General Salary Increase – Mainframe Option
(USIP & USIS)

The following sections are available in this documentation:

- Introduction
- Cover Screen – USIP
- Cover Screen – USIS
- Salary Increase Screen
- Scrolling through Increase Types
- Error Messages Screen
- Additional Features
- Processing the Transaction

Introduction

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

The two mainframe transactions currently available are USIP\(^1\) (Update Salary Increase by Position or Person) and USIS\(^2\) (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.

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.
The cover screen for USIS and ISIS is used to select the criteria to determine the starting point for positions to appear. The minimum selection would consist of just an Administrative Area number or a Budget number.

Next Function: __________________________________________ (menu, keys, end)

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.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Current</th>
<th>Grade/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>L0190LASTNAME,F0190F</td>
<td>A/A</td>
<td>NA</td>
</tr>
</tbody>
</table>

PSU ID: 9-1401-0190  004 32568 12M STFF NA NA 00027000

HR88: N  *EXEMPT*

NEW ANNUAL SALARY: 32568.00

<table>
<thead>
<tr>
<th>Budget</th>
<th>Fund</th>
<th>Salary</th>
<th>%</th>
<th>$</th>
<th>Salary</th>
<th>%</th>
<th>$</th>
<th>%</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>H 0400477 UP 10010</td>
<td>16344</td>
<td>16344</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0400477 UP 12180</td>
<td>16224</td>
<td>16224</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 32568 32568

ZERO INC REASON CODE: __  APPT BEGIN DATE: 03 / 10 / 2008

Current Hrly Rate:  New Hrly Rate: ______

Appt End Date: 12 / 31 / 2099  Date Hired: 12 / 01 / 1984

Age: 54  Year Ser:

NEXT FUNCTION: _____________________________________________ (MENU, KEYS, END)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Current</th>
<th>Grade/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>L0190LASTNAME,F0190F</td>
<td>A/A</td>
<td>NA</td>
</tr>
</tbody>
</table>

PSU ID: 9-1401-0190  004 32568 12M STFF NA NA 00027000

HR88: N  *EXEMPT*

NEW ANNUAL SALARY: 32568.00

<table>
<thead>
<tr>
<th>Budget</th>
<th>Fund</th>
<th>Salary</th>
<th>%</th>
<th>$</th>
<th>Salary</th>
<th>%</th>
<th>$</th>
<th>%</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>H 0400477 UP 10010</td>
<td>16344</td>
<td>16344</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0400477 UP 12180</td>
<td>16224</td>
<td>16224</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total 32568 32568

ZERO INC REASON CODE: __  APPT BEGIN DATE: 03 / 10 / 2008

Current Hrly Rate:  New Hrly Rate: ______

Appt End Date: 12 / 31 / 2099  Date Hired: 12 / 01 / 1984

Age: 54  Year Ser:

NEXT FUNCTION: _____________________________________________ (MENU, KEYS, END)
Press **PF9** to go to the **equity increase** screen for the position.

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 Errors).

**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**

<table>
<thead>
<tr>
<th></th>
<th>One Year</th>
<th>Two Years</th>
<th>Three Years</th>
<th>Four Years</th>
<th>Five Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior</td>
<td>Prior</td>
<td>Prior</td>
<td>Prior</td>
<td>Prior</td>
</tr>
<tr>
<td></td>
<td>%</td>
<td>$</td>
<td>%</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>New Salary</td>
<td>____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td></td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>
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.

Last Revised: 06/01/2008