

# 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**<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          GENERAL SALARY INCREASE          USIP
11:33:29.6       PERSON OR POSITION                ABC2

                PSU ID: _ - ____ - ____
                AA#/POS#: ____ ____ -000

1  →
```

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.

05/30/08  
11:40:21.0

GENERAL SALARY INCREASE  
SEQUENTIAL

USIS  
MUH2

1 → ADMINISTRATIVE AREA#:\_\_\_\_  
BUDGET#:\_\_\_\_ ← 2  
3 → APPT TYPE:\_\_\_\_  
FUND TYPE:\_\_\_\_ ← 4  
5 → CLASS:\_\_\_\_  
RANK:\_\_\_\_ ← 6  
7 → STATUS:\_\_\_\_

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.

```

05/30/08                                GENERAL SALARY INCREASE                                USIS
13:41:51.6                                PSU2
Name                                         Current                                         Grade/
L0190LASTNAME,F0190F                        A/A      Salary  Plan  Class  Rank  Step  Position
PSU ID: 9-1401-0190                        004      32568  12M  STFF  NA   NA   00027000
HR88: N                                     *EXEMPT*
NEW ANNUAL SALARY: 32568.00                PF9= PROM

Total                                         MERIT
Current  Increase  New          Central  Internal
Budget  Fund  Salary  %    $    Salary  %    $    %    $
H 0400477 UP 10010 16344          16344          _____
0400477 UP 12180 16224          16224          _____
_____
_____
_____
_____
_____
_____
Total          32568          32568          _____

ZERO INC REASON CODE:___  APPT BEGIN DATE: 03 / 10 / 2008
Current Hrly Rate:        Appt End Date: 12 / 31 / 2099          Age: 54
New Hrly Rate: _____  Date Hired: 12 / 01 / 1984          Year Ser:
NEXT FUNCTION: _____ (MENU,KEYS,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.

```

05/30/08                                GENERAL SALARY INCREASE                                USIS
13:41:51.6                                PSU2
Name                                         Current                                         Grade/                                         Position
L0190LASTNAME,F0190F                       A/A      Salary Plan Class Rank Step Number
PSU ID: 9-1401-0190                        004      32568  12M  STFF  NA   NA   00027000
HR88: N                                     *EXEMPT*
NEW ANNUAL SALARY: 32568.00                PF9= MRKT

Total                                         PROMOTION
Current Increase New Central Internal
Budget Fund Salary % $ Salary % $ % $
H 0400477 UP 10010 16344 16344
0400477 UP 12180 16224 16224

Total 32568 32568

ZERO INC REASON CODE:___ APPT BEGIN DATE: 03 / 10 / 2008
Current Hrly Rate: Appt End Date: 12 / 31 / 2099 Age: 54
New Hrly Rate: Date Hired: 12 / 01 / 1984 Year Ser:
NEXT FUNCTION: (MENU,KEYS,END)

```

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

```

05/30/08                                GENERAL SALARY INCREASE                                USIS
13:41:51.6                                PSU2
Name                                         Current                                         Grade/                                         Position
L0190LASTNAME,F0190F                       A/A      Salary Plan Class Rank Step Number
PSU ID: 9-1401-0190                        004      32568  12M  STFF  NA   NA   00027000
HR88: N                                     *EXEMPT*
NEW ANNUAL SALARY: 32568.00                PF9= EQUITY

Total                                         MARKET
Current Increase New Central Internal
Budget Fund Salary % $ Salary % $ % $
H 0400477 UP 10010 16344 16344
0400477 UP 12180 16224 16224

Total 32568 32568

ZERO INC REASON CODE:___ APPT BEGIN DATE: 03 / 10 / 2008
Current Hrly Rate: Appt End Date: 12 / 31 / 2099 Age: 54
New Hrly Rate: Date Hired: 12 / 01 / 1984 Year Ser:
NEXT FUNCTION: (MENU,KEYS,END)

```

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

```

05/30/08                                GENERAL SALARY INCREASE                                USIS
13:41:51.6                                PSU2
Name                                Current                                Grade/
L0190LASTNAME,F0190F                A/A    Salary Plan Class Rank Step    Position
PSU ID: 9-1401-0190                004    32568  12M  STFF  NA    NA    00027000
HR88: N                                *EXEMPT*
NEW ANNUAL SALARY: 32568.00                                PF9= MERIT

                                Total                                EQUITY
                                Increase                                Central Internal
                                %    $    Salary                                %    $    %    $
Budget Fund Salary                                %    $    Salary                                %    $    %    $
H 0400477 UP 10010 16344                                16344                                _____
0400477 UP 12180 16224                                16224                                _____
                                _____
                                _____
                                _____
                                _____
                                _____
                                _____
Total                                32568                                32568

ZERO INC REASON CODE:___    APPT BEGIN DATE: 03 / 10 / 2008
Current Hrly Rate:                Appt End Date: 12 / 31 / 2099                                Age: 54
New Hrly Rate: _____    Date Hired: 12 / 01 / 1984                                Year Ser:
NEXT FUNCTION: _____    (MENU,KEYS,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

```



## 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