

# Update Salary Increase Rank (USIR)

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## Overview and General Notes

The transaction USIR (Update Salary Increase Rank) will permit ranks to be changed for academic tenured or tenure track or staff extension positions in the General Salary Increase system only for the following:

<b>Class</b>	<b>Rank (promoted to)</b>
103 (ACAM) and 104 (ACAD)	A10 Professor A20 Associate Professor L10 Librarian L20 Associate Librarian
105 (Staff Exempt)	X10 Senior Extension Agent X20 Extension Agent X30 Associate Extension Agent

For positions with a home budget on General Funds, the use of USIR is limited to promotions supported by funding from Central Administrative sources, College of Medicine or Dickinson School of Law.

For all other academic promotions, use the ARCA form.

This transaction will also require the entry of tenure data when an individual is being promoted to a rank that will put him/her on the tenure path.

**> Note:**

This transaction is NOT used to input the promotion increase amount. The Financial Officers must use the General Salary Increase system (PERMSAL, USIP or USIS).

The Human Resources Representative or the Director of Business Services in each area will be the person responsible for entering the data on this transaction - the new rank and the tenure information as applicable.

The BSIE function (a function available to the Financial Officers) in the GSI system will be used to review and identify any promotion errors for each area.

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### **GSI File Error Codes**

An error code of M will be set on the GSI file if the Financial Officer enters a promotion amount for an individual but the new rank was not entered via this transaction. If an "M" appears, the Human Resource Representative or the Director of Business Services must use the transaction USIR to enter the new rank.

An error code of R will be set on the GSI file if the Human Resource Representative or the Director of Business Services has entered a new rank but the Financial Officer has not entered a promotion amount. If an "R" appears, the Financial Officer must enter the promotion amount via a GSI function.

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### **Directions for Using the Function**

1. At PSUID, enter the PSU ID of the individual receiving the promotion. Press Enter.
  2. At Rank on the Change to side, enter the new rank the individual is being promoted to. Press Enter.
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3. If the discipline part of the Acad Title is blank, you will be asked to complete this field. Fill in the academic discipline for the individual's rank.
4. If Tenure Information section is displayed at the bottom of the screen, do the following:

To complete this section, do as follows:

- o At Prev Cr Tenr (Previous Credit Tenure), enter the number of previous credit tenure years that the Dean has given to the employee. If no years are given, enter a 0 (zero).
- o The following fields are display fields only:
  - Tenr Elig/Unit
  - Tenr Years
  - Tenr Begin
  - Tenr Anniv

Press PF12 to process the information.

**> Note:**

If you don't press PF12, the data will NOT be updated on the GSI file.