



# HRIS Job Role Training

**Pay Change**  
Forms: XP52

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## Introduction

An employee's rate of pay may change for several reasons. It can change as the result of any of the following:

1. General salary adjustments (Merit, Mass Pay, Market Adjustment)
2. Step increases
3. Job Change
4. Promotion/Demotion/VGD
5. Special Detail/Mobility
6. Administrative Adjustments
7. Reorganizations/Reclassifications
8. Settlement Agreements
9. Transfers
10. Errors

The Human Resources (HR) Initiator/Approver can process a pay change using the Individual Action Form (XP52.1) form and the personnel actions of PAYCHG, JOBCHG, REHIRE, or APPHIRE.

The PAY CHG (Pay Change) is used to process changes to an employee's rate of pay when only the pay is changing; e.g., employee moves from \$10.00 to a new rate of pay of \$11.25 per hour.

If the position and pay are both changing, use the JOB CHG (Job Change) action on the XP52.1. The REHIRE action is used anytime a former employee returns to State Service and the APPHIRE action is used for new hires. (See the related training for processing these actions.)

### Notes

- When using the XP52, there are edits in place for pay rates. A hard edit appears if the employee's rate falls above the maximum of the pay range found on the position. A hard edit will not allow the XP52 to process. A soft edit occurs if the employee's pay rate falls below the minimum. It will give a warning, but allow the XP52 to process.
- If a salary will put the employee over the max, the Agency HR Manager must first perform the Pay Range Maximum Override; then the Pay Change can be processed. (HR Approvers--See training for the ZP10, Pay Range Maximum Override.)
- **The action will be processed during the nightly batch program. If the increase amount places the Employee above the maximum for the pay range, the action will be rejected unless the Agency HR Manager has processed the Pay Range Maximum Override action. If the action is rejected, it will have to be reentered.**

- Most State of Arizona employees are in Grade Range Schedules. Correctional Officers and most ASDB Employees are in Step and Grade Schedules. **Agencies ADC (DC) and ASDB (SD), please see section titled: INFORMATION PERTINENT TO AGENCIES DC and SD ONLY (Page 5).**
- Pay Change actions are entered into pending status and then updated nightly. If the action has a future effective date, the action will not process until the nightly run of the effective date of the action.
- When processing a personnel action, HRIS requires that a Reason Code be supplied for the action being performed. HRIS displays the results of all processed personnel actions on various management reports. Detailed information (if required) can be displayed by running the report based on selected Reason Codes.
  - **Example** – An Agency processes a Pay Change on an Employee with the reason code “PC-SALINC”. Management requests a report that displays a list of all Employees receiving a Pay Change due to a Salary Increase within that Agency over the last 6 months. The report would be run using the reason code of “PC-SALINC”.
- A time record created in HRIS is like a snapshot of the Employee’s information at that moment in time. If information is changed (could be the result of a personnel action – Pay Change) and is reflected on the Employee Master Record (HR11.1) after the creation of the Employee’s time record for that pay period, personnel action changes will not get picked up on the existing time record. The time record will have to be deleted and re-added by your Agency Payroll Office to reflect the pay change.
  - **Example** – The Agency Timekeeper enters Employee time records on Thursday. A specific employee within that batch received a pay increase that took effect on the first day of the current pay period but the increase was not entered until after the time record was added. The pay increase will not be reflected on the time record.

## **INFORMATION PERTINENT TO AGENCIES DC and SD ONLY**

### **PAY CHANGES FOR EMPLOYEES IN STEP AND GRADE SCHEDULES**

All State agencies have employees in Grade Range Schedules which are regular salary ranges with minimums, midpoints, and maximums. In addition, the Department of Corrections (DC) and the Arizona School for the Deaf and the Blind (SD) have employees in Step and Grade Schedules which are pay steps only with no minimums, midpoints, or maximums.

Procedures for Step and Grade Schedules differ from Grade Range Schedules and impact employees differently.

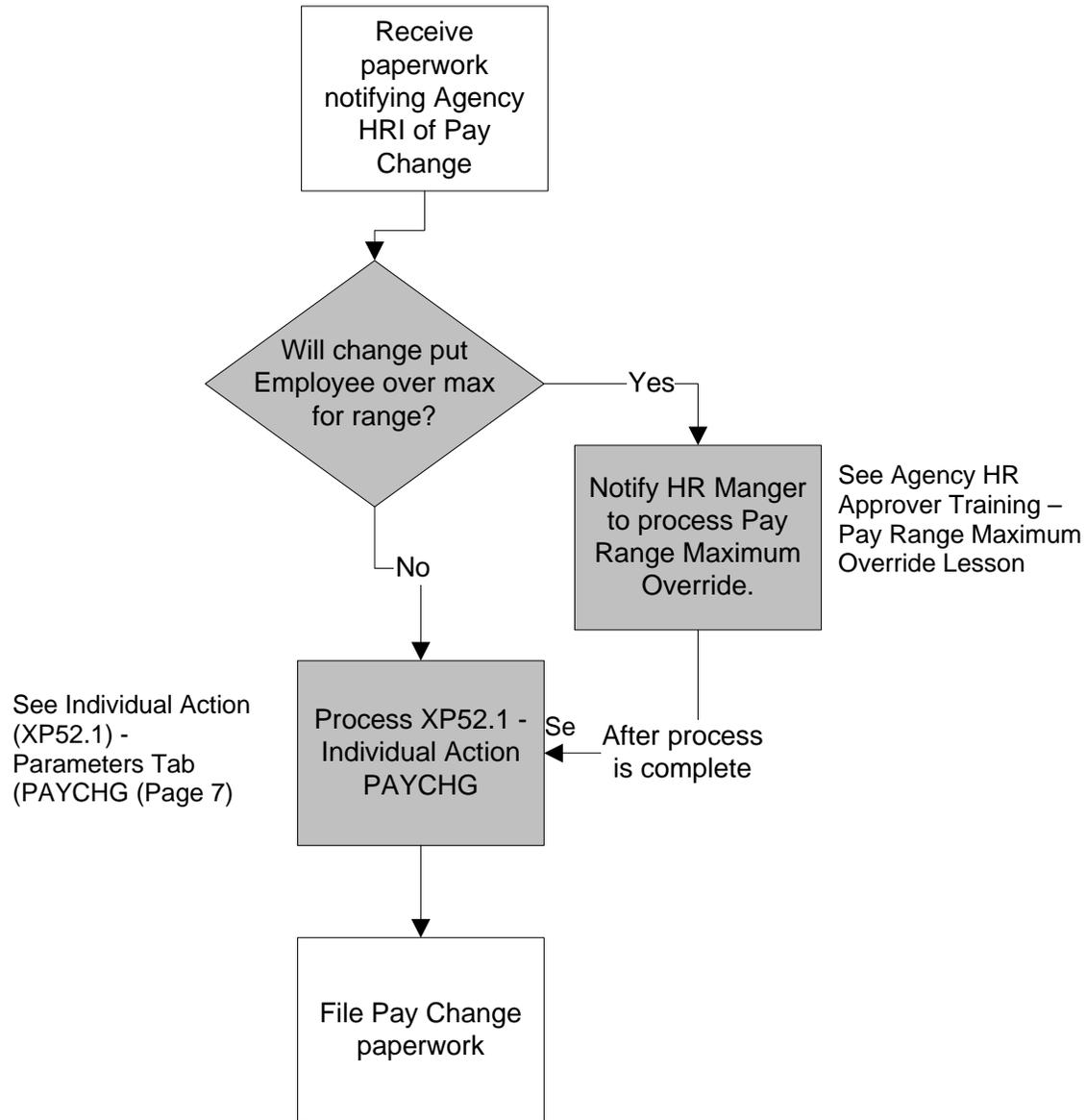
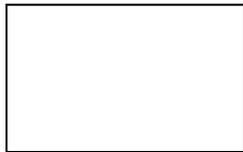
- **PAY RATE/STEP** – Employees in Step and Grade Schedules **MUST** be paid exactly the pay rate on the step they are in. Employees in Grade Range Schedules can be placed anywhere between the minimum and the maximum.
- If you drill down and click on the Pay tab of an employee on the HR11, no pay rate will appear for a Step and Grade employee. That is because the employee's "pay rate" does not stand on its own, but is pulled from his/her step in the Step and Grade Schedule.
- **WHEN STEPS CHANGE, SO DO THE EMPLOYEES IN THAT SCHEDULE** – When ADOA Classification/Compensation updates Step and Grade Schedules, they also run the PR110 (Step and Grade Audit) to update employees' pay rates accordingly. Thus, **the pay rates of the employees in these Step and Grade Schedules are automatically moved to the correct hourly rate on the new schedule.**
- **AUTOPAYADV** – The AUTOPAYADV is an automated step increase for Correctional Officers only. A process has been developed in HRIS to support legislation that grants annual hourly pay increases to ADC Correctional Officers. Employees in this process are automatically bumped to the next higher step on the ACO Step and Grade Schedule and, thus, to that step's higher rate. This automation is partially reliant upon the employee's seniority date. (Therefore, it is very important to insert the correct seniority date at time of rehire, job change, transfer, etc.) The ZR110 (Pay Rate Table Update) is run nightly to update the correctional officers' pay rates based upon their seniority date, which triggers the Personnel Action of AutoPayAdv.

# HRIS Pay Change Chart

Required forms appear as:



Optional forms appear as:



# Individual Action (XP52.1) - Parameters Tab (PAYCHG)

Lawson portal - Individual Action (XP52.1) - Windows Internet Explorer

http://h5-lsf9.azdoa.gov/lawson/portal/

File Edit View Favorites Tools Help

Lawson portal - Individual Action (XP52.1)

Welcome Patricia [logout]

## Individual Action (XP52.1)

xp52.1

>> Add Change Delete Previous Inquire Next Inquire

2 Company STATE OF ARIZONA  
3 Employee 96705 KOEHLER, DONETTE D.  
4 Action, Nbr PAYCHG PAY CHANGE  
5 Effective 11/01/2006

Reasons PC-PAYCHG

Last Change 04/07/2007

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main Special Processing U.S. - COBRA

Immediate N No

Anticipated End Date

Update Benefits

Update Absence Management

Update Required Deductions

Old Deduction End Date

New Deduction Begin Date

Currency Calculation

Inquiry Complete, add new values

start Novell-delivered ... Novell GroupWis... Pay Change 2 Microsoft Off... Lawson portal - I... 4:10 PM



### Individual Action (XP52.1)

Welcome Patricia [logout]

xp52.1

- Home
- Your Employee Services
- Manager Self-Service

>> Add Change Delete Previous Inquire Next | Inquire

Company  STATE OF ARIZONA Last Change 04/07/2007

Employee  KOEHLER, DONETTE D.

Action, Nbr  PAY CHANGE

Effective  Reasons

Parameters Selected Items 1 Selected Items 2 Selected Items 3

Main	Special Processing	U.S. - COBRA
8	Immediate	<input type="text" value="N"/> No
9	Anticipated End Date	<input type="text"/>
10	Update Benefits	<input checked="" type="text" value="Y"/> Yes
11	Update Absence Management	<input type="text"/>
12	Update Required Deductions	<input checked="" type="text" value="Y"/> Yes
13	Old Deduction End Date	<input type="text"/>
14	New Deduction Begin Date	<input type="text"/> <input type="button" value="Currency Calculation"/>

R=Required, O=Optional

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type XP52.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Individual Personnel Action (XP52.1) opens.	
2	<b>Company</b> Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
3	<b>Employee</b> Field	R	Type the Employee's EIN.	System will bring up needed information from the employee's record.	You must enter the correct EIN.
4	<b>Action Nbr</b> Field	R	Type or use the Drop Down to enter action ' <b>PAYCHG</b> '.	Based on the Action Nbr. selected the system will populate the appropriate fields that are needed to complete this action.	
5	<b>Effective</b> Field	R	Type the Effective Date of the action.		Date is formatted as MMDDYYYY.
6	<b>Reasons</b> – First Box Field	R	Type or use the Drop Down to enter the reason code for the Pay Change Action.		One reason code is required. The reason codes are smart coded. *Refer back to Introduction for more information on Reason Codes.
	<b>Reasons</b> - Second Box Field	O	Type or use the Drop Down to enter the 2 <sup>nd</sup> Reason Code for the Pay Change.		The 2 <sup>nd</sup> Reason Code is not required but is recommended to better define the reason for the Pay Change Action. It can be useful for reporting purposes.
7	<b>Inquire</b> Button	R	Click Inquire	You should get message "Inquiry Complete, add new values" in the lower left corner.  The system will populate the required fields that are needed and will default all information from the Employee's record.	DO NOT CLICK Add at this point!
8	<b>Immediate</b> Field	R	Type N or select 'No' from the drop down menu in the Immediate Field.	Action will process with the nightly batch depending on the effective date of the action.	<b>ONLY New Hire and Rehire Actions are processed immediately.</b> All other HRIS Actions are processed during the nightly batch.
9	<b>Anticipated End</b> Field	R	Leave Blank	This field must be blank.	
10	<b>Update Benefits</b> Field	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	Whether the employee is eligible for benefits or not, a 'Y' must be put in this field.
11	<b>Update Absence Management</b> Field	R	Leave Blank	This field must be blank.	

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	 <b>Notes/ Additional Information</b>
12	<b>Update Required Deductions Field</b>	R	Type or Select from the Drop Down 'Y – Yes'.	This field must contain a Y.	
13	<b>Old Deduction End Date Field</b>	R	Leave Blank	When the action is processed the system will default in the correct date.	
14	<b>New Deduction Begin Date Field</b>	R	Leave Blank	When the action is processed the system will default in the correct date.	



	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	<b>Selected Items 1</b>	R	Click on the <b>Selected Items 1</b> tab.	The Selected Items 1 section will appear with the necessary fields to be populated.	Information that was imported from Employee's record will appear in the Current Value Field.
2	<b>Company</b> field <b>Employee</b> Field <b>Action, Nbr</b> Field <b>Effective Date</b> Field <b>Reasons</b> Fields	R R R R R	No Action Required, these fields will default to what was entered on the Parameters Tab.		
3	<b>Rate of Pay</b> Field	R	If applicable, type in the NEW Rate of Pay for the Employee.		<ul style="list-style-type: none"> <li>• If the Rate of Pay is changing and the Employee is on a Grade Range Schedule, enter the NEW Rate of Pay.</li> <li>• Selecting the "P" button opens a form window where a % increase or decrease can be entered. Select the "Calculate" button to view the new pay rate. Select "Done" to close the form. The calculated new pay rate is then displayed in the "new value" field for the pay rate.</li> <li>• If the Employee is in a Step and Grade Schedule, do not enter anything in this field.</li> </ul>
4	<b>Schedule</b> Field	R	No Action Required.		Schedule changes can only be completed on the position.
5	<b>Grade</b> Field	R	No Action Required.		Grade changes can only be completed on the position.
6	<b>Step</b> Field	R	If applicable, type in the NEW Step for the Employee.		If the Employee is in a Step and Grade Schedule, <u>enter the NEW Step</u> for the employee. <b>This applies to ASDB and ADC ONLY.</b>
7	<b>Add</b> button	R	Click Add	Message in lower left corner "Add-Complete; Continue".	