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## 6.21 MANUAL RANGE ADJUSTMENT

### Overview

Typically, range adjustments to existing salary structures in the step-based program are processed through a system program to the affected groups of employees.

Occasionally, a service center may need to process an OEU salary action to reflect a range adjustment for an employee (for example: a retroactive reclassification action, correcting an employee's pay distributions that fall below the minimum for existing grades, or error corrections to existing pay rates).

The procedures described in this section are for processing a manual range adjustment to an employee's salary distribution.

### Policy Summary

Salary range structures may be adjusted by Office of the President based upon justification and funding or by contract negotiation procedures.

### Before You Start

Communication will be sent via SHR and/or Payroll when a service center should process individual OEU actions for range adjustments.

Service centers are responsible to validate resulting pay when range adjustments are processed automatically by batch through the payroll systems. Corrections will be done using these procedures.

There is no data collection document to complete

### Data Entry

Use the **EAPP** function to process a manual range adjustment.

### Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. At Next Function, type **EEDB** and press **Enter**.
3. Type **EAPP**, the employee ID number, and press **Enter**.

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

## Completing the EAPP function

THE EAPP (APPOINTMENTS & DISTRIBUTIONS) FUNCTION

### Appointment Level Procedure

There is no entry on the appointment level when processing a manual range adjustment for your employee. The higher rate of pay will be derived on the appointment pay field on the date the manual range adjustment goes into effect.

### Distribution Level Procedure

1. End the appropriate distributions effective the day before the range adjustment is effective.
2. **F9 Jump** to the command line and type **“copy xx to xx”** to set up the next available distribution.
3. Change the data in the following fields, as applicable:

Actions (Action Code)	Enter Personnel Action Code 33. (Manual Range Adjustment)
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 budgeted position which the distribution represents. Full time (FTE) is entered as 1.00.
Dist %	Enter the anticipated percentage of time which is chargeable to the account/ fund. 100% is entered as 1.0000.
Pay Begin	Enter the pay begin date on which the range adjustment is effective in the format: MMDDYY.
Pay End	Enter the pay ending date in the format: MMDDYY.

Step	Usually, a range adjustment will not change the existing step placement for an employee. Enter steps in the following format: 1.0, 1.5, 2.0, 2.5, 3.0, 3.5, 4.0, 4.5, 5.0  However, if employee in grade-based title, leave this field blank.
O/A	Leave blank.
Rate/ Amount	Enter the monthly, hourly or by-agreement rate for this action. Use four decimal places when the rate is hourly (e.g., \$10.00/hour is entered as 10.0000). If monthly, enter the rate with 2 decimal places (e.g., \$2014.00 enter as 2014.00.)
DOS	Enter REG for regular pay.
PRQ	Leave Blank.
DUC	Leave Blank.
WSP	Leave Blank.

4. Press **Enter** to invoke range/value edits.
5. This is the only function you will need to update. 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 Edit Errors

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 EAPP 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 first 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

- Forward the appropriate approval document to the mandatory reviewer.