

6.15 EQUITY INCREASE

Overview

The procedures described in this section are for processing a permanent equity increase for a staff employee.

Policy Summary

Equity increases are provided for permanent situations where an individual equity problem may exist and reclassification to a higher level is not appropriate. Temporary equities are addressed through the Stipend process.

Before You Start

Prior to processing the OEU for a permanent equity, refer to the [SHR Procedures Manual](#). This will give you guidance to determine the delegations of authority and policy procedure.

The data collection document that you will use to process the equity will be the Employee Action Request (EAR) form that has been signed and approved by the appropriate parties.

Notify the employee of the action and the effective date. There should be no changes to Benefits or entitlements for the employee.

Data Entry

You will use the **EAPP** function to process a permanent equity increase for a staff employee.

Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.

2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **EAPP**, employee **ID number** and press **Enter**.

The **EAPP** function is displayed for the selected employee.

Completing the EAPP function

THE EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

The screenshot displays the EAPP function interface with the following data:

Appt	Actions	Pgm	Typ	Bas	Pd	Ovr	Appt Begin	Appt End	Dur	Dept
10							072595	999999	I	001779
Title	Grade %Full F/U Ann/Hr Rate Rt Sch Time Lv									
4722	-----ASSISTANT III - 1.00 E - A 10 I A									

Dist	Actions	L	Acct	CC	Fund	PC	S	NS/SUP	SERV/SCI	STOCKRO	FTE	Dis %
11			7	403165		19900	NASTIM	1			1.00	1.0000
	Pay Begin											
	072595											

Dist	Actions	L	Acct	CC	Fund	PC	S	NS/SUP	SERV/SCI	STOCKRO	FTE	Dis %
12			7	403165		19900	NASTIM	1			1.00	1.0000
	Pay Begin											
	010190											

Next Func: ID: Name: SSN:

U0001 Input accepted

===>

F: 1-Help 2-Cancel 4-Print 5-Update

F: 9-Jump 11-NextFunc

IBM-3278-2-E 10:34:05

Appointment Level Procedure

An equity increase does not change the intent of the employee's appointment, therefore don't end the current appointment. The system will derive the "adjusted" annual rate after the update.

Distribution Level Procedure

1. End the current distribution the day before the equity increase is effective.

STAFF ACTIONS

2. **F9 Jump** to the command line, and set up the next available distribution using the “**copy xx to xx**” command.

3. Enter data for the permanent equity as follows:

Actions (Action Code)	Enter Personnel Action Code 42. (Equity Increase)
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter cost center.
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 1 or 2 as applicable.
FTE	Enter the percentage of the budgeted position which the distribution represents, if applicable. Full-time FTE (100%) is entered as 1.00.
Dist%	Enter the anticipated time which is chargeable to the accounting unit resulting from the equity increase. 100% is entered as 1.0000.
% Full	Enter the anticipated time which is chargeable to the distribution accounting unit. 75% is entered as 7500.
Pay Beg	Enter the date the permanent equity if effective in the format: MMDDYY.
Pay End	Enter the date on which the pay is expected to end in the format: MMDDYY. If indefinite, enter 999999.

Step	If the employee is appointed to a step-based title code, then enter the appropriate step within the salary range associated with the equity increase. Enter steps in the following format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0
O/A	Leave Blank.
Rate/Amount	The monthly, hourly or by agreement amount in effect after the equity increase. Hourly rates are entered with four decimal places, i.e., \$10.00/hour is 10.0000.
DOS	Enter REG for regular pay. This code indicates the description of service.
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

4. Press **Enter** to invoke range/value edits and proceed to *Review*.

Review

1. Make sure you have completed all the required data elements.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry screen, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the EAR in the Service Center personnel file.