
6.16 LIMITED INCREASE

Overview

The procedures described in this section are for implementing a salary increase for a limited staff employee.

Policy Summary

An employee in a limited position is eligible for a salary increase of one-half step in amount and not to exceed the maximum of the salary range.

The salary increase is effective the first of any month after an employee has completed 1260 hours on pay status and has been on pay status during each of twelve months since the date of hire or last within-range increase.

The required months of service need not be continuous provided there is no break in service.

Before You Start

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

Obtain the appropriate approval and forms are obtained.

Notify the employee of any changes to their pay rate and effective date.

The completed and approved "Report Of Salary Review" form can be used as your Data Collection Document.

Data Entry

Enter data for processing a casual increase via the **EAPP** function.

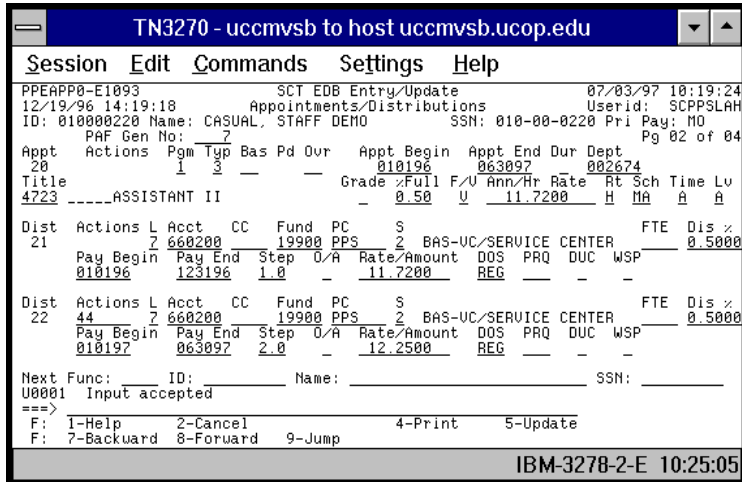
Accessing the EAPP Function

1. Logon the Payroll/Personnel Systems
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **EAPP**, and **employee ID number** and press **Enter**.

The **EAPP** function will be displayed for the selected employee.

Completing the EAPP Function

THE EAPP (APPOINTMENT/DISTRIBUTIONS) FUNCTIONS



EAPP Notes and Tips

When processing a casual increase for an employee:

- You **do not** end the current appointment.
- You **do** end the current distribution and begin a new distribution to reflect the casual increase.
- A shortcut when processing this action is to use the “**copy xx to xx**” command.

The Distribution Level Procedure

1. End the current distributions the day before the limited increase is effective.
2. **F9 Jump** to the command line and set up then next available distribution using the “**copy xx to xx**” command.
3. Enter data in the following fields, as applicable:

Actions (Action Code)	Enter Action Code 44. (Limited 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	Leave blank. Limited ppointments do not have an FTE.
Dist %	Enter the anticipated time which is chargeable to the distribution accounting unit resulting from the limited increase. Full time (100%) is entered as 1.000.
Pay Beg	Enter the date on which the casual increase is effective in the format: MMDDYY.
Pay End	Enter the date on which the pay is expected to end in the format: MMDDYY.
Step	Enter the appropriate step effective with the casual increase. Enter steps in the format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0.

STAFF ACTIONS

O/A	Leave Blank.
Rate/Amount	Enter the monthly, hourly, or by-agreement amount associated with the distribution. If hourly, enter \$10.00, enter 10.0000.
DOS	Enter REG for regular pay.
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

4. Press **Enter** to invoke range/value edits.

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

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function, 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 \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Retain a copy of the Report of Salary Review form in the employee personnel file and forward the original to SHR.