



## SALARY CHANGE PROCESS

### SALARY CHANGE FORM

#### DESCRIPTION

The Salary Change Form (FSAL) is used to enter salary increases and decreases. Percent time can also be changed with this form.

FSAL is a two panel form. The first panel provides for salary, percent, benefit profile, time entry type, and the reason for the change. The second panel is for funding sources.

All salary changes (changes affecting the annual rate) are to be done on FSAL. Also, all % of time changes and changes affecting the annual pay are to be done on the FSAL. The key identifier for this form is position number.

#### FIRST PANEL

```

11/17/98                SALARY CHANGE FORM                09:23:12
Action: _____ Form #: 98 999                Status: ACCEPTED
Position #: 6452        Effective: 09 01 99
Person #: 99999        NEWNAME, PETER
Pay Frequency:
ASGN/ORG ID: 0990300 /
Job Code: 0111                ASSOC PROF
Paid: Y Casual Type:                Annual Range: 10712 to 290000
CURRENT AS OF 12 30 95 THRU                REQUESTED
Annual Rate: 57290                60290
HRLY Rate: 27.54                28.99
Monthly Pay : 4774.17                5024.17
Annual Pay: 57290                60290
PCT: /HRS: 100.00 / 40.00                100.00 / 40.00
Benefit Profile: REG-ORP REGULAR BENEFIT REG-ORP_ REGULAR BENEFITS/ ORP
Time Entry Type: L                L
Salary/PCT Change: + 3000 / + 5.23%                FYTD: + 3000 / + 5.23%
Reason ID: CMPT-INC COMPETITIVE INCREASE                1 more >
Version:1 Entry:06/11/97 19:17:52 YXXXXX Update:06/12/97 16:07:46 YZZZZ
-----
SCREEN: _____ APPL: HRMF PF 1=HELP 2=MENU 3=---- 4=---- 5=NOTE 6=PROB
DATA: _____ 7 =---- 8=---- 9=PREV 10=LEFT 11=RGHT 12=QUIT
  
```

The entry fields on the first panel include:

#### **POSITION #**

A position identifier automatically generated by the FPOR process.

#### **EFFECTIVE**

The beginning date of the period of time information is considered valid. The format is a two-character month, day and year.

\*Must be a pay period boundary for bi-weekly

**ANNUAL RATE  
OR  
HOURLY RATE**

The annual rate for the position.

The hourly rate for the position. This will be used only if this is a casual position.

\*The Annual Rate of the Annual Pay is also used to change percent of time. If a person is not full time you will enter Annual Pay as a percentage of the Annual Rate.

**ANNUAL PAY**

The annual pay for the position

**BENEFIT PROFILE**

The profile type used to identify the types of benefits in which an employee is entitled.

**TIME ENTRY TYPE**

This is used to control the method of how time will be collected for the employee. The following indicators can be used:

- L= Leave Entry Form (FLEA)
- W = Weekly Time Entry Form (FTIM) 40 hours FLSA
- B = Biweekly Time Entry Form (FTIM) – 8/80 hours FLSA (clinical areas only)
- 

**REASON ID**

This is the unique identifier to describe a more specific reason for the form.

**SECOND PANEL**

```
Action: _____ Form #: 99 1528 _____ Status: APPROVED
Position #: 132751 Effective: 09 01 98 Expires: _____
Person #: 999999 DOE, JOHN
Pay Frequency: M
ASGN/ORG ID: 90000000 / 90000100 OB-GYNECOLOGY LIBRARY

09/04/98 SALARY CHANGE FORM 10:46:53
ANNUAL DISTRIBUTION

Action: NXT Form #: 99 1528 Status: APPROVED
Position #: 132751 0141 ASSISTANT PROFESSOR Expires:
Person #: 999999 DOE, JOHN Voucher:
ASGN:/ORG ID: 90000000 90000100 130148 OB-GYNECOLOGY FACULTY AUG Override? Y
CURRENT FRS LVL Annual Pay/PCT: 165477 100.00
ACCT 4 5 6 JOB COMP 09 01 98
1 130862 90000100 0141 REG 48930 32.80
2 216500 90000100 0141 AUG 16547
3 216500 90000100 0141 REG 100000 67.20
4

Annual Pay: 170250 A of B A _____ B _____ C _____
1 of 3 FRS LVL Annual Pay/PCT: 170250 100.00
REQUESTED 4 5 6 JOB COMP 09 01 98
1 130862 90000100 0141 REG 48930 31.93 _____
2 216500 90000100 0141 AUG 17025 _____
3 216500 90000100 0141 REG 104295 68.07 _____
4

Version:1 Entry:08/14/98 12:22:03 YZZZZ Update:09/04/98 10:06:31 YZZZZ
----- PROD --- FSALPSRC -----
SCREEN: _____ APPL: HRMF PF 1=HELP 2=MENU 3=HRLY 4=LONG 5=NOTE 6=PROB
DATA: _____ 7=BKWD 8=FRWD 9=PREV 10=LEFT 11=RGHT 12=QUIT
```

The entry fields for the second panel include:

- ACCT** The account(s) that will fund the salary and staff benefits of the position.
- COMP** The compensation ID. REG will automatically be placed in the field if it is left blank.  
\* Augmentation is the other value that can be entered in the field.
- SOURCE TIMEFRAMES** This panel allows up to 12 timeframes for account distribution and 20 source lines. Each timeframe must have an effective date. Under the effective date are the entry fields for Annual Pay or Hours depending on which option was selected for entry. Each account entered must have a corresponding Annual Pay or Hours entry in at least one of the timeframes.  
\*Above each timeframe column, next to the column label, is a three character field that can be used to insert, delete or copy a column of data.

## STEPS TO COMPLETE FORM

### DEPARTMENT

- Type FSAL in the SCREEN field to display the Salary Change Form.
- Type GET in the Action field and enter the key identifiers being certain to input correct effective date.
- Type CPY in the Action field to copy fields from the left side to the right side.
- With New in the Action field complete the other fields as needed.
- A form in the NEW status can be changed using “CHG” in the action field.
- Type SUB in the Action field to submit the form for approval.
- Type APP in the Action field to approve the form – may have multiple levels of approval.

### ADMINISTRATION

- Type ACC to accept the form.

## TIPS ON FSAL

- Be sure on the FSAL to always return to the first panel and check that all rates and pay (both annual and hourly) are correct prior to submitting the form.
- The form will check for availability of funds at the “NEW”, “SUB”, “APP” and “ACC” actions.

- The Benefit Profile should not be changed on the FSAL form unless the person's percent of time is making them benefit eligible or non-benefit eligible. If FSAL is used to change the percent of time the employee's eligibility will change then you will need to add or delete the benefit profile. Contact your WCR rep if you are not clear on the appropriate profile choice.
- FSALS must be effective on a pay period boundary for bi-weekly pay.
- No one can have more than 100% of time.
- Be certain the reason code is correct as there are reports generated from this field. Do not use the MERIT reason on this form without checking with your WCR REP.
- Proof the accounts to be sure they are the correct accounts.
- You may not use the FSAL to change the job-code (sue FREC).
- If less than 100% time, annual pay will not equal the annual rate.
- Retroactive salary increases are not allowed.