

Tips using the Display missed PID/Longevity Option on the ZHR_RPTPA803 - PID and Longevity Projection Report

Personnel Payroll Association

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Washington State Department of
Enterprise Services

Display missed PID/Longevity Option

- Displays updates that did not happen due to the way data was entered in the system.
- Recommend running the report on the morning of Day 2 of payroll processing to ensure all the updates that are needed for the current payroll processing period are entered so an employee will not be over or under paid.



Example 1:

- This is an example of an incorrect Next Increase override date.
- The report displayed that this employee should have gone to Step M effective 11/16/2013.

Current PS Group	Current PS Lvl	Current PS Lvl Start Date	Current PS Lvl End Date	Pay Adjust Reason	Years	New PS Group	New PS Lvl	New PS Lvl Start Date
70	L	10/1/2008	11/15/2013	Appointment Change	5.66	70	M	11/16/2013



Example 1:

- An overview of the employee's Basic Pay Infotype confirms the employee has been at 70 L since 10/1/2008.
- To determine the issue, open the Basic Pay Infotype record.

Choose 01/01/1800 to 12/31/9999 STy.

STy	Start Date	End Date	T..	P...	PS group	Lv	Amount	Curr...	Annual salary	Curr...
0	11/16/2013	12/31/9999	00	01	70	L	3,629.00	USD	87,096.00	USD
0	07/01/2013	11/15/2013	00	01	70	L	3,629.00	USD	87,096.00	USD
0	10/01/2008	06/30/2013	00	01	70	L	3,629.00	USD	87,096.00	USD
0	11/16/2007	09/30/2008	00	01	70	K	3,541.00	USD	84,984.00	USD



Example 1:

- The most recent Basic Pay Infotype record has a start date of 11/16/2013 as well as a Next Increase date of 11/16/2013. This appears to be a typo.

Start to Chng 00470918

Subtype Basic contract

Pay scale

Reason	<input type="text" value="20"/> Appointment Change	Cap.util.M	<input type="text" value="100.00"/>
PS type	<input type="text" value="00"/> Non-Represented	WkHrs/period	<input type="text" value="87.00"/> Semi-monthly
PS Area	<input type="text" value="01"/> Standard Progression	Next inc.	<input type="text" value="11/16/2013"/>
PS group	<input type="text" value="70"/> Level <input type="text" value="L"/>	Ann.salary	<input type="text" value="87,096.00"/> USD

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period	Salary		3,629.00	USD	I	<input checked="" type="checkbox"/>	0.00	

IV USD



Example 1:

- In this situation, the agency should either:
 - remove the next increase date so the employee will auto process to step M on 10/1/2014, or
 - enter an override date in the next increase date field for the actual date the employee is eligible to progress to step M.

Start	<input type="text" value="11/16/2013"/>	to	<input type="text" value="12/31/9999"/>	Chng	<input type="text" value="12/03/2013"/>	<input type="text" value="00470918"/>
Subtype	<input type="text" value="0"/>	Basic contract				
Pay scale						
Reason	<input type="text" value="20"/>	Appointment Change	Cap.util.M	<input type="text" value="100.00"/>		
PS type	<input type="text" value="00"/>	Non-Represented	WkHrs/period	<input type="text" value="87.00"/>	Semi-monthly	
PS Area	<input type="text" value="01"/>	Standard Progression	Next inc.	<input type="text" value="11/16/2013"/>		
PS group	<input type="text" value="70"/>	Level	<input type="text" value="L"/>	Ann.salary	<input type="text" value="87,096.00"/>	<input type="text" value="USD"/>



Example 2:

- This is an example of the report displaying data for an employee because the employee was previously in the same salary range.
- The report displays the employee has been in PS Group 31 Level C since 7/22/2008 even though the employee just received a PID on 04/16/2014.

e	Current PS Group	Current PS Lvl	Current PS Lvl Start Date	Current PS Lvl End Date	Pay Adjust Reason	Years	New PS Group	New PS Lvl	New PS Lvl Start Date
	31	C	7/22/2008	7/21/2009	Periodic Increment	5.85	31	E	7/22/2009



Example 2:

- Background on the employee:
 - Rehired on 10/16/2013,
 - Established PID is 4/16.
- The 10/16/2013 record had a Next Increase override date of 4/16/2014 and the system correctly advanced the employee to 31 C.

Choose 01/01/1800 to 12/31/9999 STy.

STy	Start Date	End Date	T..	P...	PS group	Lv	Amount	Curr...	Annual salary	Curr..
0	04/16/2014	12/31/9999	00	01	31	C	1,133.00	USD	27,192.00	USD
0	10/16/2013	04/15/2014	00	01	31	A	1,080.50	USD	25,932.00	USD
0	07/22/2011	10/15/2013	00	01	35	I	1,427.50	USD	34,260.00	USD
0	07/01/2011	07/21/2011	00	01	35	G	1,321.00	USD	31,704.00	USD
0	07/22/2010	06/30/2011	00	01	32	H	1,299.00	USD	31,176.00	USD
0	07/01/2010	07/21/2010	00	01	32	F	1,241.00	USD	29,784.00	USD



Example 2:

- The overview of the Basic Pay Infotype also displays that the employee was at 31 C on 7/22/2008 and went to 31 E on 7/22/2009.
- Since the employee was previously at 31 C on 7/22/2008, the system will not automatically advance them to 31 E again since it “thinks” it already advanced them back on 7/22/2009.

STy	Start Date	End Date	T..	P...	PS group	Lv	Amount	Curr...	Annual salary	Curr...
0	04/16/2014	12/31/9999	00	01	31	C	1,133.00 USD		27,192.00 USD	
0	10/16/2013	04/15/2014	00	01	31	A	1,080.50 USD		25,932.00 USD	
0	07/22/2011	10/15/2013	00	01	35	I	1,427.50 USD		34,260.00 USD	
0	07/01/2011	07/21/2011	00	01	35	G	1,321.00 USD		31,704.00 USD	
0	07/22/2010	06/30/2011	00	01	32	H	1,299.00 USD		31,176.00 USD	
0	07/01/2010	07/21/2010	00	01	32	F	1,241.00 USD		29,784.00 USD	
0	07/22/2009	06/30/2010	00	01	31	E	1,185.00 USD		28,440.00 USD	
0	07/22/2008	07/21/2009	00	01	31	C	1,133.00 USD		27,192.00 USD	
0	04/01/2008	07/21/2008	00	01	31	A	1,059.50 USD		25,428.00 USD	
0	01/16/2008	03/31/2008	00	01	28	A	988.00 USD		23,712.00 USD	



Example 2:

- In this situation, the agency should enter an override date of 4/16/2015 in the Next Increase field on the employee's Basic Pay Infotype so the employee will receive the PID next year.
- Once the override date is added to HRMS, the employee will not show up on the Display missed PID report.

STy	Start Date	End Date	T..	P...	PS group	Lv	Amount	Curr...	Annual salary	Curr...
0	04/16/2014	12/31/9999	00	01	31	C	1,133.00	USD	27,192.00	USD
0	10/16/2013	04/15/2014	00	01	31	A	1,080.50	USD	25,932.00	USD
0	07/22/2011	10/15/2013	00	01	35	I	1,427.50	USD	34,260.00	USD
0	07/01/2011	07/21/2011	00	01	35	G	1,321.00	USD	31,704.00	USD
0	07/22/2010	06/30/2011	00	01	32	H	1,299.00	USD	31,176.00	USD
0	07/01/2010	07/21/2010	00	01	32	F	1,241.00	USD	29,784.00	USD
0	07/22/2009	06/30/2010	00	01	31	E	1,185.00	USD	28,440.00	USD
0	07/22/2008	07/21/2009	00	01	31	C	1,133.00	USD	27,192.00	USD
0	04/01/2008	07/21/2008	00	01	31	A	1,059.50	USD	25,428.00	USD
0	01/16/2008	03/31/2008	00	01	28	A	988.00	USD	23,712.00	USD



Example 3:

- This is an example of an employee missing an override date prior to April 24, 2014.
- The report displayed that this employee should have gone to Step P effective 2/21/2014.

de	Current PS Group	Current PS Lvl	Current PS Lvl Start Date	Current PS Lvl End Date	Pay Adjust Reason	Years	New PS Group	New PS Lvl	New PS Lvl Start Date	New PS
	54N1	O	2/21/2013	2/20/2014	Periodic Increment	1.27	54N1	P	2/21/2014	



Example 3:

- In looking at the Basic Pay Infotype Overview, you will see the employee has a record dated 2/21/2013.

Choose 01/01/1800 to 12/31/9999 STy.

	STy	Start Date	End Date	T..	P...	PS group	Lv	Amount	Curr...	Annual salary	Curr..
	0	02/21/2013	12/31/9999	05	03	54N1	O	32.33	USD	67,505.00	USD
	0	12/01/2011	02/20/2013	05	03	54N	N	31.53	USD	65,835.00	USD
	0	09/01/2009	11/30/2011	05	03	54N1	N	31.53	USD	65,835.00	USD
	0	07/01/2007	08/31/2009	05	03	54N1	M	30.76	USD	64,227.00	USD
	0	09/01/2006	06/30/2007	05	03	47N1	M	24.59	USD	51,344.00	USD
	0	06/01/2006	08/31/2006	05	03	47N1	L	23.98	USD	50,070.00	USD



Example 3:

- Once the 2/21/2013 record is opened, you can see the employee did not have a next increase date entered.
- Since this was *prior to* the automation, there should have been a date entered in the Next Increase field to trigger the advance to Level P.

Start 02/21/2013 to 12/31/9999 Chng 04/29/2014

Subtype 0 Basic contract

Pay scale

Reason	01	Periodic Increment	Cap.util./M	100.00
PS type	05	SEIU 1199NW	WkHrs/period	87.00 Semi-monthly
PS Area	03	Nurses	Next inc.	
PS group	54N1	Level 0	Ann.salary	67,505.00 USD

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1001	Base Rate / Hourly Wage			32.33	USD	I	<input checked="" type="checkbox"/>	0.00	

IV 05/23/2014 12/31/9999 32.33 USD



Example 3:

- The agency will need to review the Basic Pay Infotype records and either:
 - create a Basic Pay Infotype record on the date the employee was eligible to move to the next level, or
 - enter an override date if the employee is eligible to move to the next level in the future.

Start 02/21/2013 to 12/31/9999 Chng 04/29/2014

Subtype 0 Basic contract

Pay scale

Reason	01	Periodic Increment	Cap.util.M	100.00
PS type	05	SEIU 1199NW	WkHrs/period	87.00 Semi-monthly
PS Area	03	Nurses	Next inc.	
PS group	54N1	Level 0	Ann.salary	67,505.00 USD

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A.	Number/Unit	Unit
1001	Base Rate / Hourly Wage			32.33	USD	I	<input checked="" type="checkbox"/>	0.00	



General Report Tips:

- If the report times out you will need to run the report in the background.
- The more filtering you use on the report selection screen, the longer it will take to run.
 - Better option is to run the report without much information on the selection screen and then filter report results or export to excel and filter.



General Report Tips:

- Report Results will display the most current records for an employee during the selected time period.
- When filtering report results on a text column you **must** add an * at the end of your filter. You do not have to enter the entire word.
 - **Example:** Filtering on column Pay Adjust Reason for longevity, you can enter **Long***



Thank you

**For assistance with HRMS questions,
please contact:**

Service Center: (360) 664-6400

Email Contact: servicecenter@des.wa.gov

