

# MANUAL ENTRY OF SALARY INCREASE AFTER RETRO PROMOTION/TRANSFER

*If the Employee meets the Salary Increase Program Eligibility Guidelines,  
Initiate a PayPath Action for the Salary Increase*

## Step 1

Complete the Promotion/Transfer using the effective date of the promotion / transfer

## Step 2

Navigate to **JOB DATA** Tab in PayPath

### Job Data Section

1. Enter the General Salary Increase Program effective date
2. Action Code: PAY = Pay Rate Change
3. Action Reason Code: ATB = Across-The-Board

Job Data Find | View All

Effective Date:  BT

Effective Sequence: 1

Action: PAY Q Pay Rate Change

Action Reason: ATB Q Across-The-Board

### Pay Components Section / UC Job Data Section

4. Enter the new comp rate based on the approved General Salary increase\*
  - a. UCANNL for MO paid employees and annual salary
  - b. UCHRLY for BW paid employees and hourly comp rate

Pay Components Personalize | Find |

Rate Code	Comp Rate	Compensation Frequency
1 UCANNL	82,404.000000	Annual

Earnings Distribution Personalize | Find |

Earnings Code	Comp Rate	Distribution %
1		

UC Job Data

ERIT/Phased Retirement End Dt:  BT Trial Employment End Date:  BT

Probation Code: None v PY Career Duration:  v

Location Use End Date:  BT Probation End Date:  BT

Location Use Type:  v Cubicle:

Job Data Comments: Employee was promoted or transferred effective March 1, 2021. This transaction processes the Salary Increase Program 3% increased based on the new salary from the Promotion/Transfer.

5. In the Job Data Comments box, enter the reason for the comp rate change

Pay Components		
Rate Code	Comp Rate	Compensation Frequency
1 UCHRLY	28.480000	Hourly

  

Earnings Distribution		
Earnings Code	Comp Rate	Distribution %
1		

  

UC Job Data	
ERIT/Phased Retirement End Dt: <input type="text"/>	Trial Employment End Date: <input type="text"/>
Probation Code: <input type="text" value="Probation Completed"/>	PY Career Duration: <input type="text"/>
Location Use End Date: <input type="text"/>	Probation End Date: <input type="text" value="12/22/2008"/>
Location Use Type: <input type="text"/>	Cubicle: <input type="text"/>

  

**Job Data Comments:** Employee was promoted/transferred effective Mary 7, 2021. This transaction updates the hourly comp rate based on the 3% Salary Increase Program effective June 27, 2021.

## Navigate to **ADDITIONAL PAY** Tab at top of page

### Initiator Comments / Save and Submit

6. Scroll to the bottom of the page to where you see the **initiator's comments box** and the **Save and Submit** button
7. Enter the initiator's comments indicating to your approver the reason for this PayPath action
8. Click on the Save and Submit button

*This sends the Salary Increase Program increase PayPath transaction through AWE to the department approver.*

### Approval Workflow Engine (AWE)

9. Once the department approver approves the transaction, the increase writes directly to the UCPath system.

### Review Pay

10. After the department approver approves the Salary Increase adjustment, please review the first paycheck after the comp rate change to confirm the system properly updated the comp rate to reflect the approved Salary Increase Program percentage increase.
11. IF the system does not calculate and pay the employee the new comp rate, please work directly with BFS to resolve any pay issues.

## \*How to Calculate the **General Salary Increase** (NOT Merit)

**For any non-represented employee eligible to receive an increase through a general increase program (not a merit increase).**

- Calculate the percentage increase based on the monthly salary for MO paid and, *based on the hourly rate for BW paid.*
- Once you add the percentage increase to the monthly rate, you must **round UP** to the whole dollar (not down). THEN, multiply by 12 to get the new comp rate to input into UCPath.
- *For hourly paid, add the percentage increase and **round UP** to the cent to get the new comp rate to input into UCPath.*

- **MONTHLY EXAMPLE by 3%:**

$\$12,345.67/\text{MO} \times 1.03 = \$12,716.04$  -- round up to  $\$12,717$   
then multiply by 12 =  $\$152,604$

- **HOURLY EXAMPLE by 3%:**

$\$32.45/\text{HR} \times 1.03 = \$33.4235$  -- round up to  $\$33.43$

End of Process