# General Salary Increase – Mainframe Option (USIP & USIS)

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#### Introduction

The mainframe salary increase option will have the same functionality as the PC applications.

The two mainframe transactions currently available are **USIP**<sup>1</sup> (Update Salary Increase by Position or Person) and **USIS**<sup>2</sup> (Update Salary Increase Sequential). **USIP** allows the user to select each position separately; whereas, **USIS** provides the capability to access the positions sequentially.

**Note**: The **PF1** key – **Help Screen** function can be used for the valid codes for most, if not all, of the fields contained in these functions

#### **Section Notes:**

- 1 The corresponding inquiry function for **USIP** is **ISIP** (Inquiry Salary Increase by Position or Person). This inquiry function is available until a few weeks prior to the next year's General Salary Increase (GSI) process.
- 2 The corresponding inquiry function for **USIS** is **ISIS** (Inquiry Salary Increase Sequential). This inquiry function is available until a few weeks prior to the next year's General Salary Increase process.

## **Cover Screen - USIP**

The Cover Screen of USIP is used to select the position you want to work with by entering either a PSU ID or a position number.

05/30/08 11:33:29.6	GENERAL SALARY INCREASE PERSON OR POSITION	USIP ABC2
1	PSU ID:  AA#/POS#:000	
Next Function:		(menu,keys,end)

## 1 – **PSU ID**: Enter the **PSU ID**

- or -

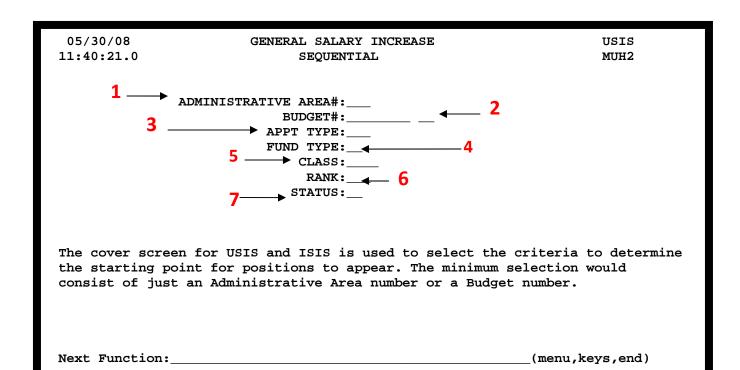
**AA/Pos # -** Enter the **administrative area** number and **position number**.

**Note**: Only the position number may be entered for unfilled positions.

Press **Enter** to display all data on the screen or press **PF8** to display the record on the next screen.

## **Cover Screen – USIS**

When using **USIS**, the user must select the criteria to determine the starting point for the data that will be displayed. The minimum selection would consist of just an Administrative Area number or a budget number, but keep in mind that entering an Administrative Area number requires the user to have a Financial Officer security profile.



- 1 Administrative Area# Enter the administrative area number.
- 2 **Budget#** Enter the **budget number** to begin sorting with.
- 3 **Appt Type** Enter the **appointment type** to begin sorting with.
- 4 Fund Type Enter a valid fund type.

**Note**: Press the PF1 key for a list of valid **fund** types

5 – Class – Enter the employee class to begin sorting with.

**Note**: Press the **PF1** key for a list of valid **class** types

6 – Rank – Enter a **rank** to begin sorting with. If not applicable, enter **NA**.

Note: Press the PF1 key for a list of valid ranks

7 – **Status** – Enter the **position status** to begin the sorting with.

After the cover screen has been completed by entering the criteria, press **PF8** to bring up the first record.

## **Salary Increase Screen**

The salary Increase Screen contains key information about the position It is also the screen where salary increase dollar amounts can be entered. Keep in mind that the system contains various edits to insure that the split increase amounts total a valid total dollar increase amount. Examples of such edits are displayed in the next section of this document. The system also contains edits to insure that a user can only enter data which corresponds to his or her area of financial responsibility.

The screen that appears directly after the cover screen for both **USIP** and **USIS** displays only the **Merit** increase area.

05/30/08 13:41:51.6 Name L0190LASTNAME,F0190F PSU ID: 9-1401-0190 HR88: N	A/A	SALARY INC Current Salary 32568	Plan	Class		Step	USIS PSU2 Position Number 00027000 *EXEMPT*
						DE0-	
NEW ANNUAL SALARY: 325						PF9=	= PROM
	Total			MEI	RIT		
Curi	ent Increase	e New	C	entral	Interr	nal	
Budget Fund Sal	ary % \$	Salary	%	\$	%	\$	
H 0400477 UP 10010 16		16344			_		
0400477 UP 12180 16	224	16224					
	T.C.O.	20560					
Total 32	2568	32568					
ZERO INC REASON CODE:_							
Current Hrly Rate:	Appt Ei	nd Date: 3	12 / 3	1 / 2099	9		Age: 54
New Hrly Rate:	Date	e Hired: 3	12 / 0	1 / 1984	4	Year	ser:
NEXT FUNCTION:					(MEN	IU,KEYS	S,END)
						=	-

Pressing PF9, will scroll through the increase screens for a position in the following order: merit, promotion, market and equity.

**Note**: Pressing PF8 will take you to the NEXT position record (not the next increase screen for a given position).

Press **PF9** to go to the **promotion increase** screen for the position.

13:41:51.6 Name L0190LASTNAME,F0190F PSU ID: 9-1401-0190	A/A	ALARY INC Current Salary 32568	Plan	Class			00027000
HR88: N							*EXEMPT*
NEW ANNUAL SALARY: 32568.0	Total			DDO:	MOTION	PF9:	= MRKT
Current		New		PRO. Central		en a I	
Budget Fund Salary					% 111CE1		
H 0400477 UP 10010 16344		16344		о 4	70	ų	
0400477 UP 12180 16224		16224					
			_				
			_				
			_				
Total 32568		32568					
ZERO INC REASON CODE:							5
Current Hrly Rate:							Age: 54
•	Date	nirea:	12 /	OT / 19		Yea:	
NEXT FUNCTION:					(MI	ENU, KEY	o,enu)

Press **PF9** to go to the **market increase** screen for the position.

05/30/08 13:41:51.6 Name L0190LASTNAME,F0190F	GENERAL SALARY  Curren		Grade/	USIS PSU2 Position
PSU ID: 9-1401-0190	004 3256	-	_	00027000
HR88: N				*EXEMPT*
NEW ANNUAL SALARY: 32568.	00		PF9	EQUITY
	Total	MAF	RKET	
Current	Increase New	Central		
Budget Fund Salary	•	•	% \$	
H 0400477 UP 10010 16344				_
0400477 UP 12180 16224	162	24		_
				_
				-
				_
				-
Total 32568	325	68		_
ZERO INC REASON CODE:	APPT BEGIN DATE	: 03 / 10 / 200	)8	
Current Hrly Rate:				Age: 54
New Hrly Rate:	Date Hired	: 12 / 01 / 198	34 Yea	ar Ser:
NEXT FUNCTION:			(MENU,KE	(S, END)

Press **PF9** to go to the **equity increase** screen for the position.

13:41:51.6 Name L0190LASTNAME,F0190F PSU ID: 9-1401-0190 HR88: N	A/A 004	Current	Plan	Class	Grade/ Rank NA	Step NA	00027000 *EXEMPT*
NEW ANNUAL SALARY: 32568.0	. •					PF9=	= MERIT
	Total			~	UITY		
	Increase						
Budget Fund Salary		Salary	9	% \$	%	\$	
H 0400477 UP 10010 16344		16344					
0400477 UP 12180 16224		16224					
Total 32568		32568					
ZERO INC REASON CODE:	APPT BEGI	N DATE:	03 / 3	10 / 200	8		
Current Hrly Rate:	Appt En	d Date: 3	L2 / :	31 / 209	9		Age: 54
New Hrly Rate:	Date	Hired: 3	L2 / (	01 / 198	4	Year	Ser:
NEXT FUNCTION:					(ME	NU,KEYS	S,END)

Pressing **PF9** again will return to the merit screen for the position.

## **Error Messages**

If the new salary amount does not conform to the division rules for splits, a pop-up window will appear, offering the user two suggested amounts.

An example of the error message:

```
ENTER = RETURN,
THE NEW SALARY FOR SPLIT 1 MUST BE ALTERED IN ORDER TO BE DIVISIBLE BY 3.00.
THE TWO CLOSEST CHOICES ARE:
$ 16356.00
AND
$ 16359.00
PLEASE FIX THE ALLOCATION AMOUNTS
```

Press **Enter** to return to the main screen and make the necessary salary amount adjustments.

**Note**: The pop up screen will continue to be displayed until the new salary amount conforms to the division rules for splits.

#### **Addition Features**

**Total Increase** – The system will calculate the total increase percent and dollar amount each time the user presses Enter or PF9 and each time a pop up window is exited. These amounts will be displayed in **the Total Increase** % and **Total Increase** \$ fields.

**New Annual Salary** – If all the budget distributions fall within his or her area of financial responsibility, the user **must** enter the **New Annual Salary**. If the budget splits are not all within the same financial area, the new annual salary **must** be entered by the home budget area user.

**Error**: - If an error exists, the system will alert the FO by displaying the error code from BSIE (Browse Salary Increase Erorrs).

**Zero Inc Reason Code** – If the salary increase for a position **equals \$12 or less**, a zero increase reason code must be provided. Press **PF1** for a list of valid codes.

Note – Only the home budget area will be permitted to enter the zero increase reason code.

Current and Prior Year Increases – Information on current and prior year increases can be accessed by pressing PF6. The information in the Current and Prior Year Increases window can be updated, but will not be edited by the system. To exit the window press PF7.

PF7 = RETURN		Current and	Prior Year In	ocreases	
	One Year Prior				Five Years Prior
	% \$	% \$	% \$	% \$	% \$
New Salary					

# **Processing the Transaction**

After completing the **Salary Increase** screens, press **PF12** to process the transaction. You will be returned to the cover screen and the message, "**Salary Increase record has been updated.**" will appear.

Those using **USIS** can press **PF8** to go the next record.

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