

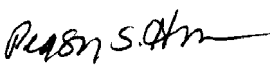
# UNIVERSITY OF HAWAI'I

Office of Human Resources

## MEMORANDUM

October 2, 1998

TO: Personnel/Administrative Officers

FROM: Peggy S. Hong   
System Director of Human Resources

SUBJECT: **Creating and Maintaining Off-Step Salary Steps**

The table-driven capability of the previous Human Resources Information System (HRIS) required the creation of a step designation for each specific salary dollar amount in each rank. Currently, 305 faculty are placed in a total of 128 off-step salary designations in all ranks. However, the current PeopleSoft software has the capability of allowing the field units to enter the specific dollar amount for those faculty with off-step salaries. The system does not require a specific step designation for each salary.

Therefore, on Saturday, October 3, 1998, OHR will convert the 305 employee records to an asterisk (" \* ") designation. For example, an employee currently falling between steps 6 and 7 and designated as step 6P38 will be assigned step \*. An employee currently above the maximum and designated at step 32 will similarly be assigned step \*. This new procedure will have no negative operational impact and will facilitate salary administration.

PNFs will be generated by OHR with an effective date of November 1, 1998. You will be individually notified when the PNFs are ready for pickup. Processing instructions will also be forthcoming.

Thereafter, whenever faculty on an asterisk step is promoted, the field unit must compute the new salary pursuant to the Collective Bargaining Agreement. Similarly, whenever faculty are hired at an off-step rate, the field unit must utilize the asterisk step designation and compute the salary.

If you have any questions or concerns, please call the HRIS hotline.

Thank you.

c: Edward Yuen  
Evelyn Nowaki

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