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

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

Business Process Procedure Overview:

Range Revision - any change in a salary range approved by the State Human Resources Commission and resulting from changes in the labor market.

01 - Labor Market (LM) Full - Employee receives full labor market increase approved by the SHRC.

02 - Labor Market Partial - Employee receives a portion of the labor market increase approved by the SHRC.

03 - LM After Eff Date Complete - Employee receives the remainder of the labor market increase approved by the SHRC.

04 - LM After Eff Date Retro/Min - Employee is below the new minimum established by labor market; adjustment to the new minimum may be retro to SHRC approved effective date.

05 - LM No Salary Adjustment - Employee's salary grade/quartile is being adjusted as approved by the SHRC based on labor market with no increase in pay.

10 - Job Change Full - Employee receives full job change increase as approved by the SHRC.

12 - Job Change Partial - Employee receives a portion of the job change increase with a balance to be awarded later when funds become available.

13 - Job Chg Aft Eff Date Complete - Employee receives the remainder of the job change increase approved by the SHRC.

14 - Job Chg Aft Eff Date Retro to Min - Employee is below the new minimum established by job change; adjustment to the new minimum may be retro to SHRC approved effective date.

15 - Job Chg No Salary Adjustment - Employee's salary grade is being adjusted as approved by the SHRC based on job change with no increase in pay.

NOTES:
- OSHR notifies OM Production Support when a Range Revision has been approved and ready for entry. OM Production Support must process the change on the Job prior to PA initiating the Range Revision Workflow on the employee.
- If funding is not available HR PA still initiates the Range Revision WF Action and chooses the appropriate reason for the employee. HR must then execute PA30 Maintain Master Data (IT0052-subtype 0100 Wage Maintenance) to reserve the balance.

**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.

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Via Transaction Code: ZPAA076; SWBP; PA40

Procedure
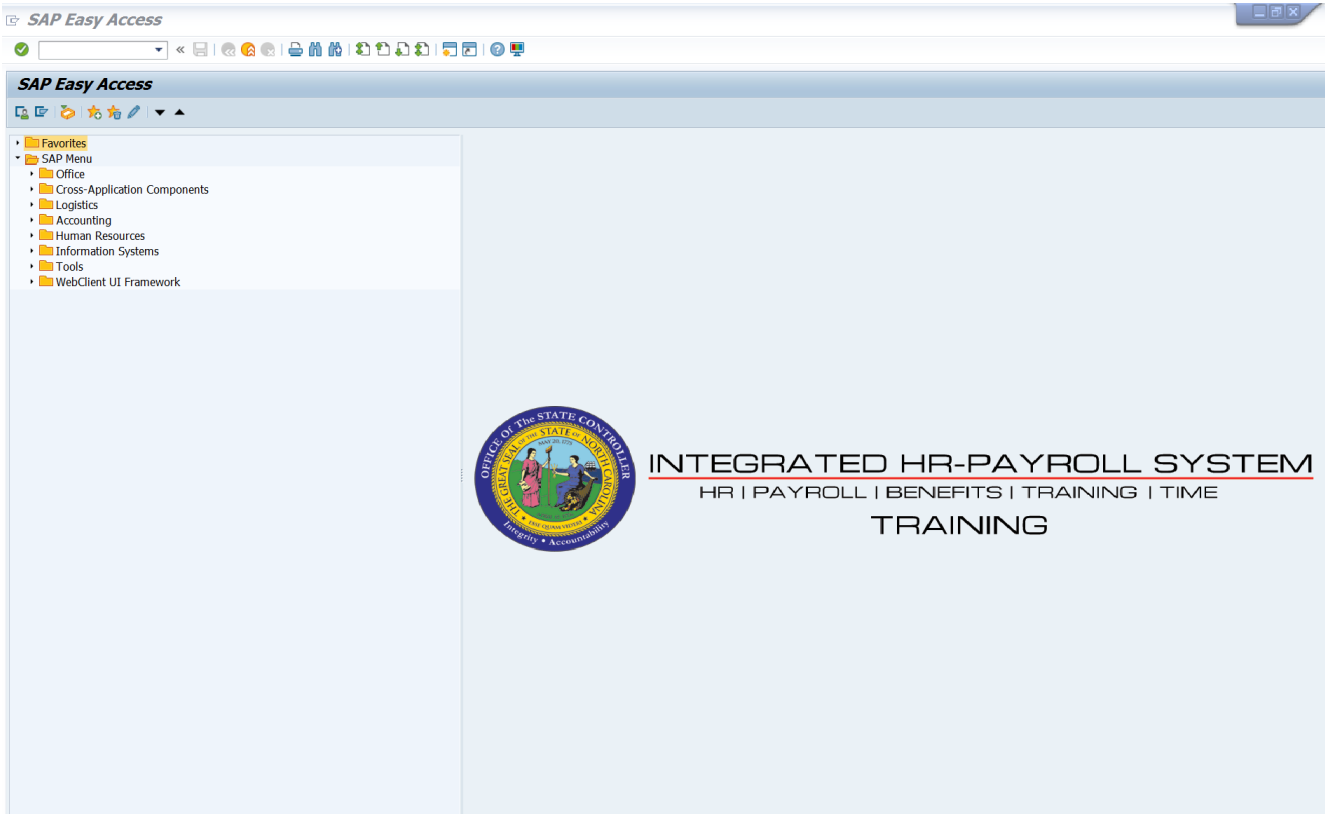
1. Update the following field:

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

2. Click the **Enter** ✅ button.

	You may want to enter this transaction code in your Favorites folder.
Information	• From the menu at the top of the screen, choose Favorites > Insert Transaction.
	• Type in ZPAA076.
	• Click **Enter**.
	To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:
	• Choose Extras > Settings.
	• Place a check next to Display Technical Names.
	• Click Enter.

Employee Action Request

Existing PCR No. [   ]

Personnel No. 80000590 Rose Motz
Last 4 digits (SSN) [   ] First [   ] Last [   ]
Effective on 09/01/2011
Action Type ZE Range Revision (NC)
Reason 02 Labor Market Partial

3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No. **Example**: 80000590
Effective on	The date the action will be effective on.	Enter value in Effective on. **Example**: 09/01/2011
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. **Example**: ZE
Reason	Reason for the action, such as Labor Market Partial	Enter value in Reason. **Example**: 02

4. Click the **Enter** ✅ button.

Enter the Personnel Number of the individual to receive the Reallocation. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.
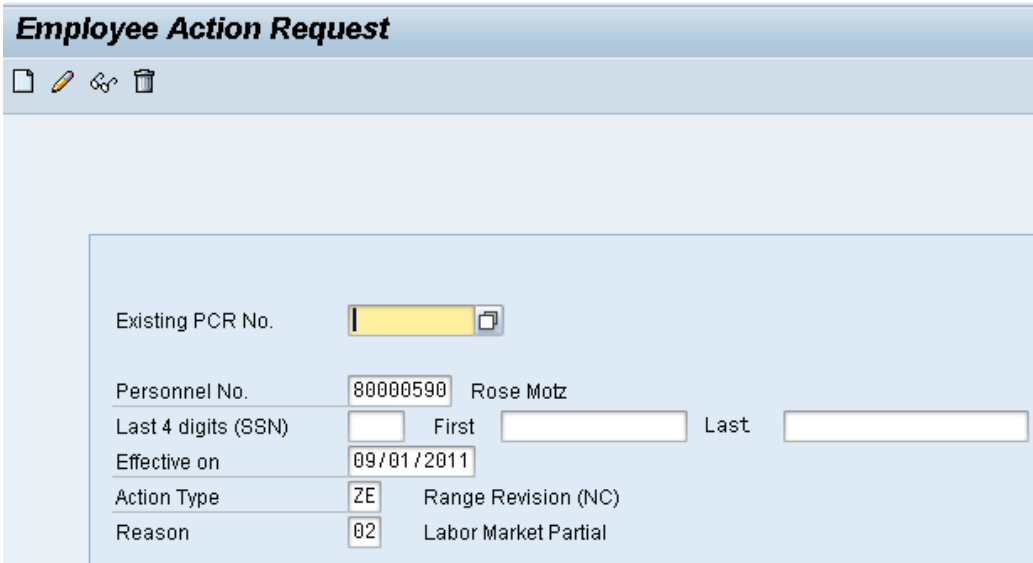
NOTE: You enter the SSN and name for New Hires only.

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.

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.

6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary. **Example**: 37000

7. Click the **Enter** button.

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

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 **(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.
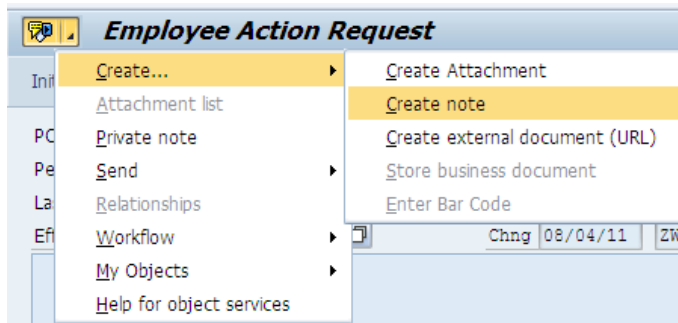
10. Click the **Services for Objects** 🖉 button.

11. Click **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.

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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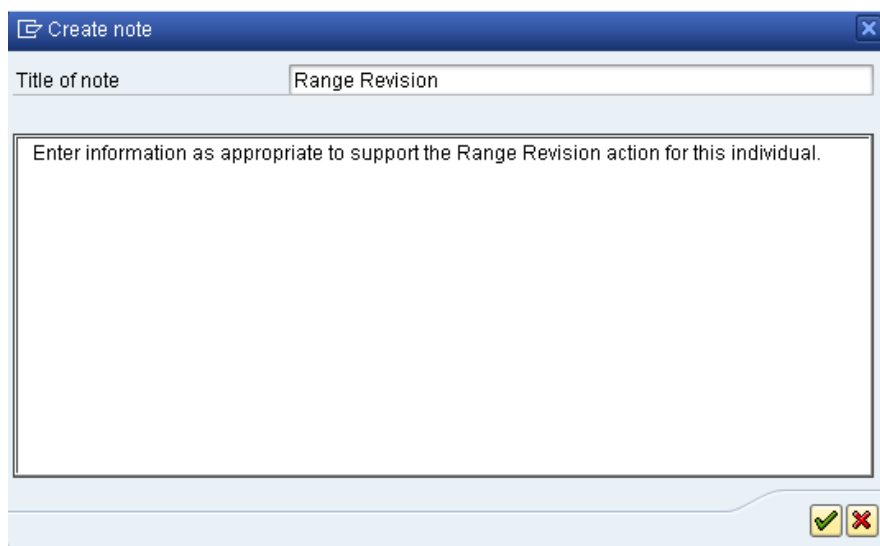
12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note. **Example**: Range Revision information
Long text	An open text field	Enter value in Long text. **Example**: appropriate information

13. Click the **(Enter)** ✅ button.

14. Click the **Enter** ✅ button.

15. Click the **Save (Ctrl+S)** 💾 button.

16. Click the **Initiate WF** Initiate VVF button.

Select the **Initiate Workflow** button to send the Range Revision 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 **(Enter)** button.

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

The Initiate Range Revision Action is complete.

After Workflow Approvals have been received, process with the Complete Range Revision Action process.

Instructions for Completing the Action

Access Transaction:

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

Via Transaction Code: SBWP
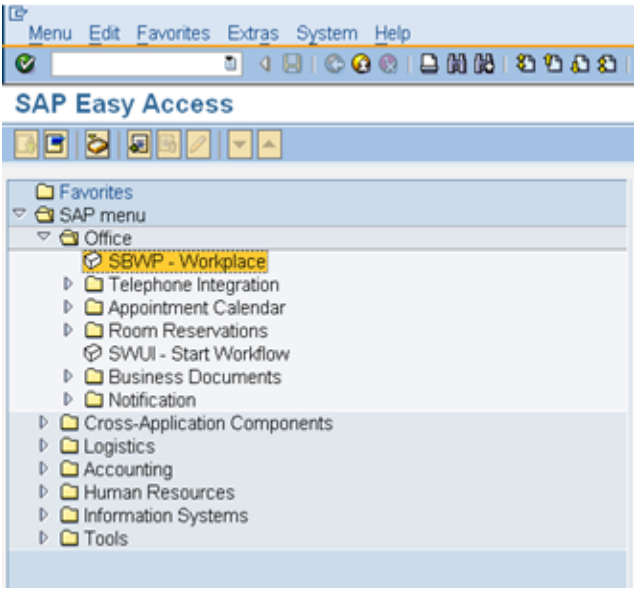
19. Click the **SAP Business Workplace (Ctrl+F12)** button.

    These instructions assume you have already initiated the Range Revision Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Range Revision in the system.
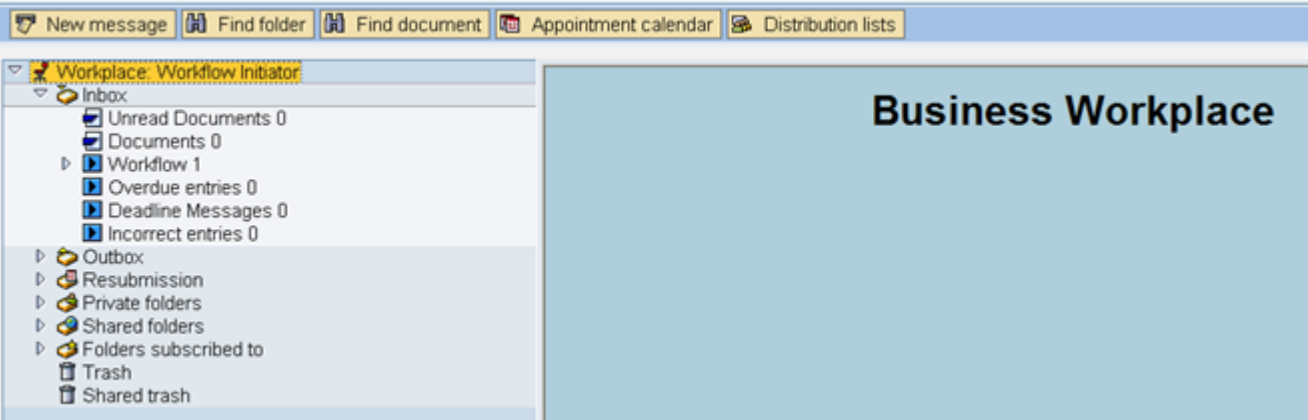
20. Select **Inbox >> Workflow**.

    You can process using step 22 or step 23.
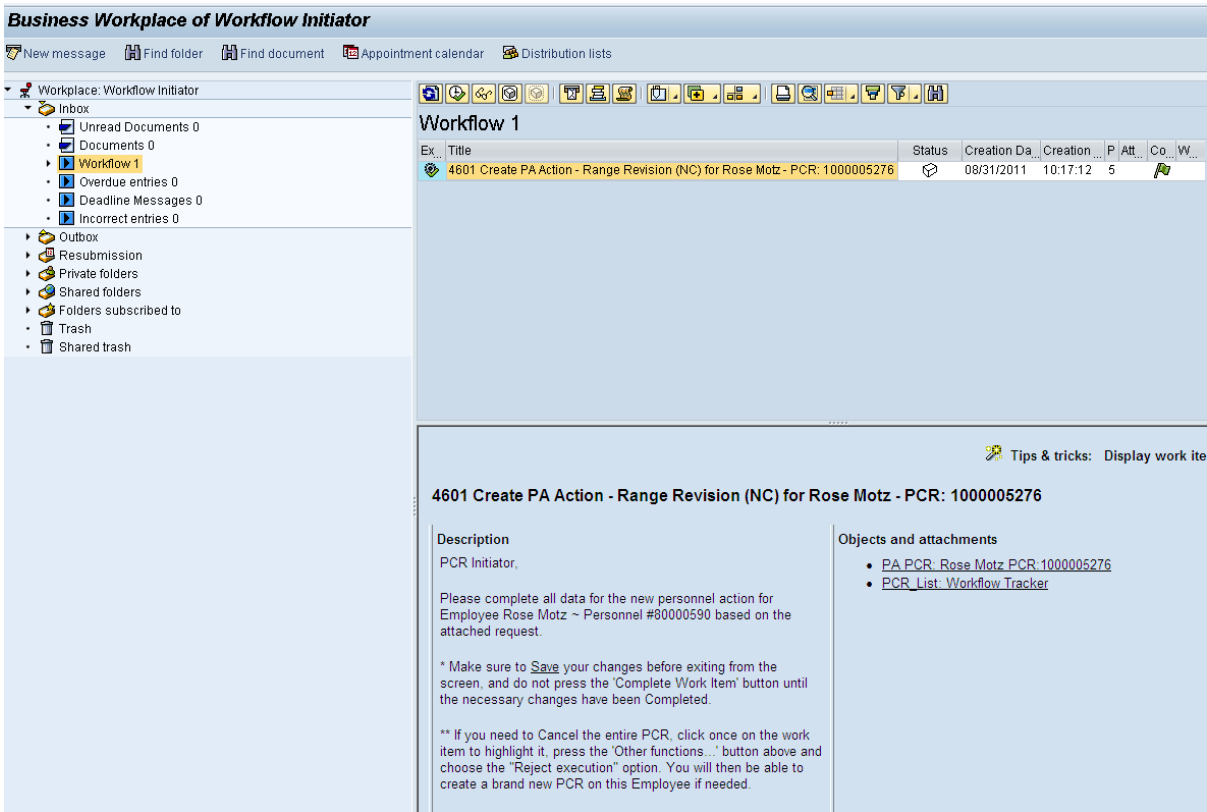
21. Select the **PCR** ![4601 Create PA Action - Range Revision (NC) for Rose Motz - PCR: 1000005276](img) row.

    Double-click on row.

22. 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 Range Revision action will be launched.

23. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. **Example**: 09/01/2011

24. Highlight **Range Revision (NC)** action type.

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

    The effective date is the date the Range Revision will go into effect. This date must match the effective date on the PCR.

26. 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 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.

27. Add your comments based on Agency or OSHR Policy/Guidelines.

28. Click the **Enter** ⊘ button.

29. Click the **Save (Ctrl+S)** 🖫 button.

30. 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.

31. 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 pass this warning message.

32. Update the following field:

| Field Name	Description	Values
Reason	Reason for the action such as Range Revision	Enter value in Reason. **Example**: ZE

33. Click the **Enter** ✅ button.

    The pay scale values (pay scale type, pay scale area, pay scale group and level) have been designed to default based on the rules assigned to the employee's position. If the pay scale values do not default, please contact BEST Shared Services or your BEST HR Specialist.

    Enter the Reason Range Revision (ZE) and then click Enter to validate the data. Notice the Annual Salary field has retrieved the amount submitted via workflow (or the hourly field is appropriated).

    If the employee is hourly, manually enter the hourly rate in the amount field; hit enter and the annual salary automatically calculates.
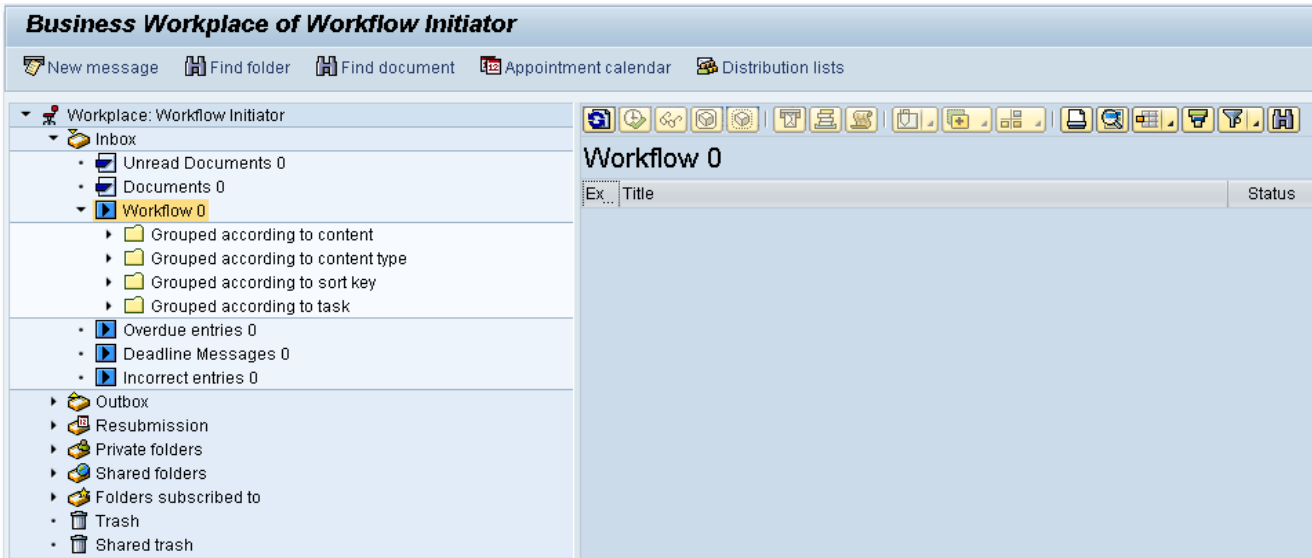
34. Click the **Save (Ctrl+S)** 💾 button.
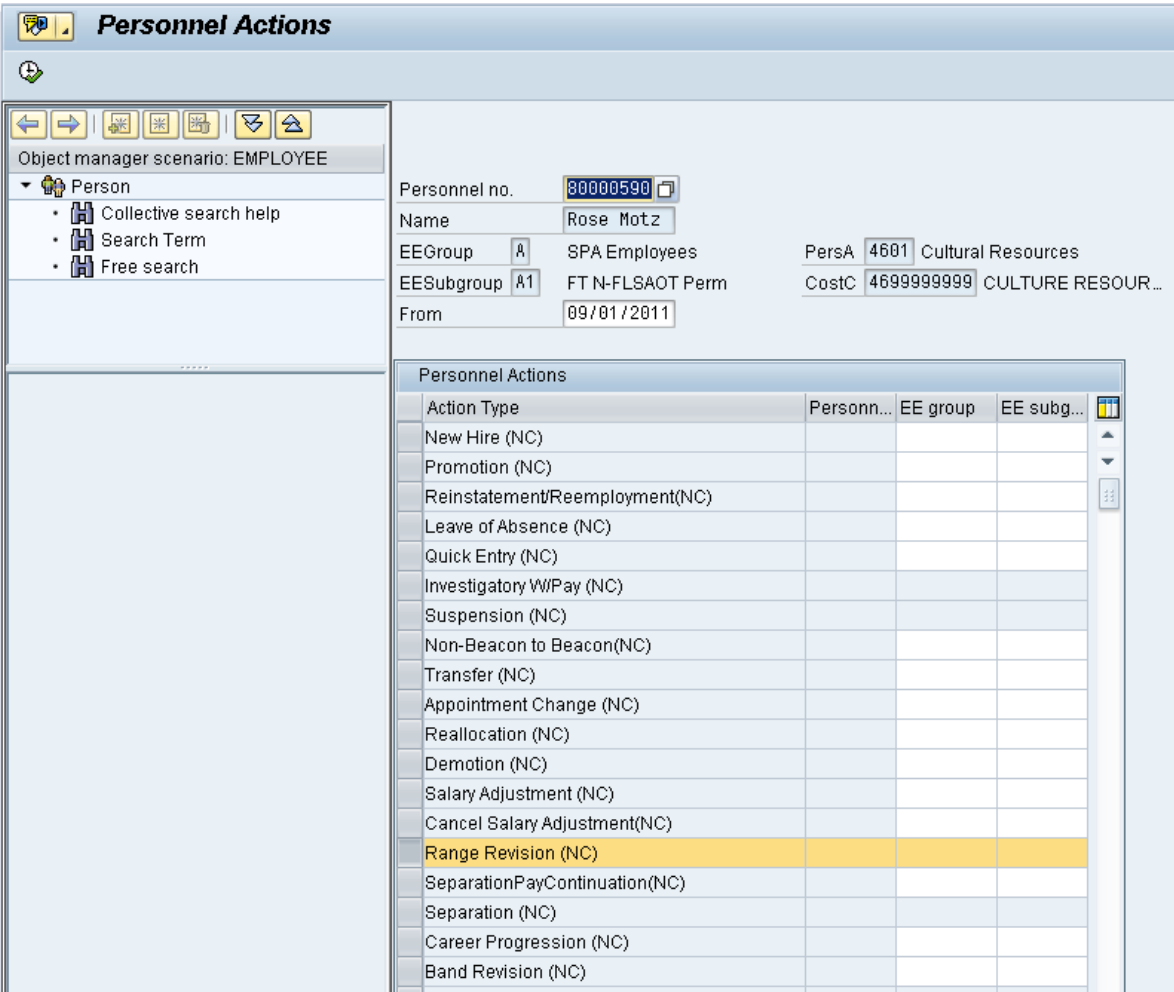


35. Click the **Back (F3)** button.
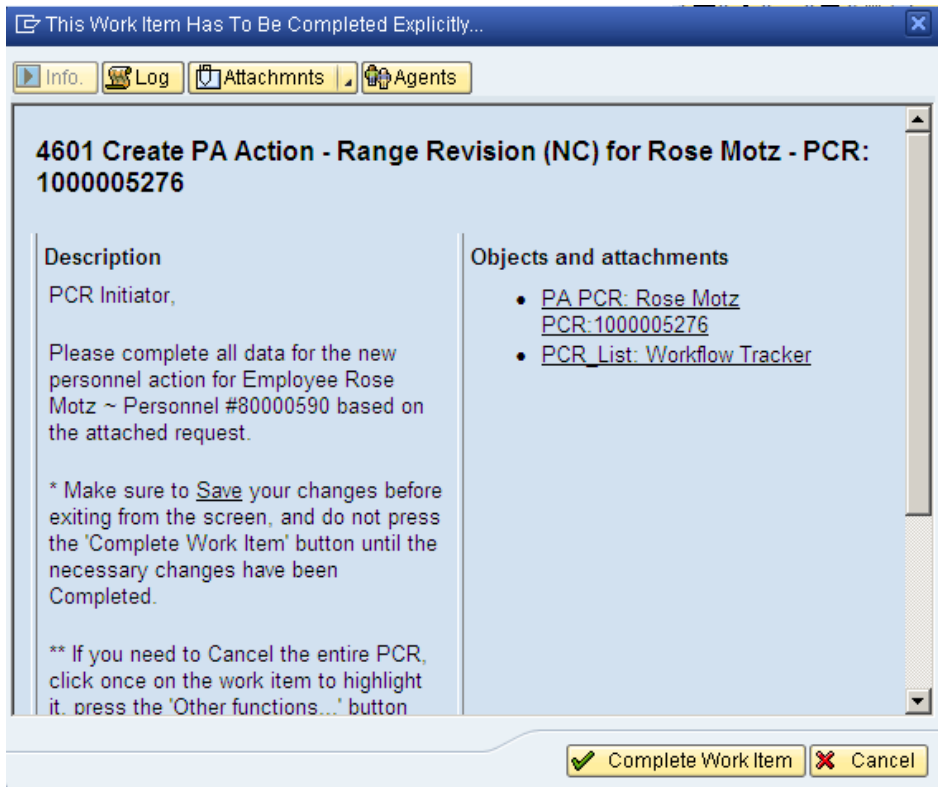
36. Click the **Complete Item** [✓ Complete Work Item] button.

    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.

37. 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.
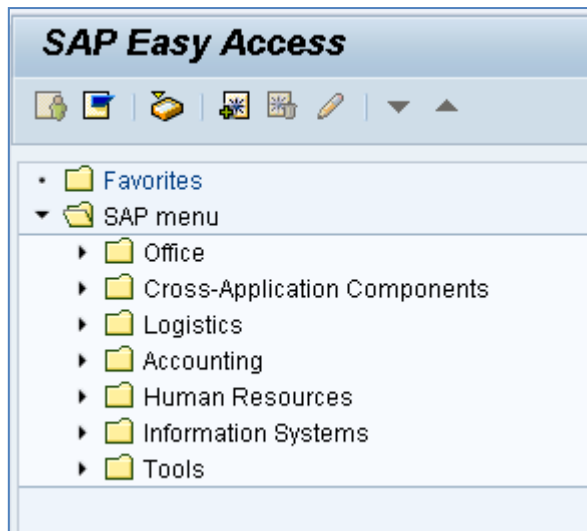
The Range Revision action is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 4/13/20 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible