

# Merit Increase Process for Academics with Segment Dates On July 1, 2014

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## Merit Increase Process Overview with Segments ON July 1, 2014

**Overview** This communication is an overview of the scenario outside of the normal July PTR/Merit increase process and the process steps for recording on HRIS. The July 2014 merit increase process must be completed on HRIS by the **July 17<sup>th</sup> 2014** pay close. This scenario involves employees that have a segment record on July 1, 2014 with future term or continuing end dates already on the system.


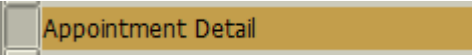

This document instructs staff on how to **change** the Appointment Detail (IT9009) and **create** the Basic Pay (IT0008) screens in order to record the merit increase information for Academics with an effective date of July 1, 2014.



There will be **no automatic** update process by HRIS for this process. Departmental Business Officers will be required to update all eligible Basic Pay (IT008), Appointment Detail (9009) and Cost Distribution records (IT0027) with the respective merit amounts as of July 1, 2014 prior to the July pay close (July 17<sup>th</sup>, 2014).

## Step 1 – Updating any Appointment Detail entries done ON July 1, 2014



Click on the following path: **Human Resources → Personnel Management → Administration → HR Master Data → Maintain**

1. Enter employee Personnel no. 
2. Select Appointment Detail in Financial Tab 
3. Click on Overview 
4. Select the radio button that has the cost centre/fund centre/fund, position and/or percentage of time change on the employee's record that was done **ON** July 1, 2014 with future term or continuing end date.

Start Date	End Date	Position	Pct .	PS group	Lv	LI
Wage type	Funds ctr	Cost ctr	Order	Fund	Ann.salary to	
<input type="radio"/> 01.07.2014	31.12.2014	19004	50.00	03A	03	Sessional
0120	100822	11044				25,000.00

5. Click on the CHANGE button 



### Change Appointment Detail Screen (9009)

1. Select the TYPE -03 PTR/Merit
2. Enter the Amount in the Chg Amount Field
3. Click  or press ENTER
4. Click Save 

**END OF STEP No. 1 APPOINTMENT DETAIL SCREEN UPDATE**

## Step 2 - Update Basic Pay Screen (IT0008) with Merit Increase Process Steps



From the Maintain Master Data Screen:

1. Enter the effective date of the salary change in the FROM field - 01.07.2014
2. Select Basic Pay in the Financial Tab 
3. Click on Create 

**Create Basic Pay Screen Populates (Automatically)**

4. Verify the default data
5. Enter the Level (Academic Rank)

6. Enter the annual salary

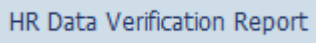


7. Click  or press ENTER
8. Click  to SAVE

**END OF STEP No. 2 - ANNUAL SALARY UPDATE**

## HR Data Verification Report

*Run the Data Verification Report. The data verification report should be run each time an employee's record is updated. This report identifies inaccurate, incomplete or missing employee data. It provides HRIS users with a tool to verify the entire employee record by checking data on each infotype and by cross-checking data consistency between infotypes*

**Personnel Actions Screen. HR Data Verification Report**

1. Click on the HR Data Verification Report Button at the top of the screen 
2. To Print the report click on the PRINT icon 
3. All errors and warnings should be corrected upon completion of the update event.
4. Click on the back arrow  return to the Personnel Actions screen.