

UNIVERSITY OF HAWAI'I

Office of Human Resources

MEMORANDUM

May 15, 1997

TO: Personnel/Administrative Officers

FROM: Peggy S. Hong 
System Director of Human Resources

SUBJECT: **Instructions for Processing PNFs for APT and Faculty Salary Increases**

This is a follow up to the memo "Salary Adjustments for University Employees" which was attached to my E-mail message dated May 9, 1997. As I had mentioned in that memo, while the Governor has not given final approval for the Faculty and APT collective bargaining increases, the Office of Human Resources (OHR) is proceeding with the mass generation of PNFs to effectuate these increases in order to meet ICSD, Payroll, and DAGS deadlines. Included in these instructions are key points from my earlier message as well as detailed information and instructions.

The Payroll Notification Forms (PNF) for Faculty and APT personnel in your unit have been centrally printed to reflect the APT salary adjustments retroactive to July 1, 1996 and January 1, 1997, and the Faculty salary adjustment effective July 1, 1997. The PNFs were generated using the UHAS screen ("ESMT for Pre-Printed PNF"), which is the clone of the ESMT screen and is used only for batch PNF printing.

The following deadlines apply to both the APT retroactive increases as well as the Faculty adjustment:

Tuesday, June 10, 1997, 12:00 Noon: Apply the fifth levels to both the suspended APT and Faculty UHAS or ESMT screens, as applicable.

Tuesday, June 10, 1997, 4:00 PM: Payroll deadline for submittal of PNFs.

To expedite these mass actions, only two signatures, that of the fiscal officer and the designated appointing officer, will be required for the PNF. As soon as the necessary signatures are obtained on the PNFs, the fifth level of approval must be applied to the UHAS screens. If your employee is in a joint appointment with another unit, please coordinate this process.

It is critical that these transactions get into the database by the above deadline in order to meet the State's deadline for the payroll change schedule which is used by the UH Payroll Office to implement the pay adjustments.

I. FACULTY SALARY ADJUSTMENT EFFECTIVE 07-01-97

Effective July 1, 1997, all faculty members, regardless of funding, who are employed on June 30, 1997, shall receive an equivalent of a 4% increase. Please refer to the faculty salary schedule in the 1995 - 1999 BU 07 Collective Bargaining contract, a copy of which can be found in abobe/acrobat format on the Faculty Human Resources and Legal Affairs homepage at <http://www2.hawaii.edu/dhmr/faculty/welcome.html>. Those employees on-steps will be moved to the next higher step on their corresponding pay range of the salary schedule, while those who are off-step as designated by various step suffixes (e.g., "A", "B", "P1", etc) have been assigned new step/suffix designations, which will be reflected on pre-printed PNF. The salaries of off-step employees have been increased by 4%, which were calculated by multiplying the current monthly salary by 1.04 and rounding to the nearest dollar (i.e., \$.50 or more, round to next higher dollar, \$.49 or less, round the next lower dollar.) Please call the HRIS hotline if any of your employees do not show a new designation. A copy of the off-step "schedule" will be given to all units with such employees.

Salary increases will be given regardless of funding. Excluded personnel in the same classification and compensation plans as bargaining unit personnel are entitled to the same salary adjustments.

A faculty member whose effective close of business date of separation, including retirement, falls before July 1, 1997 but who continues to be on active pay status due to prorata salary or vacation pay shall **NOT** receive the salary increase. **This is an important point.** PNFs were generated for all faculty members inasmuch as the system was not able to distinguish those who were not continuing beyond the Spring semester. Therefore, in this situation, if a PNF was produced, process a Delete Suspense action on the UHAS screen, destroy the pre-printed PNF, create an Employment and Pay Rate Continued (EPRC) action on the ESMT and print the PNF.

If the faculty member is pending a decision on promotion consideration effective July 1, 1997, please do not hold up the PNF for the collective bargaining pay adjustment. Process this PNF, and when final approval is received for the promotion, process a correction PNF for the promotion increase.

The PNFs will reflect the higher salary, new step designation, and the converted account codes and the new Part-Time, Temporary, and Seasonal/Casual (PTS) retirement/FICA codes (all coded as NS were converted to NK), if applicable. Also printed is one of the following personnel action codes, which are based on the employment status:

1. Active status: 405B (Annual Salary Adjustment)
2. Sabbatical leave: 492B (Salary Adjustment While on Sabb/Prof Imp Leave)
3. Study leave: 497B (Salary Adjustment While on Study Leave)

Remarks will indicate: "Collective Bargaining Increase." If additional actions need to be reflected on the PNF, such as redistribution of funds or change in FTE, void the UHPP, create the additional UHASs as needed, then print the PNF.

Appointment Period: The appointment periods will be rolled over only for those with the following appointment periods regardless of funds. This means each PNF must be reviewed to ensure that the continuation of the appointment period is correct. All other appointment periods will remain as is.

07-01-96 to 07-31-97 will be changed to: 07-01-97 to 07-31-98
08-01-96 to 07-31-97 will be changed to: 07-01-97 to 07-31-98
07-01-96 to 06-30-97 will be changed to: 07-01-97 to 06-30-98

The UHAS screen has been suspended with four levels of approvals with the userid "BTCH". Carefully check each printed PNF. If you find any errors or you need to update data shown on these PNFs, find the suspended UHAS, update the data and apply four levels of approvals using your user id, then reprint the PNF at your site. Once the PNF is signed, please remember to apply the fifth level of approval soon after.

These PNFs were printed with data as of May 14, 1997. Therefore, any action entered into the system after the UHAS was created would not be reflected. Update the UHAS as necessary and reprint the PNF, using your userid.

II. **APT SALARY ADJUSTMENT EFFECTIVE 07-01-96 AND 01-01-97**

The APT salary schedules will be increased retroactively by 2.5% effective July 1, 1996 and 2.5% effective January 1, 1997. All APT employees will be placed on the corresponding salary range and step. Excluded personnel in the same classification and compensation plans as bargaining unit personnel are entitled to the same salary adjustments. Both schedules have been loaded on to the WWW at the OHR home page under the Electronic Document Distribution selection. Like Faculty, type of funding has no impact on an APT employee

being placed on the higher salary schedule. Also, any employee who separated from service during the 96 - 97 fiscal year shall receive the increase(s).

The retroactive salary increases will be funded with FY 1998 monies, so PNFs to effectuate these adjustments **must be paid on the 07-15-97 payroll, not earlier**. Therefore, these PNFs, even though effective in the previous fiscal year, must reflect the account code from which to pay the retroactive amount. Since the payment will be made in the 1998 year, the '98 account codes must be displayed on the PNF. ITS has made it possible for the 1998 account code to be reflected on the PNF but **NOT** updated on the UHAC screen on HRIS. If this account code is incorrect due to a subsequent correction which was processed, a pen and ink change on the PNF is recommended instead of changing the account, so that the HRIS UHAC will not reflect a 1998 account code prematurely.

Additionally, retroactive PNFs should not reflect the new PTS retirement/FICA codes, but since the retroactive amount will be paid on the July 15, 1997 payroll, the retroactive payment becomes PTS eligible. This conversion will be done by ICSD for the Payroll Change Schedule. Please note that if a PTS eligible employee separated from service during July 1, 1996 through June 30, 1997, that employee may be unaware of this new program or the salary increase. It is suggested that the unit insert a notice explaining what the check is for, the PTS plan, the enrollment form, the booklet, and instructions to call Life Insurance Company of the Southwest (LSW) for any distribution.

Based on the assumption that all APT employees should already have a July 1, 1996 action on HRIS, the pay adjustment PNF was coded as a correction action. If actions other than the Employment and Pay Rate Continued were printed on the original 07-01-96 PNF, the system did not pull those codes. Payroll Office has agreed that the code to indicate the July 1, 1996 account code conversion need not be shown on this correction PNF. Other than that, other codes that were on the original July 1, 1996 PNF must be reflected as a correction. If this needs to be done, void the UHPP screen, recreate the 405BC action and create the other corrections on the UHAS, then print the PNF.

The system will print, at the most, two retroactive PNFs for each APT employee, effective 07-01-96 and 01-01-97. This means that any action in the system not effective on these two dates (e.g., Resignation effective 09-30-96) will need to be corrected by each unit on the HRIS, and a PNF must be generated. The 07-01-96 UHAS has received all five levels of approvals, while the 01-01-97 UHAS has been suspended with four levels.

If an APT employee separated from service and the accumulated vacation was paid off via the form G2, Payroll will take care of the retroactive vacation payment upon receipt of the corrected separation PNF.

The PNFs will reflect the higher salary and the converted account code, if applicable. Also printed is one of the following personnel action codes, which are based on the employment status.

1. Active status: 405BC (Annual Salary Adjustment)
2. Sabbatical leave: 492B (Salary Adjustment While on Sabb/Prof Imp Leave)
3. Leave without pay: 685B (Salary Adjustment While on LWOP)
4. Study leave: 497B (Salary Adjustment While on Study Leave)

The third personnel action code deviates from pre-HRIS instructions, where the employee did not receive the higher salary until the return action occurred. However, the table-driven feature of HRIS automatically shows the higher rate on the employee's record. It is important that if the employee was on LWOP on July 1, 1996, and separated while on LWOP, the employee should not be given the higher salary. In this situation, no retroactive PNF should be generated. Process a Delete Suspense on the UHAS and destroy the PNF.

While the July 1, 1996 PNF will reflect the correction personnel action code, the system cannot pull the original document number. Therefore, the pre-printed PNF remarks will include, "Corrects Document Number _____." A pen and ink insertion is needed to enter the document number.

The January 1, 1997 PNF was printed with the 405B personnel action. Remarks will indicate: "Collective Bargaining Increase."

In order to generate the preprinted PNFs, the HRIS salary tables were updated with the new salary rates. However, these new rates should not be reflected on any PNFs paid before the 07-15-97 payroll. Carefully check all PNFs that you will generate to insure that the old salary is still reflected.

III. APT EMPLOYMENT AND PAY RATE CONTINUED (EPRC) EFFECTIVE 07-01-97

We will be mass generating PNFs to reflect the EPRC action for APTs effective 07-01-97 soon after the June 10 deadline to apply the fifth approval level to the suspended 01-01-97 UHAS. These will display the converted account codes and PTS retirement/FICA codes, if applicable. If a PNF must be generated prior to the mass generation due to actions such as LWOP, FTE changes, etc., then please proceed to generate one at your site using the ESMT.

If you have any questions regarding these instructions, please call the HRIS hotline.