

OM-11 OM Pay Plan

Purpose

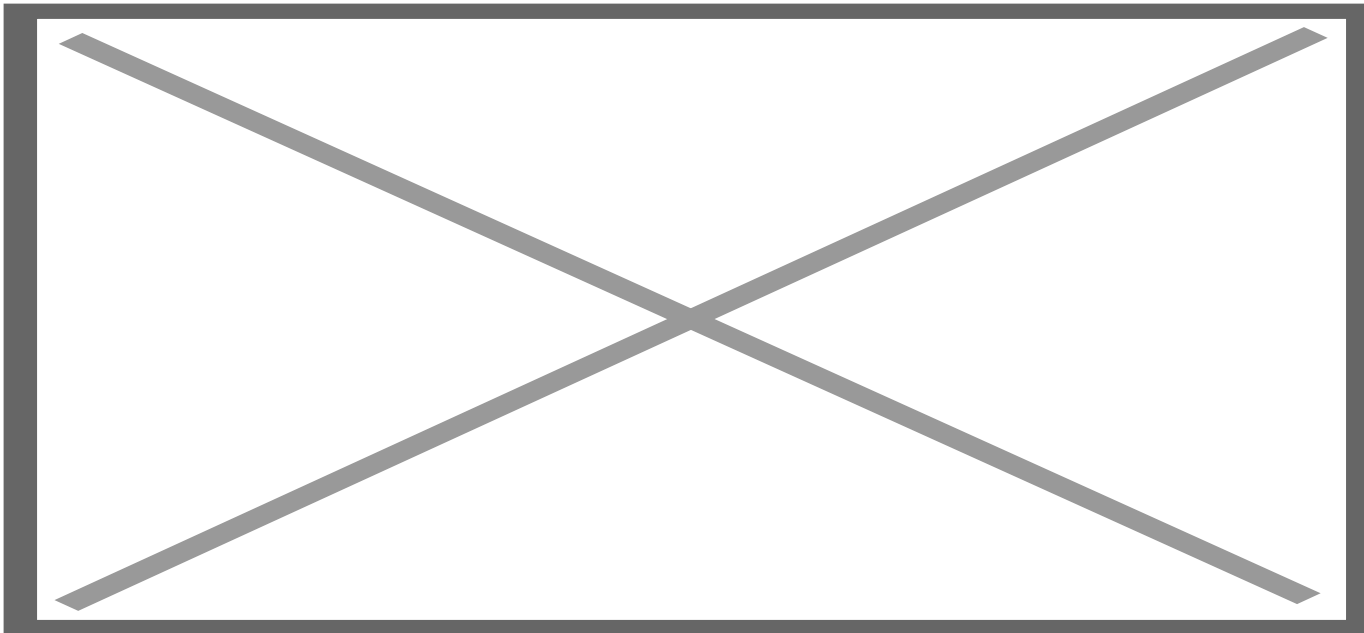
The purpose of this job aid is to explain transaction **ZOMPAYPLAN**, which is used to view pay plans in their entirety or by Pay Grade Types, Areas, or Grades.

This is a display transaction only. Users can change the date to view pay plans from previous years or keep the default as Today to view current salary ranges. Adjustments to the pay plans are legislatively driven and made by the Integrated HR/Payroll System.

The ZOMPAYPLAN transaction displays the current Salary Table. Defaults include the current date as well as ALL Pay grades and Pay types.

Step 1. Enter **zompayplan** in the command field and press enter. Or, double click it from your [Favorites Folder](#) if you've previously saved it there.

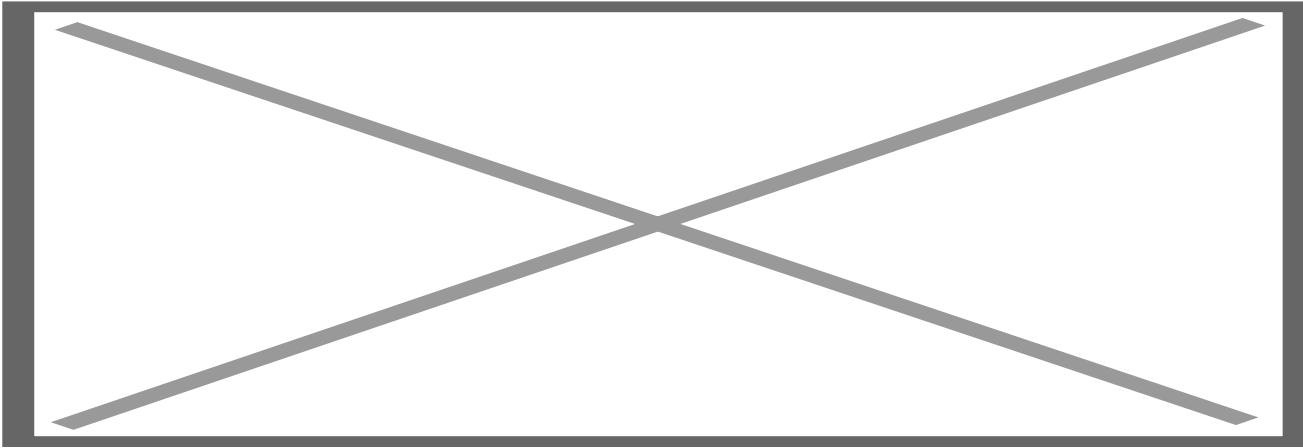
Image



Step 2. The user should enter the desired search criteria, such as the date, pay grade type, pay grade area, and pay grade. If necessary, select a specific range for search criteria.

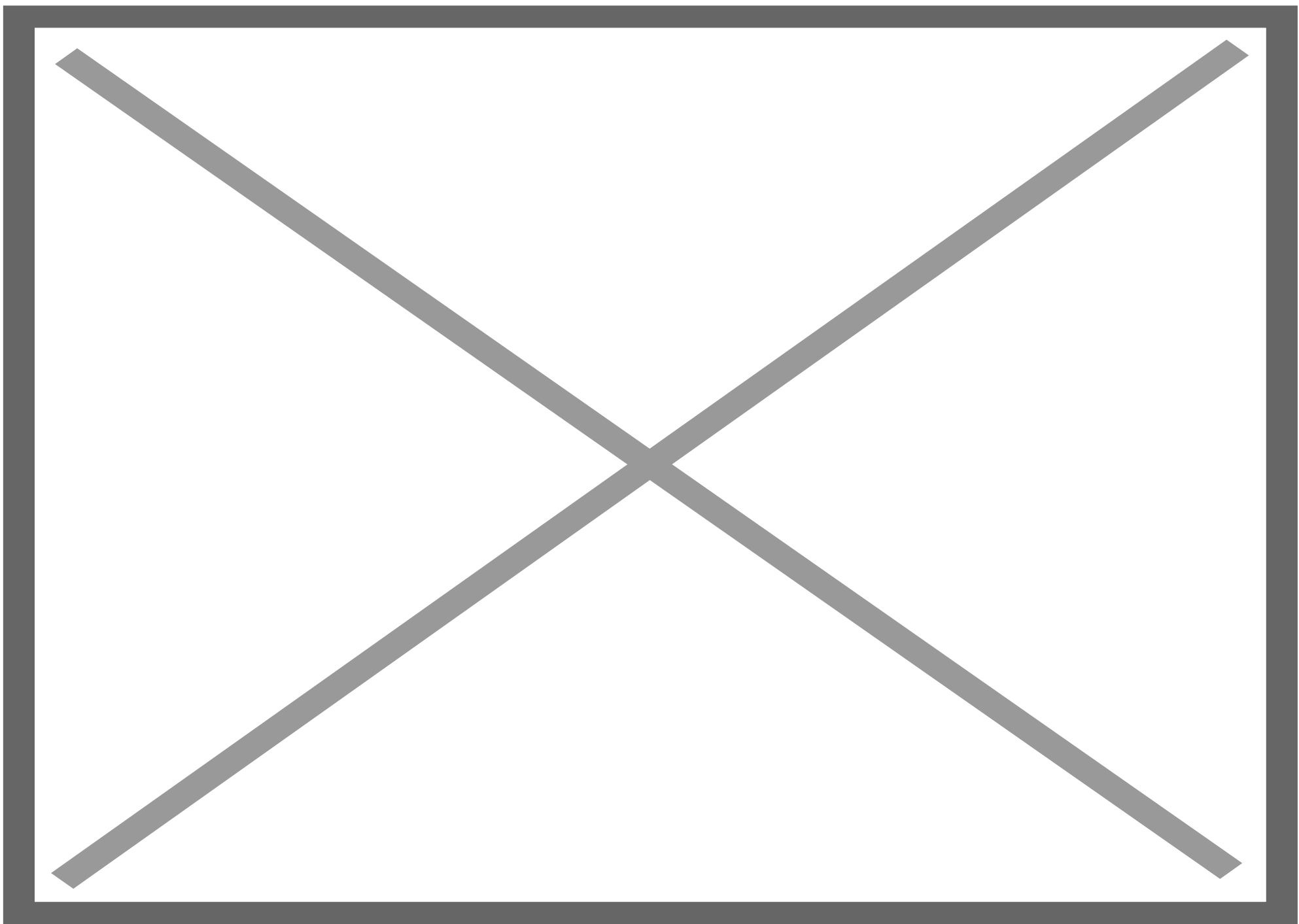
- **Key Date:** Defaults to today. To view results from another day, click the 'Other date' radio button and input the relevant date.

Image



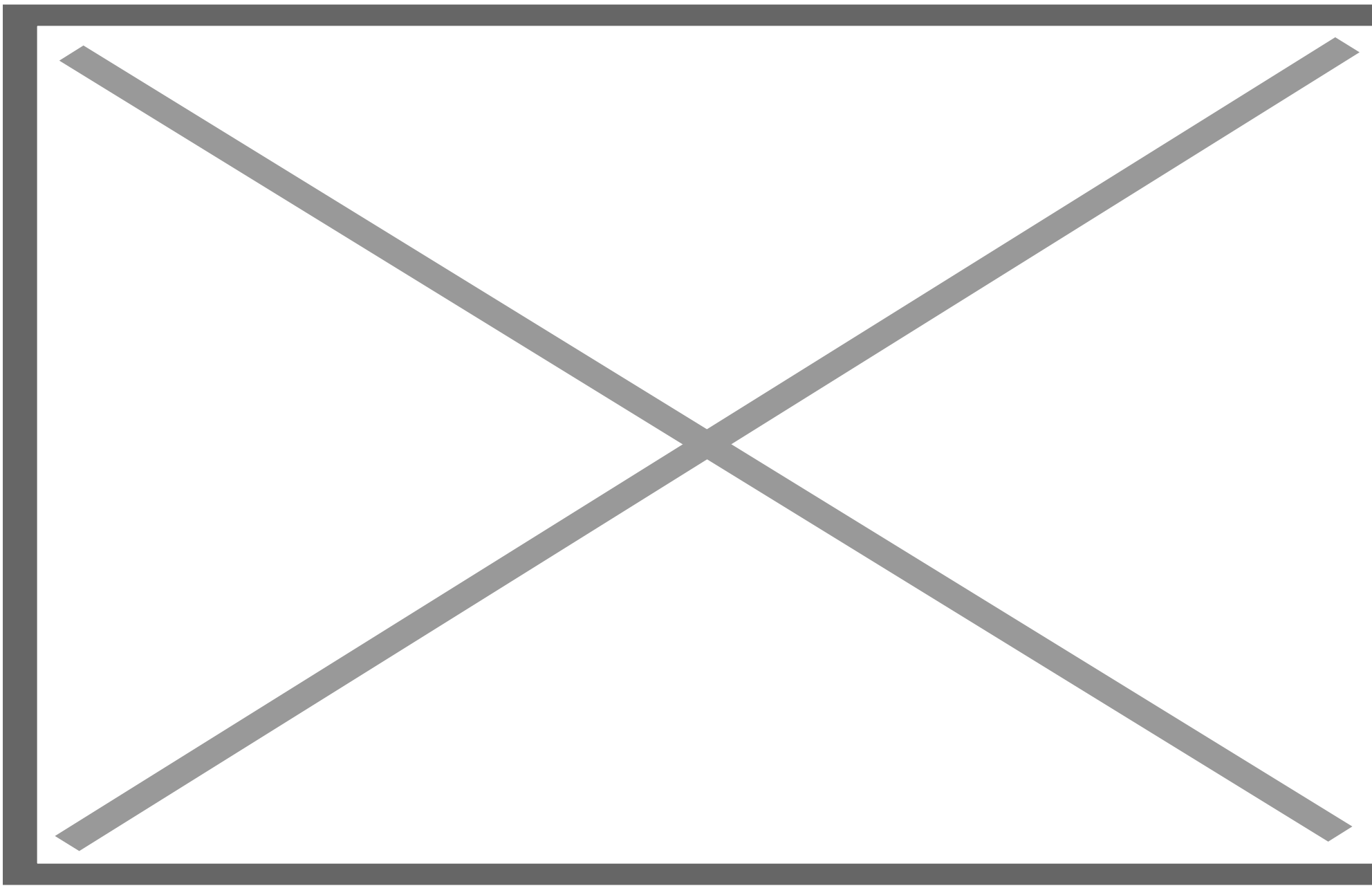
- Enter a value into the **Pay grade type** field to filter results to meet your needs. Using the matchcode button will produce a pop-up with several options to select from. You can also put in a range or use the multiple selection button to add more values to the filter.

Image



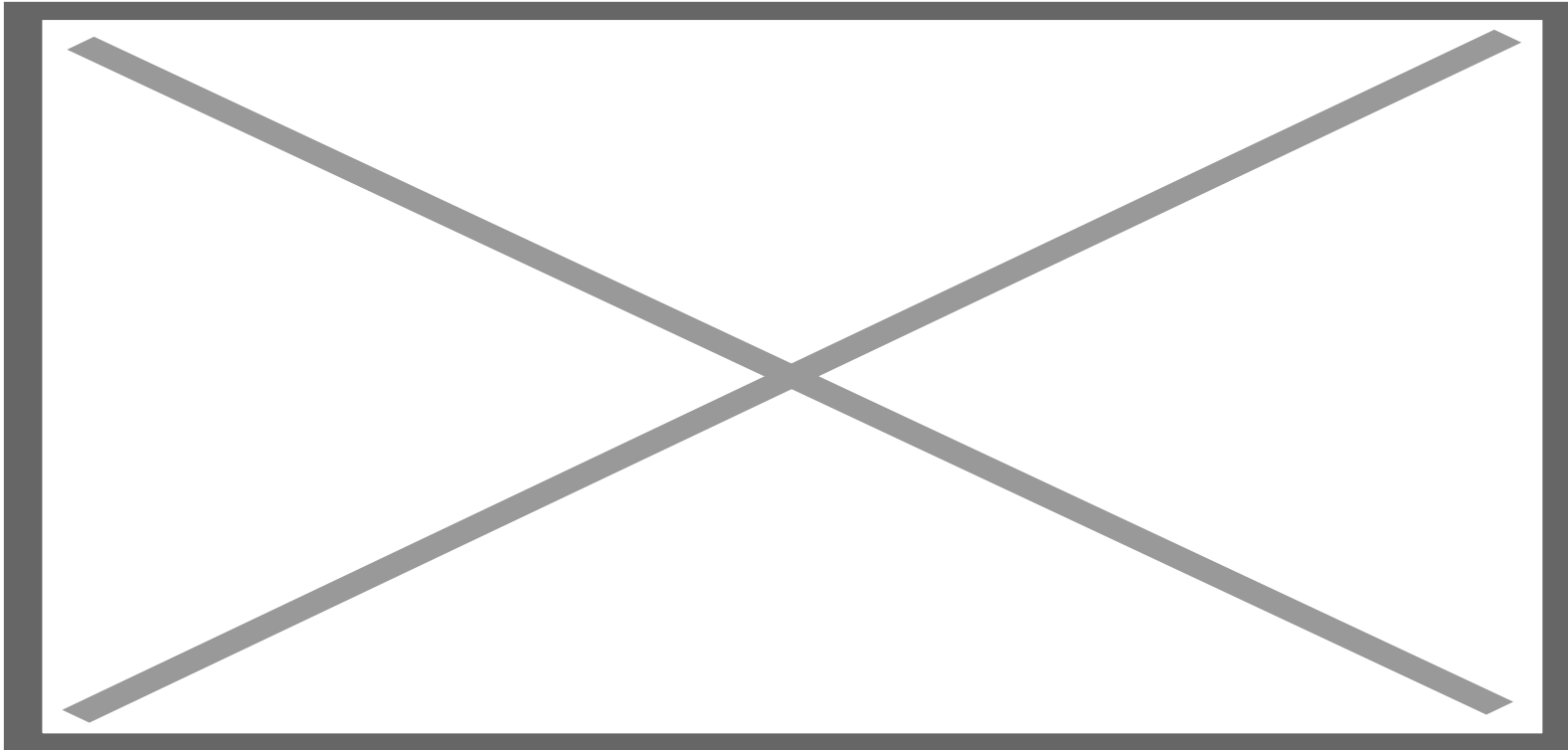
- Enter a value into the **Pay grade area** field to filter results to meet your needs. Using the matchcode button will produce a pop-up with several options to select from. You can also put in a range or use the multiple selection button to add more values to the filter.

Image



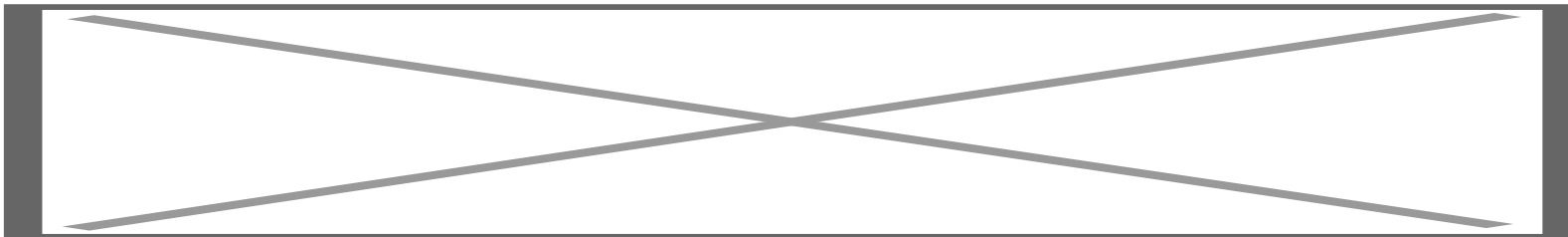
- Enter a value into the **Pay grade** field to filter results to meet your needs. There is no matchcode button for this field. You can also put in a range or use the multiple selection button to add more values to the filter.

Image



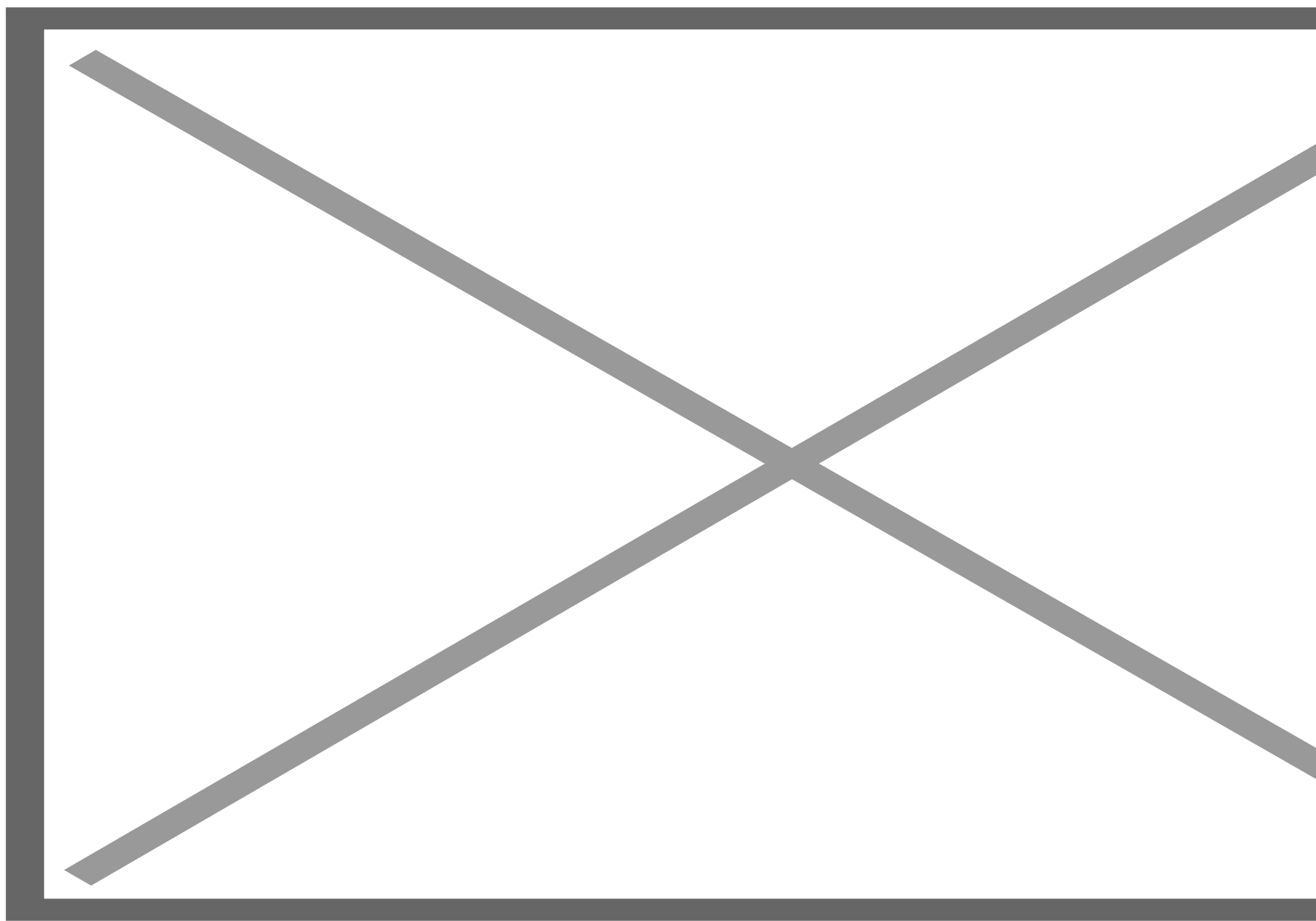
- Press the Execute button to see the pay plans that meet your filtered criteria.

Image



The report results are shown. You can use the layout buttons to add, remove and sort columns to best fit your needs. The [How to Manage Reporting Layouts](#) help document may be useful in this regard.

Image



VALID PAY GRADE TYPE/AREA COMBINATIONS

Note: For Banded classes the Pay grade is the 8-digit Job ID. For all others, the Pay grade is the actual Grade (GR50, JB18, MG04, etc.).

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