



# HRIS Job Role Training

**Pay Range Maximum Override**

Forms: ZP10

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## Introduction

State of Arizona pay ranges contain a minimum, midpoint and maximum rate of pay. There are occasions when an employee's rate of pay exceeds the maximum of the pay range. HRIS does not allow this to occur without a special override being processed. Only authorized personnel will have security access to complete the *Pay Range Maximum Edit Bypass Form (ZP10.1)* action. This lesson provides the necessary steps to complete the override process.

If a salary is entered that exceeds the maximum of the pay range a warning message stating, "Rate of pay cannot exceed schedule salary range max" appears in the lower left corner of the form. This is a hard edit, which will not allow the action to process. In order to process an action that will place the employee's salary over the max of the range, the HR Manager/Approver must complete the *Pay Range Maximum Edit Bypass Form (ZP10.1)* action to override the system. After this step has been completed, the Agency HR Initiator or HR Approver can then process the Employee's pay action.

The ZP10.1 override will be active until the action affecting pay has been processed. After completing the Pay Range Maximum Edit Bypass Form, HRIS places the Employee's EIN in a special table called the ZPAYEDIT table. While the employee appears in this table the hard edit for salary in excess of the range maximum will be bypassed. Once the personnel action processes to update the Employee's rate of pay, HRIS will automatically remove the Employee's EIN from the ZPAYEDIT table. This occurs whether the personnel action is set to update immediately (the immediate field = Y ) or process overnight (the immediate field = N). When processing overnight, the EIN is removed after the Personnel Action processing is completed on the XP100.

### Notes

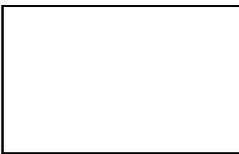
-  When an Employee's salary will exceed the maximum of the pay range, the *Pay Range Maximum Edit Bypass form (ZP10.1)* override process will have to be completed prior to the *Individual Action form (XP52.1)*.
- Proper approvals should always be secured PRIOR to processing the pay range bypass.
- The day after processing the pay change bypass and the Individual Action, check the *Employee Master Record (HR11.1)* to verify the pay change processed.

# HRIS Pay Range Maximum Override Chart

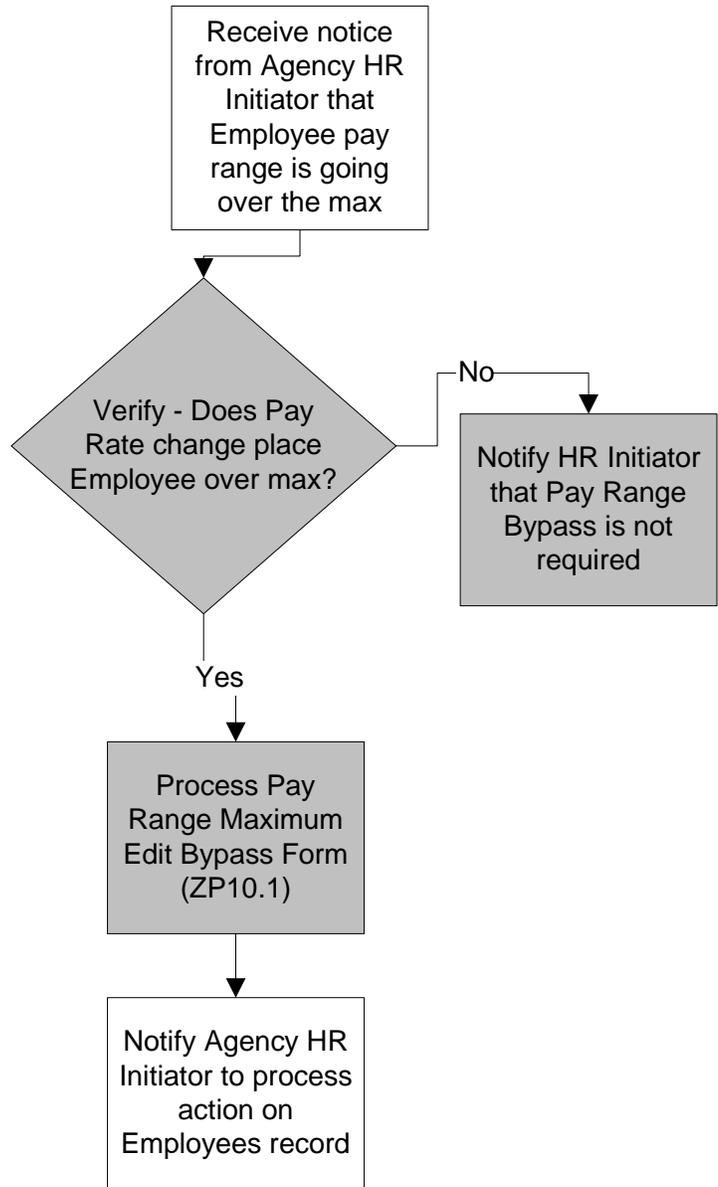
Required forms appear as:



Optional forms appear as:



See Pay Range Maximum Edit Bypass Form (ZP10.1) – Add NEW Bypass (Page 5)



# Pay Range Maximum Edit Bypass Form (ZP10.1) – Add NEW Bypass

The screenshot shows the Lawson portal interface for the 'Pay Range Maximum Edit Bypass (ZP10.1)' form. The browser window title is 'Lawson portal - Pay Range Maximum Edit Bypass (ZP10.1) - Windows Internet Explorer'. The URL is 'http://h5-lsf9.azdoa.gov/lawson/portal/'. The user is logged in as Patricia, with a 'Welcome Patricia' message and a 'logout' link. The page title is 'Pay Range Maximum Edit Bypass (ZP10.1)'. The navigation menu on the left includes 'Home', 'Your Employee Services', and 'Manager Self-Service'. The main content area has a header with 'Add', 'Enable', and 'Inquire' buttons. Below this is a table with columns for 'F/C', 'Company', 'Employee', and 'Applicant'. The table has 15 rows. The first row is highlighted, and the 'F/C' column contains the letter 'A'. The 'Company' column contains the number '1'. The 'Employee' column contains the number '37731'. The 'Applicant' column is empty. The table has a green header and alternating light green and white rows. The bottom of the screen shows the Windows taskbar with the start button and several open applications: 'Novell-deliv...', 'Novell Grou...', 'HR Approver', 'Microsoft E...', 'Pay Range ...', and 'Lawson por...'. The system clock shows '9:09 AM'.

Numbered callouts in the image indicate the following elements:

- 1: Search bar containing 'zp 10'
- 2: 'Inquire' button
- 3: 'Add' button
- 4: 'Company' column header
- 5: 'Employee' column header
- 6: 'Applicant' column header
- 7: 'Your Employee Services' menu item

F/C	Company	Employee	Applicant
A	1	37731	

R=Required, O=Optional

	HRIS Field	R / O	Step/Action	Expected Results	 Notes/ Additional Information
1	White Search Box	R	Type ZP10.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Pay Range Maximum Edit Bypass Form (ZP10.1) opens.	 <b>Notes</b> <ul style="list-style-type: none"> <li>Agency HR Initiators/Approvers – If you know in advance that the Personnel Action will take the Employee’s salary over the pay range maximum contact your HR Manager before attempting to complete the Personnel Action.</li> <li>The HR Manager will have to complete these steps, <b>and then</b> the Personnel Action can be processed.</li> </ul>
2	<b>Inquire</b> Button	R	Click Inquire	You should get message “Inquiry Complete, add new values” OR “More Records Exist-Use Page Down” in the lower left corner.	DO NOT CLICK Add at this point!
3	<b>F/C</b> Field	R	Type ‘A’ or select ‘Add’ from the drop down menu.		Placing ‘A’ or Add in the function code column adds the employee to a list of people that are eligible to have their pay increased above the maximum limit for their grade.
4	<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.
5	<b>Employee</b> Field	O	Type the Employee’s EIN.  If the person is not an Employee, and still in Applicant status, DO NOT ENTER a value in this field. Skip to the next step.		You must enter the correct EIN.
6	<b>Applicant</b> Field	O	Type the Applicant’s Number.  If the person is an Employee, DO NOT ENTER a value in this field. Go back to previous step to enter Employee EIN.		If an Employee is being hired at a pay that exceeds the maximum of the pay range, this step must be completed before the Hire Actions can be processed.
7	<b>Add or Enable</b> Button	R	If no rows contained information when the Inquire button was pressed in Step 2, Click Add.  If prior rows of information appeared when the Inquire button was clicked in Step 2, Click Enable.	If Add was clicked, see “Add Complete – Continue” in the lower left corner.  If Enable was clicked, see “Change Complete – Continue” in the lower left corner.	After completing the Pay Range Maximum Edit Bypass Form (ZP10.1), the personnel actions related to the Employee can be processed by the Agency HR Initiator or Approver.



	<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 ZP10.1 in the White Search Box. Press <i>Enter</i> on the keyboard	The Pay Range Maximum Edit Bypass Form (ZP10.1) opens.	 <b>Notes/ Additional Information</b>  <b>Notes</b> <ul style="list-style-type: none"> <li>The Pay Range Edit Bypass cannot be removed from an Employee or Applicant, UNLESS it has been added. To add this bypass, see the steps outlined in the section: Pay Range Maximum Edit Bypass Form (ZP10.1) – Add NEW Bypass (Page 5)</li> </ul>
2	<b>Inquire</b> Button	R	Click Inquire	<p>You should get message "Inquiry Complete, add new values" in the lower left corner.</p> <p>The system will populate the form with the existing overrides that have been added, in which the pay action hasn't been processed or the Employee's salary did not go over the max.</p>	DO NOT CLICK Add at this point!
3	<b>F/C</b> Field	R	<p>Locate the row that contains the applicable Employee or Applicant number.</p> <p>Type 'D' or select 'Delete' from the drop down menu by clicking the grey arrow at the end of the field.</p>		The 'D' or Delete option in the function code field will remove an employee's /applicant's EIN from the bypass form. Once removed, the employee/applicant will not be eligible to have a pay increase processed on the Individual Action Form (XP52.1) that takes the employee above the maximum salary for the grade.
4	<b>Company</b> Field	N / A	DO NOT CHANGE THE INFORMATION IN THIS FIELD.		
5	<b>Employee</b> Field	N / A	DO NOT CHANGE THE INFORMATION IN THIS FIELD.		
6	<b>Applicant</b> Field	O	DO NOT CHANGE THE INFORMATION IN THIS FIELD.		
7	<b>Enable</b> Button	R	Click Enable to remove the Employee or Applicant number from the Pay Range Bypass.	If Enable was clicked, see "Change Complete – Continue" in the lower left corner.	After removing the Pay Range Bypass, the system will not allow the Employee's salary to go over the maximum.