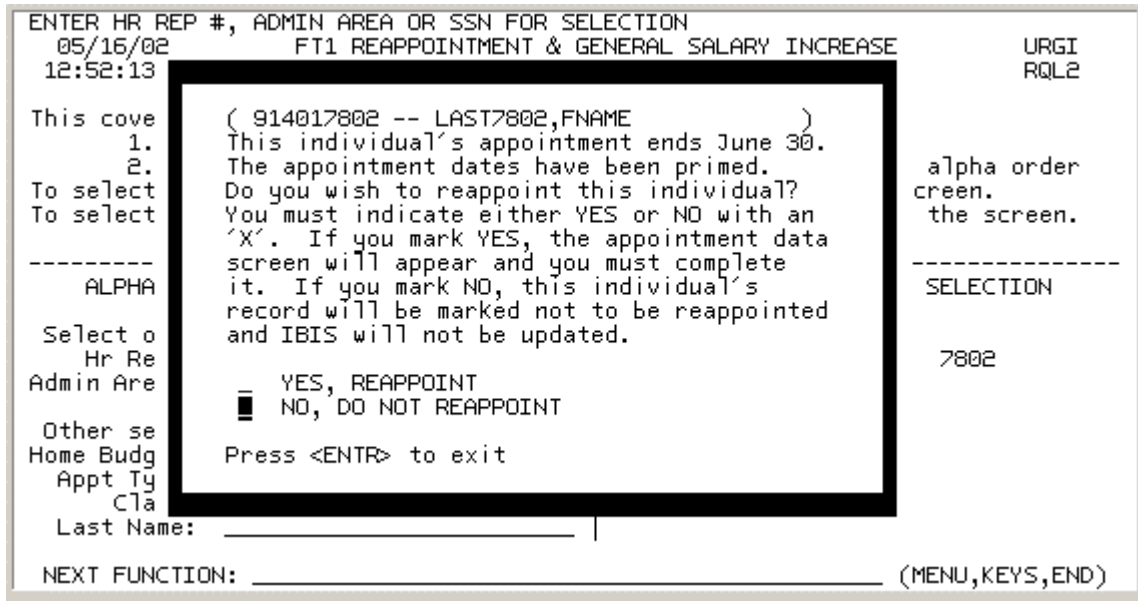
NEXT FUNCTION: _____ (MENU,KEYS,END)
```

If the individual's Employment Authorization will expire before June 30 of the following year, you must use the appropriate Human Resource Change form to reappoint this person and give them their salary increase.

If the individual has an HR86 appointment that would exceed 39 months if reappointed, you will receive this pop-up window. You must use the appropriate Human Resource Change form to reappoint this person and give them their salary increase.

**NOTE:** If a date is entered in both the Employment Authorization expiration date field **and** HR86 (Initial) Date field, both limitations apply to this individual.

***Reappointment Pop-Up Window***



If the individual's appointment ends on June 30. You will receive this pop-up window.

If you would like to reappoint this person, place an "X" besides **Yes, Reappoint.**

If you do not want to reappoint this person, place an "X" beside **No, Do Not Reappoint.**

## Change to Reappoint Pop-Up Window

```
ENTER HR REP #, ADMIN AREA OR SSN FOR SELECTION
05/16/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URGI
12:56:44          RQL2

This cover
1.
2.
To select
To select
-----
ALPHA
Select o
Hr Re
Admin Are
Other se
Home Budg
Appt Ty
Cla
Last Name: _____ |

'Y' IS THE ONLY VALID ENTRY - PLEASE RE-ENTER
( 914017802 -- LAST7802,FNAME )
This individual was previously marked NOT
to be reappointed. Do you wish to change
this and reappoint this employee? Enter a
'Y' if you wish to reappoint this person.
You will then be required to complete the
appointment data screens.

CHANGE STATUS on individual to
Y REAPPOINT

(If you do not want to change the status
but want to view the appointment data
screen, please press the <ENTR> key.)

alpha order
screen.
the screen.
-----
SELECTION

7802

NEXT FUNCTION: _____ (MENU,KEYS,END)
```

If you previously indicated that you did not want to reappoint this individual, you will receive this pop-up window if you select this individual again.

If you want to reappoint this individual, place a “Y” beside **Change Status on Individual to Reappoint**.

### Already Reappointed Pop-Up Window

```

PRESS 'ENTER' TO CONTINUE; PRESS 'PF7' TO RETURN TO COVER SCREEN
05/22/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URG1
13:33:00.3                                             RQL2

Name
( 914010715 -- L0715LASTNAME,F0715FIRSTN )
This individual has been reappointed. Do
you wish to change the status and not
reappoint this person? Enter a 'Y' if you
wish to change the status.

          CHANGE STATUS on individual to
          _ NOT REAPPOINT

(If you do not want to change the status
but want to view the appointment data
screen, please press the <ENTR> key.)

1. L0182
2. L0334
3. L0362
4. L0408
5. L0514
6. L0616
7. L0621
8. L0715
9.
10.
11.
12.
13.

Home Budget      Act
                  Flg
05-004-04 UP
05-004-05 UP
05-004-08 UP
05-004-60 UP
05-004-55 UP S
04-004-88 UP B
05-004-55 UP
04-004-17 UP B

Selection Number: 8_
NEXT FUNCTION: _____ (MENU,KEYS,END)

```

If the individual has been reappointed, you will receive this pop-up window.

If you would like to change the status of this individual and NOT reappoint them, place a "Y" beside **Not Reappoint**.

### Staff – Exempt and Non-Exempt Reappointment

```

PRESS PF1 - HELP, PF5 - NO UPDATE, PF12 - UPDATE
05/16/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URG1
16:31:56.3                                             Non-Academic Appointment Data          RQL2

SSN: 914-01-0553      Name: L0553LASTNAME,F0553FIRSTN      *EXEMPT*
HAdmn: 046 Pos #: 00680-000 Pos Type: T Status: ACT Appt Type: FT1

-----
C U R R E N T
HBud/HRep#/WkLoc: 06-032-20 UP 241 UP
Appt Beg/End Dte: 07/01/2000 06/30/2001
Class/Grade/ResLvl: STFF 17 NA
Rank: NA
Job Desc#: 2335 - 0000
Job Desc Ttl: COMP CTR SPEC
Sal Plan/Pos FTE: 12M 100.0
FT Confirm Date: 06/15/2000
Annualz/Appt Sal: 25008.00 25008.00
GSI IncrAmt%/Rsn:

C H A N G E   T O
06-032-20 UP 241 UP
07 / 01 / 2001 06 / 30 / 2002
STFF 17 NA
NA_
2335 - 0000
COMP CTR SPEC
12M 100.0
06 / 06 / 0000
25008.00 25008.00
-----
PAY INFORMATION -- For NEW Fiscal Year -----
Pay Budget: 04 - 017 - 49 up Pay Fund: 10010
First PPD #: Last PPD #: # Cmpl't PPDs: 12
1st PPD Amt: Last PPD Amt: Amnt/PPD: 2084.00

NEXT FUNCTION: _____ (MENU,KEYS,END)

```

If you indicated yes to the reappointment pop-up window, you will receive this screen for FT1 Staff.

1. The **Appt End Dte** (appointment end date) will be primed with June 30 but can be modified as long as the appointment is 6 months or more.
2. The **Rank** field will be modifiable for Ag Extension Agent appointments.
3. At **FT Confirm Date**, enter the date that the FT1 Confirmation Form was signed by the individual.
4. At **Incr Amnt**, enter the total amount of the general salary increase for the length of the appointment, if the individual received one.

\*\*\*\*\***VERY IMPORTANT**\*\*\*\*\*

5. If the **Incr Amnt** field was completed, blank out the “ZZ” **Reason Code**. If the **Incr Amnt** is not completed or the individual is not receiving a pay increase, the **Reason** field must be completed. Press **PF1** for a list of reasons for zero increases. **If this isn’t completed it will generate an error report and could create delays in processing the increases.**

#### Pay Information for the New Fiscal Year

6. The **Pay Budget** will be primed with the current pay budget but can be modified.
7. The **Pay Fund** will be primed with the current pay fund but can be modified.
8. If the first pay period is a partial, at **First Pay Period #**, enter the first pay period that this individual will be paid this increased amount.
9. If the last pay period is a partial, at **Last Period #**, enter the last pay period that this individual will be paid.
10. At **# Cmpltd PPDs** enter the number of complete pay periods in the new fiscal year for this appointment.
11. If the **First PPD #** field was completed, at **1<sup>st</sup> PPD Amt**, enter the amount the individual will be paid on the first pay period.
12. If the **Last PPD #** field was completed, at **Last PPD Amt**, enter the amount the individual will be paid on the last pay period.
13. At **Amnt/PPd** enter the new amount per pay period.
14. Press **PF12** to update this information

NOTE: Press **PF5** if you do **NOT** want to update this record with the information entered.

## FT1 Academic Reappointment

```

PRESS PF1 - HELP, PF5 - NO UPDATE, PF12 - UPDATE
05/16/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URG1
16:44:21.1          Academic Appointment Data                          RQL2

SSN: 914-01-7802  Name: LAST7802,FNAME
HADmn: 046  Pos #: 22246-000  Pos Type: S  Status: ACT  Appt Type: FT1
-----
          C U R R E N T
HBud/HRep#/WkLoc: 01-042-44 UP 240 UP
Appt Beg/End Dte: 10/01/2000 06/30/2001
Class/Rank: ACAD A10
Acam/Exec T1/T2: NA NA
Rank/Dspln Title: PROFESSOR TEST
Scnd Title: PROFESSOR TEST
Sal Plan/Pos FTE: 36W 100.0
MPSDte/CES Appr#: 11/13/1999
Annualz/Appt Sal: 16460.00 12345.00
GSI IncrAmt/%/Rsn:
-----
          C H A N G E   T O
01-042-44 UP 240 UP
07 / 01 / 2001 06 / 30 / 2002
ACAD A10
NA NA
PROFESSOR TEST
PROFESSOR TEST
36W 100.0
00 / 00 / 0000
16460.00 12345.00
-----
          P A Y   I N F O R M A T I O N  -- For NEW Fiscal Year
Pay Budget: 01 - 042 - 44 UP Pay Fund: 10020
First PPD #: Last PPD #: # Cmpl't PPDs: 12
1st PPD Amt: Last PPD Amt: Amnt/PPd: 1371.66
-----
NEXT FUNCTION: (MENU,KEYS,END)

```

If you indicated yes to the reappointment pop-up window you will receive this screen for FT1 Academics and Academic Administrators.

1. The **Appt End Dte** (appointment end date) will be primed with June 30 but can be modified as long as the appointment is 6 months or more.
2. Enter the **Rank** if it is different than what is indicated. Press **PF1** to find the appropriate code for each rank.
3. The **Acam/Exec T1** is only required for Academic Administrators but can be modified.
4. The **Acam/Exec T2** is only required for Academic Administrators but can be modified.
5. The **Rank** field will automatically reflect what was entered in the Rank code above.
6. The individual's current **Dspln Title** (discipline title) will be primed but can be modified.
7. The individual's current **Scnd Title** (secondary title) will be primed but can be modified.

**NOTE:** This field must be modified if the **Rank** field is modified.

8. AT **MPS Dte** (Memorandum of Personal Service date), enter the date that the individual signed their Memorandum of Personal Service.
9. The **CES Appr #** (CES Approval Number) if required, is determined by the administrative area of the Commonwealth College. This number is obtained by the college approving the academic appointment and can be viewed on IBIS using the function, IAAP.
10. At **Incr Amnt**, enter the total amount of the general salary increase for the length of the appointment, if the individual received one.

\*\*\*\*\*VERY IMPORTANT\*\*\*\*\*

11. If the **Incr Amnt** field was completed, blank out the “ZZ” **Reason** code. If the **Incr Amnt** is not completed or the individual is not receiving a pay increase, the **Reason** field must be completed. Press **PF1** for a list of reasons for zero increases. **If this isn’t completed it will generate an error report and could create delays in processing the increase.**

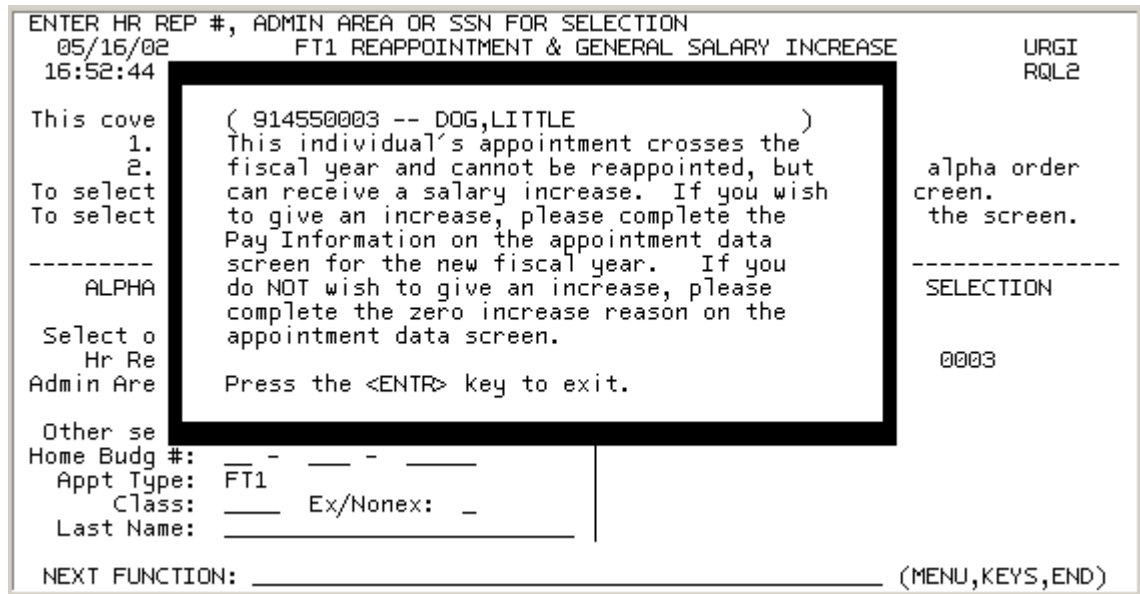
#### **Pay Information for the New Fiscal Year**

12. The **Pay Budget** will be primed with the current pay budget but can be modified.
13. The **Pay Fund** will be primed with the current pay fund but can be modified.
14. If the first pay period is a partial, at **First PPd #**, enter the first pay period that this individual will be paid this increased amount.
15. If the last pay period is a partial, at **Last PPd #**, enter the last pay period that this individual will be paid.
16. At **# Cmplt PPds** enter the number of complete pay periods in the **new fiscal year** for this appointment.
17. If the **First PPd #** field was completed, at **1<sup>st</sup> PPd Amt**, enter the amount the individual will be paid on the first pay period.
18. If the **Last PPd #** field was completed, at **Last PPd Amt**, enter the amount the individual will be paid on the last pay period.
19. At **Amnt/PPd** enter the new amount per pay period.
20. Press PF12 to update this information.

NOTE: Press PF5 if you do NOT want to update this record with the information entered.



*Salary Increase Pop-Up Window*



You will receive this pop-up window if the individual's appointment crosses the fiscal year and cannot be reappointed using this transaction.

You can, however, give the individual a general salary increase with this transaction, by completing the appointment data screen and the prior fiscal year pay period pop-up window information.

If you want to give this individual an increase, complete the appointment data screen and the prior fiscal year pay period pop-up window information.

If you do NOT want to give this individual an increase, **complete the zero increase reason** on the appointment data screen.

## Zero Salary Increase

```
PRESS PF1 - HELP, PF5 - NO UPDATE, PF12 - UPDATE
05/16/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE      URG1
16:59:42.0          Non-Academic Appointment Data                  RQL2

SSN: 914-01-0553      Name: L0553LASTNAME,F0553FIRSTN      *EXEMPT*
HAdmn: 046 Pos #: 00680-000 Pos Type: T Status: ACT Appt Type: FT1
-----
C U R R E N T                               C H A N G E   T O
HBud/HRep#/WkLoc: 06-032-20 UP 241 UP      06-032-20 UP 241 UP
Appt Beg/End Dte: 07/01/2000 06/30/2001   07 / 01 / 2001 06 / 30 / 2002
Class/Grade/ResLvl: STFF 17 NA             STFF 17 NA
Rank: NA                                    NA
Job Desc#: 2335 - 0000                      2335 - 0000
Job Desc Ttl: COMP CTR SPEC                 COMP CTR SPEC
Sal Plan/Pos FTE: 12M 100.0                12M 100.0
FT Confirm Date: 06/15/2000                06 / 06 / 0000
Annualz/Appt Sal: 25008.00 25008.00       25008.00 25008.00
GSI IncrAmt%/Rsn:                          [REDACTED] [REDACTED] [REDACTED]
-----
PAY INFORMATION -- For NEW Fiscal Year -----
Pay Budget: 04 - 004 - 98 UF Pay Fund: 10020
First PPd #: [REDACTED] Last PPd #: [REDACTED] # Cmpl't PPds: [REDACTED]
1st PPd Amt: [REDACTED] Last PPd Amt: [REDACTED] Amnt/PPd: [REDACTED]

NEXT FUNCTION: [REDACTED] (MENU,KEYS,END)
```

If the individual has an appointment end date greater than June 30, you can select the individual and give a zero increase reason, if you do NOT want to give an increase. You must use the appropriate Human Resource Change form to reappoint them.

\*\*\*\*\*VERY IMPORTANT\*\*\*\*\*

**If the Individual is NOT receiving a general salary increase:**

1. At **Reason** (Rsn), enter the zero increase reason. Press PF1 for a list of reasons for zero increases. **If this isn't completed it will generate an error report and could create delays in processing the increase.**
2. Press **PF12** to update this information.

**NOTE:** Press **PF5** if you do **NOT** want to update this record with the information entered.

## All FT1 Salary Increase

```

PRESS PF1 - HELP, PF5 - NO UPDATE, PF12 - UPDATE
05/16/02          FT1 REAPPOINTMENT & GENERAL SALARY INCREASE          URG1
17:07:00.8          Non-Academic Appointment Data                      RQL2

SSN: 914-01-0553   Name: L0553LASTNAME,F0553FIRSTN   *EXEMPT*
HAdmn: 046 Pos #: 00680-000   Pos Type: T   Status: ACT Appt Type: FT1
-----
C U R R E N T                               C H A N G E   T O
HBud/HRep#/WkLoc: 06-032-20 UP 241 UP       06-032-20 UP 241 UP
Appt Beg/End Dte: 07/01/2000 06/30/2001     07 / 01 / 2001 06 / 30 / 2002
Class/Grade/ResLvl: STFF 17 NA              STFF 17 NA
Rank: NA                                     NA
Job Desc#: 2335 - 0000                       2335 - 0000
Job Desc Ttl: COMP CTR SPEC                  COMP CTR SPEC
Sal Plan/Pos FTE: 12M 100.0                 12M 100.0
FT Confirm Date: 06/15/2000                 06 / 06 / 0000
Annualz/Appt Sal: 25008.00 25008.00         25008.00 25008.00
GSI IncrAmt/%/Rsn:                          1200.00
-----
P A Y   I N F O R M A T I O N   --   F o r   N E W   F i s c a l   Y e a r
Pay Budget: 04 - 017 - 98 UP   Pay Fund: 10020
First PPd #: [REDACTED]   Last PPd #: [REDACTED]   # Cmpl't PPds: 2
1st PPd Amt: [REDACTED]   Last PPd Amt: [REDACTED]   Amnt/PPd: 600.00
NEXT FUNCTION: [REDACTED] (MENU,KEYS,END)

```

If the individual has an appointment end date greater than June 30, you can select the individual and give a general salary increase only. You must use the appropriate Human Resource Change form to reappoint them.

1. At **Incr Amnt**, enter the total amount of the general salary increase for the length of the appointment.
2. **Blank out the "ZZ" Reason code.**

### Pay Information for the New Fiscal Year

3. The **Pay Budget** will be primed with the current pay budget but can be modified.
4. The **Pay Fund** will be primed with the current pay fund but can be modified.
5. If the first pay period is a partial, at **First PPd #**, enter the first pay period that this individual will be paid this increased amount.
6. If the last pay period is a partial, at **Last PPd #**, enter the last pay period that this individual will be paid.
7. At **# Cmpl't PPds** enter the number of complete pay periods in the **new fiscal year** for this appointment.

8. If the **First PPd #** field was completed, at **1<sup>st</sup> PPd Amt**, enter the amount the individual will be paid on the first pay period.
9. If the **Last PPd #** field was completed, at **Last PPd Amt**, enter the amount the individual will be paid on the last pay period.
10. At **Amnt/PPD** enter the new amount per pay period.
11. Press **PF8** to go to the Prior Fiscal Year Pay Periods Pop-Up Window.

**NOTE:** Press **PF5** if you do **NOT** want to update this record with the information entered.

### ***Prior Fiscal Year Pay Period Pop-Up Window***

```

PRESS PF1 - HELP, PF5 - NO UPDATE, PF8 - PRIOR FY PPDS, PF12 - UPDATE
05
13:
      ( 914550003 -- DOG,LITTLE )
SS   This employee's appointment crosses fiscal years. Please
HAdm provide the following information to calculate the new
---- appointment salary. T1
      -----
HBU  Number of Cmpl't Pay Ppds prior to 07/01
App  (exclude First Pay Ppd if it was a partial):      01
      -----
AC   If the First Pay Ppd prior to 07/01 was a Partial Pay Ppd,
Ran  provide the Equivalent Ppd Amnt for that partial month based
      on the new monthly amount for this individual.
      -----
Sal  Equivalent Ppd Amnt for First Pay Ppd:      $ ██████████
MPS  -----
Ann  The Pay Information entered for the remaining Pay Ppds in the
GSI  new fiscal year will be added to the above information to
---- calculate the new appointment salary.
Pay  Press 'PF7' to exit.
Firs -----
1st  -----
NEX  D)

```

1. AT **Number of Cmpl't Pay Ppds prior to 07/01**, enter the number of complete pay periods the individual had prior to 07/01 of the new fiscal year.

**NOTE:** Exclude the first pay period if it was a partial.

2. If the individual did receive a partial pay prior to 07/01 of the new fiscal year, complete the **Equivalent Ppd Amnt for First Pay Ppd** field. Enter the equivalent pay period amount for that partial month based on the new monthly amount for this individual.

3. Press **PF7** to return to the appointment data screen.

4. Once you have returned to the appointment data screen, press **PF12** to update this individual record.

**NOTE:**

If you receive the error message, # **Prev Ppds** + # **Cmplt Ppds** > **12**, the number of previous pay periods on the pop-up window and the number of new fiscal year complete pay periods entered on the appointment data screen are greater than 12. You can press **PF8** on the appointment data screen to pull the pop-up window up and make changes.

Press **PF5** if you do **Not** want to update this record with the information entered.