



# SALARY ADJUSTMENT ACTION

## PER-80 | TRANSACTIONS ZPAA076, SWBP, PA40

PA

The purpose of this Business Process Procedure is to explain how to process a Salary Adjustment in the Integrated HR-Payroll System.

**Trigger:** There is a need to process a Salary Adjustment for one of the reasons listed in the Business Process Procedure Overview section.

### Business Process Procedure Overview:

**Salary Adjustment** – an increase in an employee’s salary within the current position.

- **01 - Salary Adjustment** - general increase in an EPA employee or temporary employee’s base salary, or a federal “prevailing wage” salary increase to an employee with a H1B Visa. [NOTE: Use of this reason for any other reason than defined must have OSHR approval.]
- **02 - Correct New Hire Salary** - Decrease or increase in employee base salary to correct the new hire salary.
- **03 - Increase to Minimum** - Increase to bring an employee’s salary to the minimum of the salary range.
- **07 - Acting Pay** - temporary increase in employee base salary as a result of assuming the duties of a higher-level position that is vacant or while an employee is on an extended leave of absence. [NOTE: This action should be used to award acting pay in any of the SPA pay systems.]
- **08 - Retention Adjustment** - increase in employee base salary due to receiving an outside offer and approval from State Human Resources Director.

**NOTE:** Agencies typically use the in-range adjustment retention reason if the employee meets the eligibility requirements and the percentage awarded falls within the in-range adjustment policy guidelines.

- **09 – Trainee/Associate Adjustment** – increase in employee base salary based on Trainee/Associate Progression Guide.
- **10 - Lead Worker Adjustment** – increase in employee base salary due to assuming lead worker responsibilities.
- **11 – EPA Supplemental Payment** - Pay in addition to base pay.
- **12 - In-Range – Higher Level** – increase in employee base salary due to documented changes has occurred in duties and responsibilities that are at a higher level but not substantial enough to justify reclassification to a higher salary grade or a salary range revision. [NOTE: This action should not be used for career-banded employees.]
- **13 - In-Range – Increase Variety** - increase in employee base salary due to documented changes occurring in duties and responsibilities that are at the same level, but the changes have increased the variety and scope of duties and/or accountability of the employee. [NOTE: This action should not be used for career-banded employees.]

- **14 - In-Range – Equity** – increase in employee base salary to establish equitable salary relationships among employees performing the same type and level of work. [NOTE: This action should not be used for career-banded employees.]
- **15 - In-Range – Retention** – increase in employee base salary to avoid losing the employee due to an outside job offer. [NOTE: This action should not be used for career-banded employees.]
- **16 - In-Range – Turnover** – increase in employee base salary to reduce turnover. [NOTE: This action should not be used for career-banded employees.]
- **17 - In-Range – Other Labor Market** – increase in employee base salary due to documented labor market information. [NOTE: This action should not be used for career-banded employees.]
- **18 - Geographic Differential** – increase in employee base salary based on Geographic Differential Guide. [NOTE: This action should not be used for career-banded employees.]
- **19 - Site Differential** - used by Department of Public Safety – Adult Corrections Division only.
- **20 - CGRA** – increase in employee base salary for Career Growth Recognition Award, approved by Legislation.
- **22 - Legislative Increase** - increase in employee base salary for Cost-of-Living, approved by Legislation.
- **23 - Performance Increase** – increase in employee base salary for performance.
- **24 - LEO Sworn** – increase in employee base salary for obtaining Basic Law Enforcement Training (BLET) certification.
- **40 - Temp In-Range for Job Change** - Increase in an SPA graded employee base salary resulting from the temporary assignment of additional job duties and responsibilities such as a special project or assignment. **NOTE:** Additional duties are not the result of “acting pay or acting promotion.” [NOTE: This action should not be used for career-banded employees.]
- **39 - Salary Adjustment Fund** - A salary increase that is funded through special legislation and approved by the Office of State Budget and the Office of State Human Resources prior to the PCR being created.
- **50 - Auto Sal Adj – AOC Only** - Salary adjustments authorized by NC General Statutes (7A-102 and 7A-171.1) for assistant clerks, deputy clerks, deputy clerks/bookkeepers and magistrates.

**NOTE:** If the Salary Adjustment action is for a limited time period, create an infotype 0019 Monitoring of Tasks record via transaction code PA30 to create a reminder to process the Cancel Salary Adjustment action at the end date of the time-limited increase.

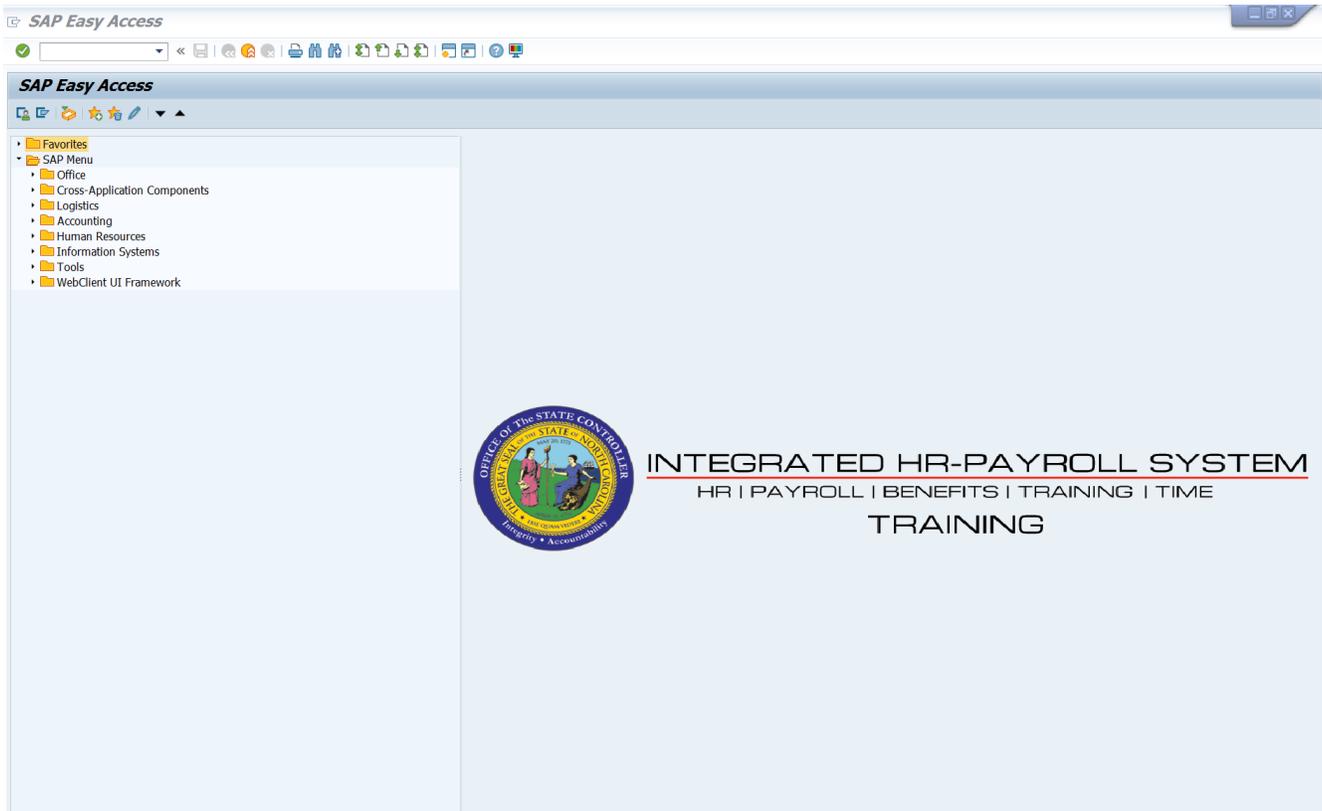
**Tips and Tricks:** Prior to initiating any workflow, ensure the data being used is valid and appropriate.

**Access Transaction:**

**Via Menu Path:** Your menu path may contain this custom transaction code depending on your security roles.

**Via Transaction Code:** ZPAA076; SBWP; PA40

Procedure



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command.  <b>Example:</b> ZPAA076

2. Click the **Enter**  button.



**Information**

You may want to enter this transaction code in your Favorites folder.

- Choose **Favorites > Insert Favorites**.
- Type in **ZPAA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**.
- Place a check next to Display Technical Name.
- Click **Enter**.

### Employee Action Request

Existing PCR No.

Personnel No.  Johnny Sears

Last 4 digits (SSN)  First  Last

Effective on

Action Type  Salary Adjustment (NC)

Reason  In-Range - Higher Level

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.  <b>Example:</b> 80000123
Effective on	The date on which the action will be effective.	Enter value in Effective on.  <b>Example:</b> 08/22/2011
Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type.  <b>Example:</b> ZC
Reason	Reason for the action, such as In-Range – Higher Level	Enter value in Reason.  <b>Example:</b> 12

4. Click the **Enter** button.

Enter the Personnel Number of the individual to receive the Salary Adjustment. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

**NOTE:** Enter the SSN and name for New Hires only.

If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

The system defaults the current date, but you can change the date to a day in the past or in the future.

There are several available **Reasons** from which to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.

### Employee Action Request

Existing PCR No.	<input type="text"/>			
Personnel No.	<input type="text" value="80000123"/>	Johnny	Sears	
Last 4 digits (SSN)	<input type="text"/>	First	<input type="text"/>	Last
Effective on	<input type="text" value="08/22/2011"/>			
Action Type	<input type="text" value="ZC"/>	Salary Adjustment (NC)		
Reason	<input type="text" value="12"/>	In-Range - Higher Level		

5. Click the **Create (F5)** button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.

Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.

**Employee Action Request**

Initiate WF

PCR Number

Personnel Number  Johnny Sears Action:  Salary Adjustment (NC)

Last 4 digits(SSN)    Reason:  In-Range - Higher Level

Effective on  Chng   St:

CURRENT		PROPOSED	
Pers.Area	<input type="text" value="4601"/> Cultural Resources	Pers.Area	<input type="text" value="4601"/> Cultural Resources
Subarea	<input type="text" value="NC01"/> 7day Norm	Subarea	<input type="text" value="NC01"/> 7day Norm
EE Group	<input type="text" value="A"/> SPA Employees	EE Group	<input type="text" value="A"/> SPA Employees
EE Subgroup	<input type="text" value="A1"/> FT N-FLSAOT Perm	EE Subgrp	<input type="text" value="A1"/> FT N-FLSAOT Perm
Org. Unit	<input type="text" value="20010129"/> CR CDS Capital Projects U	Org. Unit	<input type="text" value="20010129"/> CR CDS Capital Projects U
Job	<input type="text" value="30004440"/> Facility Planner III	Job	<input type="text" value="30004440"/> Facility Planner III
EE Position	<input type="text" value="60083276"/> Facility Planner III	EE Position	<input type="text" value="60083276"/> Facility Planner III

**Basic Pay**

Pay Scale type	<input type="text" value="01"/> Graded	Pay Scale type	<input type="text" value="01"/> Graded
Pay Scale Area	<input type="text" value="01"/> Annual Salaries	Pay Scale Area	<input type="text" value="01"/> Annual Salaries
Pay Scale Group	<input type="text" value="GR74"/> Level <input type="text" value="GR"/>	Pay Scale Group	<input type="text" value="GR74"/> Level <input type="text" value="GR"/>
Annual Salary	<input type="text" value="43,485.00"/> Hrly Sal <input type="text" value="0.00"/>	Annual Salary	<input type="text" value="47,834.00"/> Hourly Salary <input type="text"/>
	Calc Step - <input type="text" value="0"/>		Calc Step - <input type="text" value="-MP"/> <input type="text" value="10.00"/>
		Min	<input type="text" value="44,670.00"/>
		Max	<input type="text" value="73,833.00"/> Next Inc Date <input type="text"/>

**Dates**

Last day worked

6. Update the following field:

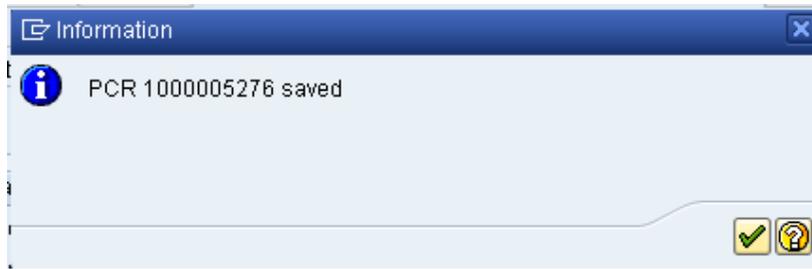
Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary.  <b>Example:</b> 47834

7. Click the **Enter**  button.

Enter the new **annual salary** or **hourly rate**. Click **Enter** to validate the data. If the employee is hourly, leave the annual salary field blank and only complete the hourly salary field.

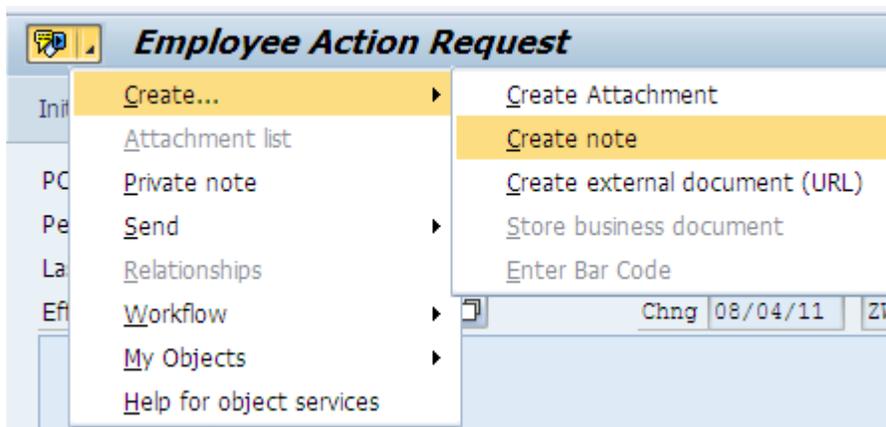
8. Click the **Save (Ctrl+S)**  button.

Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **Continue (Enter)**  button.

You can save this information as many times as you like. Each time you will receive a confirmation of the save. You will not be able to create a note attachment until you have saved it at least once. If you have submitted the PCR to workflow already, you will not be able to change the details, nor save any new information, only display the existing details.



10. Click the **Services for Objects**  button.
11. **Create... >> Create note.**

You can enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information in, or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

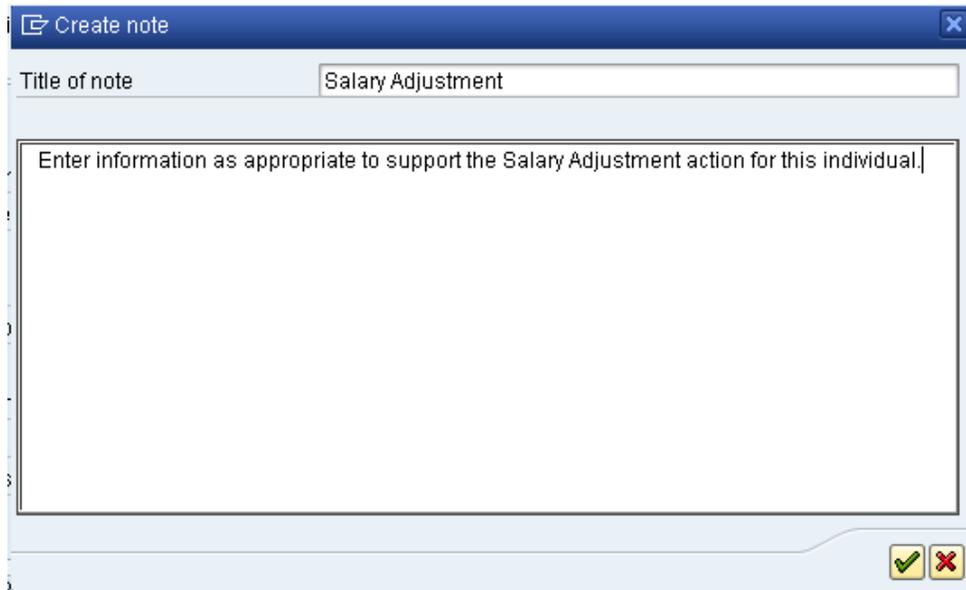
This note and attachment area gets attached to this specific PCR only. It will follow the PCR through the approval/rejection process and live with the PCR into the future. When the PCR has been approved and you are processing the Action (such as a New Hire action), you will need to recreate any notes or attachments if they need to be attached to the Action record as well.

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**Notes entered during PA Workflow must follow OSHR's Action Notes Template:**

<https://www.osc.nc.gov/documents/action-notes-template>

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12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note.  <b>Example:</b> Salary Adjustment information
Long text	An open text field	Enter value in Long text.  <b>Example:</b> appropriate information

13. Click the **Continue (Enter)**  button.

**Employee Action Request**

Initiate WF

PCR Number: 1000005276  
 Personnel Number: 80000123 Johnny Sears  
 Last 4 digits(SSN):   
 Effective on: 08/22/2011 Chng: 08/18/11 ZWFIN0MPA031 St: D Created

CURRENT		PROPOSED	
Pers.Area	4601 Cultural Resources	Pers.Area	4601 Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgrp	A1 FT N-FLSAOT Perm	EE Subgrp	A1 FT N-FLSAOT Perm
Org. Unit	20010129 CR CDS Capital Projects U	Org. Unit	20010129 CR CDS Capital Projects U
Job	30004440 Facility Planner III	Job	30004440 Facility Planner III
EE Position	60083276 Facility Planner III	EE Position	60083276 Facility Planner III

**Basic Pay**

Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	6R74 Level GR	Pay Scale Group	6R74 Level GR
Annual Salary	43,485.00 Hrly Sal 0.00	Annual Salary	47,834.00 Hourly Salary
Calc Step	- 0	Calc Step	-MP 10.00
Min		Min	44,670.00
Max		Max	73,833.00 Next Inc Date

**Dates**

Last day worked

14. Click the **Enter**  button.
15. Click the **Save (Ctrl+S)**  button.
16. Click the **Initiate WF**  button.

Select the **Initiate Workflow** button to send the Salary Adjustment Action through the approval process. No changes can be made after the PCR has been submitted for approval, unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).



17. Click the **Continue (Enter)**  button.

18. Click the **Back (F3)**  button.
19. The Initiate Salary Adjustment Action is complete.

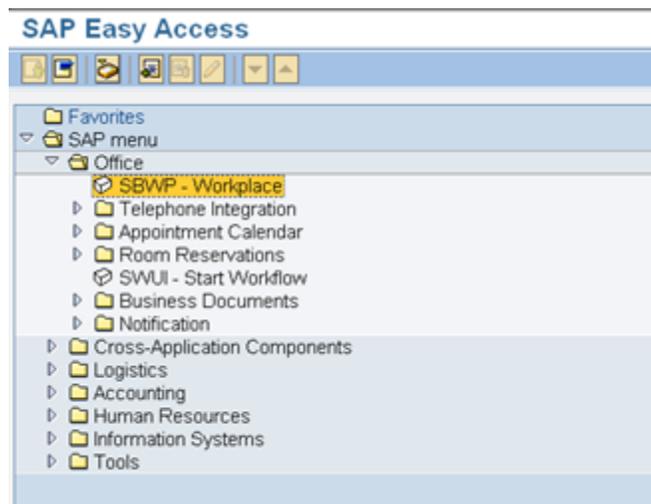
After Workflow Approvals have been received, process with the Complete Salary Adjustment Action process.

### Instructions for Completing the Action

**Access Transaction:**

**Via Menu Path:** SAP menu ==> Office ==> SBWP – Workplace

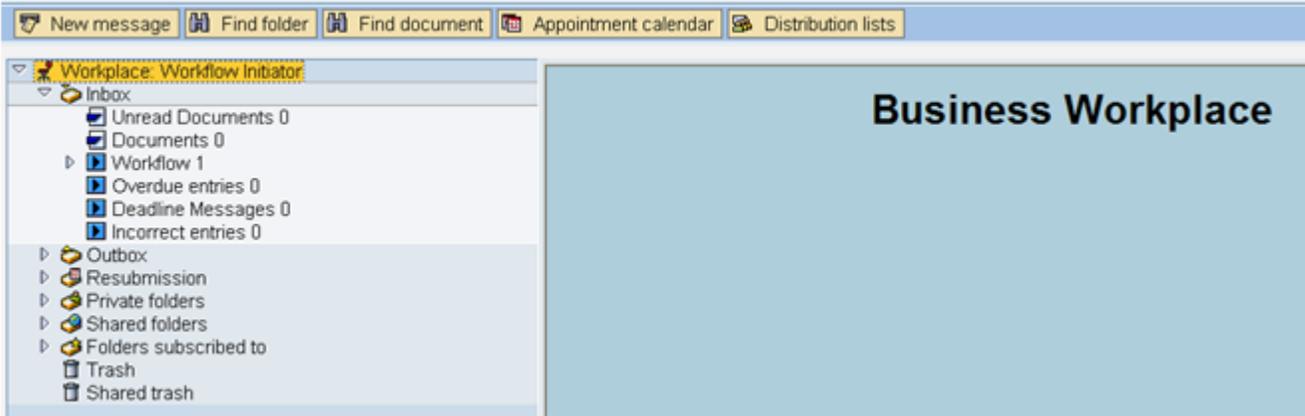
**Via Transaction Code:** SBWP; PA40



- Click the **SAP Business Workplace (Ctrl+F12)**  button.

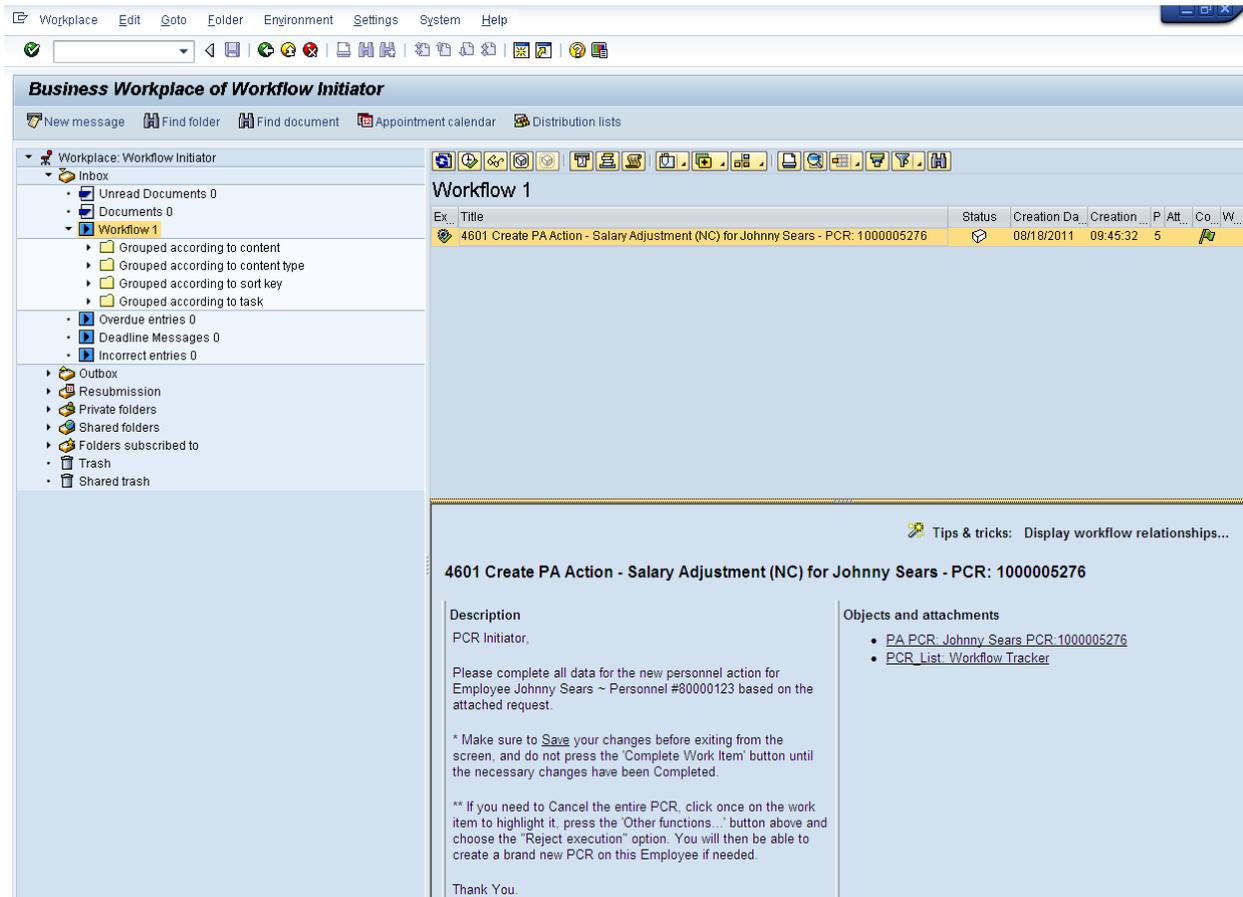
These instructions assume you have initiated the Salary Adjustment Personnel Change Request (PCR) in workflow already, and you have an approved PCR ready to be processed as a Salary Adjustment in the system.

### Business Workplace of Workflow Initiator



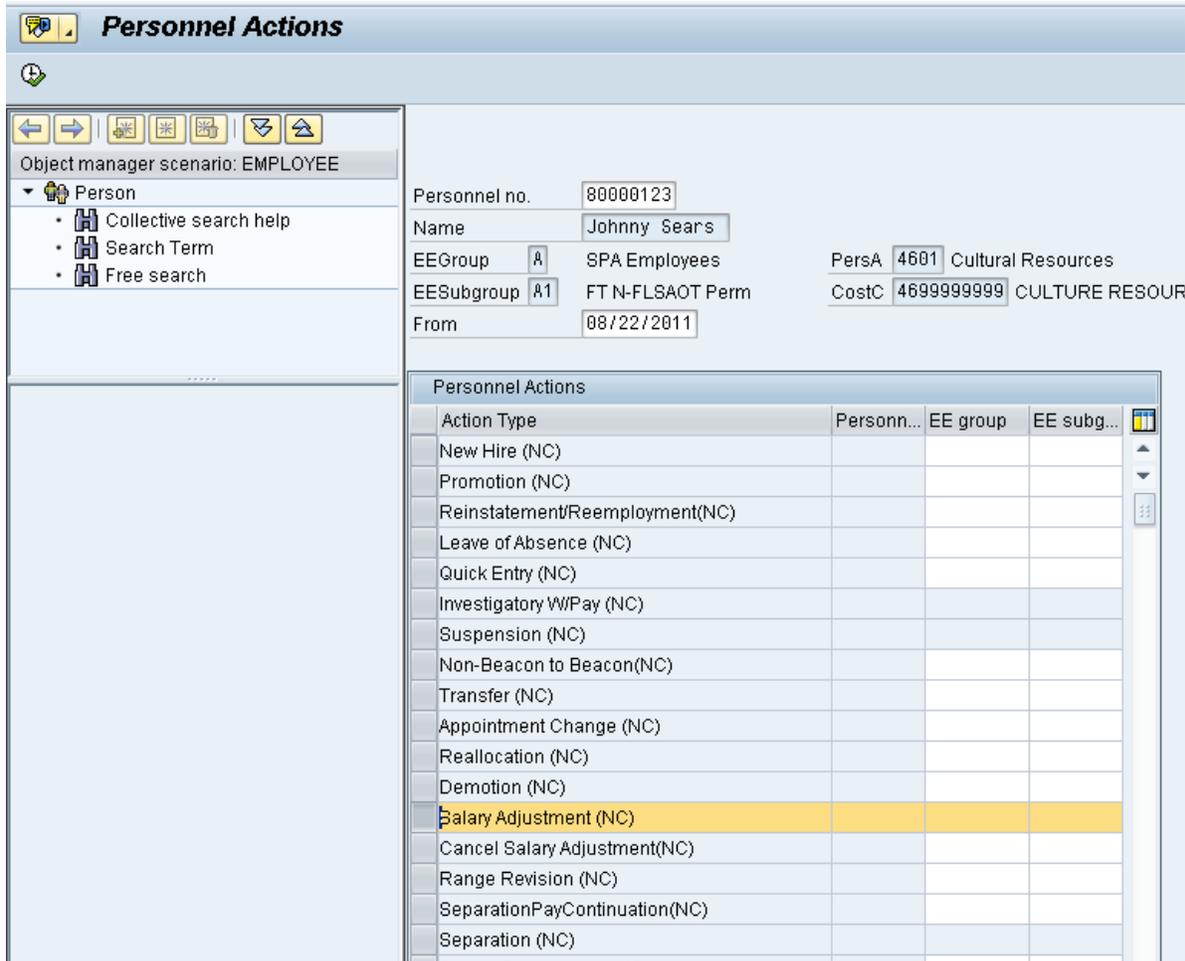
- Select **Inbox >> Workflow**.

Process using step 22 or step 23.



22. Select the PCR **4601 Create PA Action - Salary Adjustment (NC) for Johnny Sears - PCR: 1000005276** row.
23. Double-click on row.
24. Click the **Execute (F8)**  button.

A list of your approved (or rejected) PCRs are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You can view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once executing the PCR, the Salary Adjustment action will be launched.



25. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From.  <b>Example:</b> 08/22/2011

26. Highlight **Salary Adjustment (NC)** action type.

27. Click the **Execute (F8)**  button.

The effective date is the date the Salary Adjustment will go into effect. This date must match the effective date on the PCR.

### Copy Actions (0000)




 Execute info group
 Change info group

Pers.No.

Name

EEGroup  SPA Employees      PersA  Cultural Resources

EESubgroup  FT N-FLSAOT Perm

Start  to

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**Personnel action**

Action Type

Reason for Action  In-Range - Higher Level

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**Status**

Customer-specific

Employment

Special payment

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**Organizational assignment**

Position  Facility Planner III

Personnel area  Cultural Resources

Employee group  SPA Employees

Employee subgroup  FT N-FLSAOT Perm

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**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action

28. Click the **Enter**  button.

 Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you of the existing record will be delimited. Click Enter past this warning message.

Notice at the top of this screen the title includes the word “Copy.” This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word “Create” in the title indicates that this infotype is being created on this person's record for the first time.

 Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup, you will receive a warning message. Click **Enter**  to continue.

**Infotype Text**

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Enter or paste appropriate comments.|

29. Click **Edit, >> Maintain text.**

To add your comment based on agency or OSHR Policy/Guidelines. Remember you can cut and paste from the PCR.

30. Click the **Enter**  button.

31. Click the **Save (Ctrl+S)**  button.

### Create Organizational Assignment (0001)

Org Structure

Personnel No  Name

EEGroup  SPA Employees PersA  Cultural Resources

EESubgroup  FT N-FLSAOT Perm Statu

Start  to

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**Enterprise structure**

CoCode  STATE OF NC

Pers.area  Cultural Resources Subarea  7day Norm

Cost Ctr  CULTURE RESOU... Bus. Area  Cultural Resources

Fund  CULTURE- SUSP...

Func. Area  General Government

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**Personnel structure**

EE group  SPA Employees Payr.area  NC Monthly

EE subgroup  FT N-FLSAOT Perm Contract

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**Organizational plan**

Percentage

Position  101000001048  
Facility Planner III

Job key  Fac Plnr  
Facility Planner III

Org. Unit  48010101048  
CR CDS Capital Proj...

Org.key

32. Click the **Enter**  button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 yrs for STD, and the Rehire of Retiree statuses.

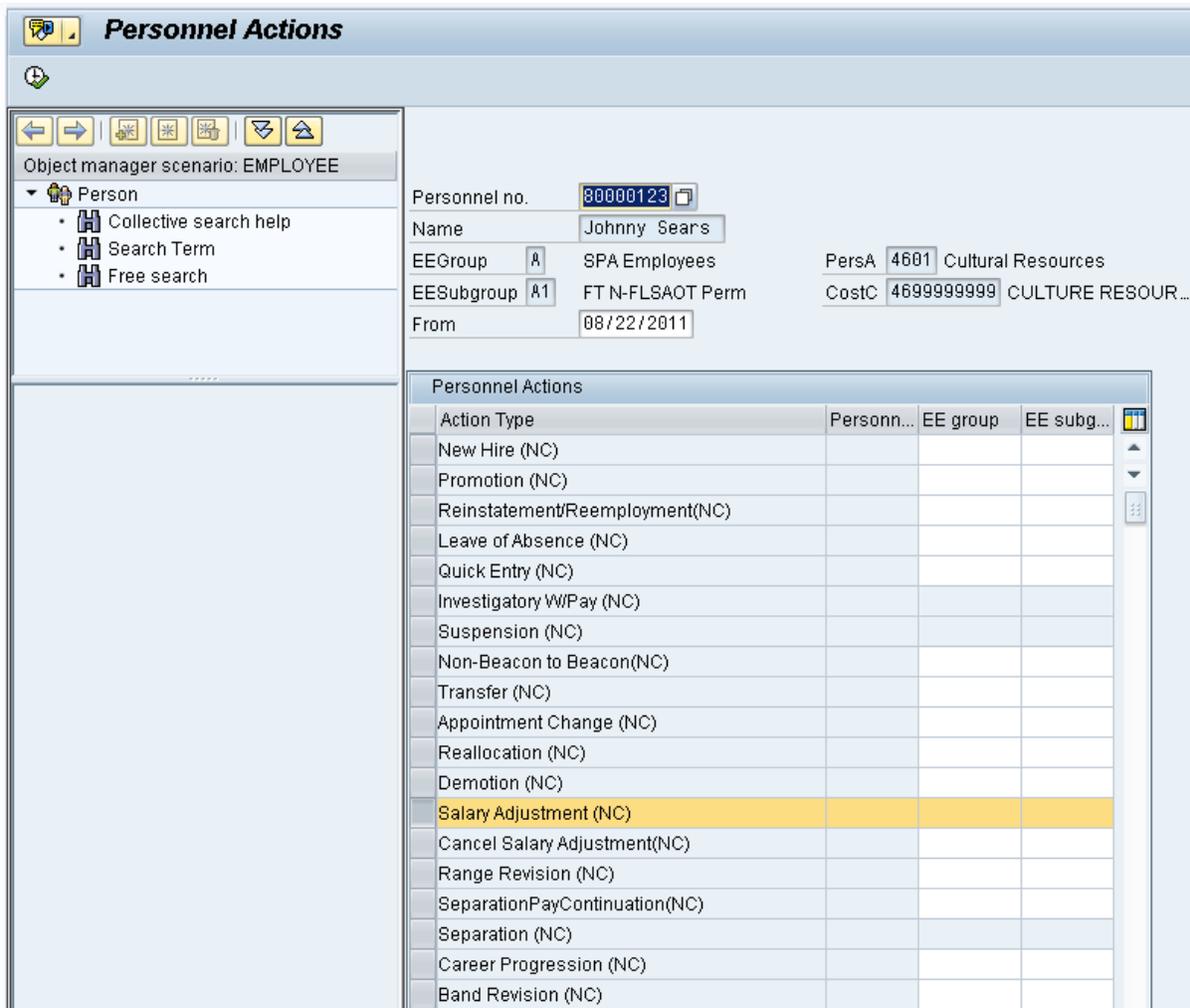
 **CRITICAL!** If the contract field is completed on the previous IT0001, it will copy to the new IT0001.

33. Click the **Save (Ctrl+S)**  button.

The system will display a yellow warning message informing you the existing record will be delimited. Click **Save** to move past this warning message.



36. Click the **Save (Ctrl+S)**  button.



**Personnel Actions**

Object manager scenario: EMPLOYEE

Personnel no.

Name

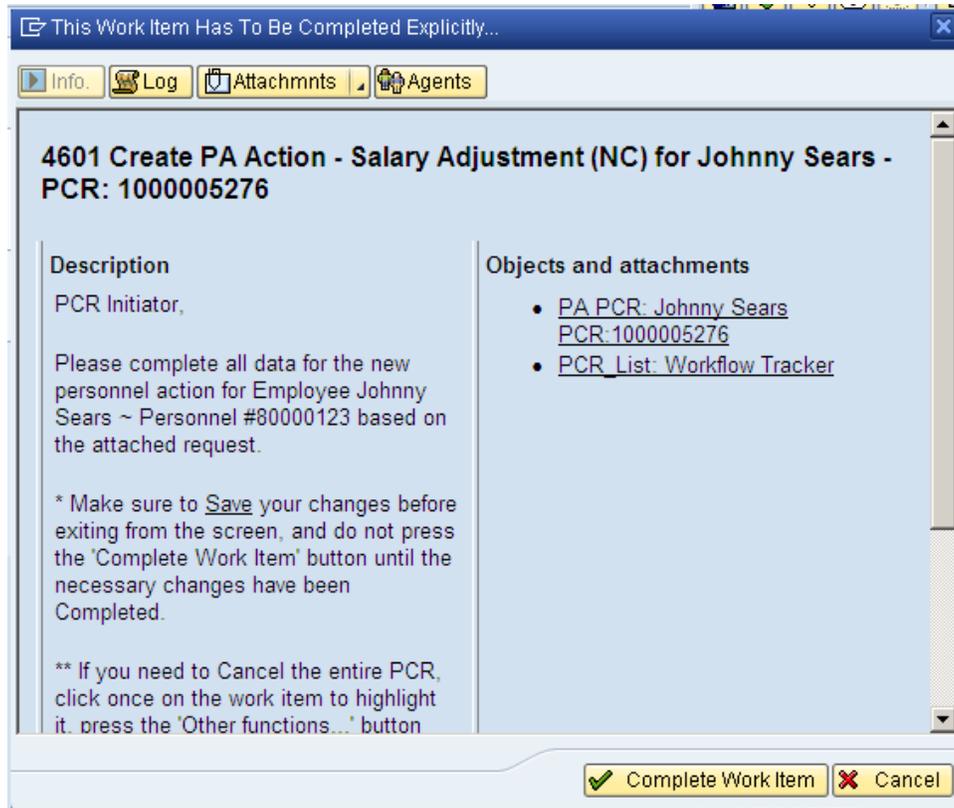
EEGroup  SPA Employees      PersA  Cultural Resources

EESubgroup  FT N-FLSAOT Perm      CostC  CULTURE RESOUR...

From

Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory WPay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			
Transfer (NC)			
Appointment Change (NC)			
Reallocation (NC)			
Demotion (NC)			
<b>Salary Adjustment (NC)</b>			
Cancel Salary Adjustment(NC)			
Range Revision (NC)			
SeparationPayContinuation(NC)			
Separation (NC)			
Career Progression (NC)			
Band Revision (NC)			

37. Click the **Back (F3)**  button.



38. Click the **Complete Item** .

Only once all of the infotype screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you can complete the PCR in workflow.



39. Click the **Back (F3)**  button.

You can remain in this SAP Business Workplace and process additional PCRs, or click the Back to return to the main SAP screen.



The Salary Adjustment Action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

### Additional Resources

Training HELP website: [https://www.osc.nc.gov/state-agency-resources/training/training\\_help\\_documents](https://www.osc.nc.gov/state-agency-resources/training/training_help_documents)

### Change Record

Change Date: 4/22/20 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible