

PS9014 – Pay Scales Table

Required table. Codes maintained by colleges.

Use this table to define pay scales, which consist of a pay scale code, a pay scale rate code, and an effective date (currently active or future date). You can also enter a previous effective date for the pay scale, which will be processed for retroactive activity.

In addition to defining pay scale codes on PS9014, you must use the Pay Scale Range Table (PS9015) to complete the pay scale range detail information.

Pay scale codes are stored in the Pay Scale Table Master (PAY-SCALE-TBL-M) data set and are linked to the range and step information in the Pay Scale Table Detail (PAY-SCALE-TBL-D) data set. This data is used for processing automatic salary increases and for editing against information in the Employee database.

You can copy an existing pay scale to create a new one with a different effective date. As long as the copied pay scale and the original pay scale are both current, PPMS will use the one with the latest effective date to edit Employee database records.

To obtain a complete listing of pay scale codes, run DataExpress procedure PS9014R (from the Group Inform and Account PLIB).

User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire)
KEY1	Enter a Pay Scale Code
KEY2	Leave blank
KEY3	Leave blank

Creating a Pay Scale by Copying Detail Data and Changing Effective Date

To create a new pay scale by copying the detail of an existing pay scale range from the Pay Scale Range Table (PS9015) and changing the effective date, perform the following steps:

1. From the Payroll/Personnel Menu, select the Pay Scales Table (PS9014) by typing **C** (change) in the Func field.
2. In the Previous Effective Date field, type the date displayed in the Pay Scale Effective Date field.
3. In the Pay Scale Effective Date field, type the new effective date.
4. In the Copy From Pay Scale fields, type the values displayed in the Pay Scale and Previous Effective Date fields.
5. Press Enter.
There are now two pay scale range details with the same pay scale code but different effective dates.

- Run Job PS9102J (Apply Salary Changes to Pay Scales Table) to update the changes to the salary detail.
When the job has completed, the new pay scale range can be viewed on Pay Scale Range Table (PS9015).

Creating a Pay Scale by Adding a New Code and Copying Detail Data

To create a new pay scale by adding a new pay scale code and copying the detail of an existing pay scale range from the Pay Scale Range Table (PS9015), perform the following steps:

- From the Payroll/Personnel Menu, select the Pay Scales Table (PS9014):
In the Func field, type **A** (add).
In the Key1 field, type a new pay scale code.
- In the Copy From Pay Scale fields, type the pay scale code and the pay scale effective date that identifies the pay scale range detail that you want to copy.
- Press Enter.
The new pay scale can now be viewed on PS9014 and the Pay Scale Range Table (PS9015) with the detail from the copied pay scale.

Deleting a Pay Scale for an Effective Date

If you use the **D** (delete) function, **all** records for a pay scale and pay scale range detail (for example, for all effective dates) will be deleted. You can, however, delete pay scale detail information for a particular effective date.

To delete pay scale detail information associated with an effective date, perform the following steps:

- From the Payroll/Personnel Menu, select the Pay Scales Table (PS9014):
In the Func field, type **C** (change).
In the Key1 field, type the pay scale code for the detail information to be deleted.
- In the Delete Effective Date field, type the effective date of the pay scale range detail to be deleted.
- Press Enter.
The pay scale range detail information for the effective date is deleted.

Data Field List

Pay Scale (Key1)	Previous Effective Date
Pay Scale Rate Code (required)	Copy From Pay Scale
Pay Scale Effective Date (required)	Delete Effective Date

Pay Scale (PAY-SCALE)

Definition	A code defined by colleges identifying a particular pay scale.
Length	2 characters

Pay Scale Rate Code

Definition	Entry required. A code identifying the rate that applies to the step amounts for a pay scale. The rate code is entered for the pay scale on PS9014 and is applied to the Pay Scale Step Amount fields on the Pay Scale Range Table (PS9015).
Length	1 character
Values	Defined by SBCTC-ITD as follows: A Annual C Contract H Hourly M Monthly

Pay Scale Effective Date (PAY-SCALE-DATE)

Definition	Entry required. The date on which a pay scale becomes effective. The pay scale effective date can be currently active or a future date.
Length	6 digits
Format	mmddy (for example, 061201)
Edits	The pay scale effective date for the pay scale cannot be changed if the detail for a pay scale still exists on the Pay Scale Range Table (PS9015).

Previous Pay Scale Effective Date (PREV-SCALE-EFF)

Definition	The date on which a pay scale was previously effective.
Length	6 digits
Format	mmddy (for example, 061201)
Edits	If a date is entered in the Previous Effective Date field, it must be earlier than the date in the Pay Scale Effective Date field. If a date is entered in the Previous Effective Date field, the detail for the pay scale must exist on the Pay Scale Range Table (PS9015). If the detail for the pay scale exists on the Pay Scale Range Table (PS9015), the date in the Previous Effective Date field cannot be changed.

Copy From Pay Scale

Definition	Two fields containing a pay scale code and pay scale effective date. These fields identify the pay scale detail data to be copied from an existing pay scale to a new pay scale and effective date. The combination of a pay scale code and effective date cannot be duplicated.
Length	2 characters (first field) 6 digits (second field, in the format mm/dd/yy)
Edits	The detail data for the From Pay Scale must exist on the Pay Scale Range Table (PS9015). If the Copy From Pay Scale fields are used, then both the Pay Scale and Pay Scale

	<p>Effective Date fields must have entries.</p> <p>Entries cannot be made in the Copy From Pay Scale fields and the Delete Effective Date field at the same time.</p>
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Delete Effective Date

Definition	The effective date of the pay scale range (salary) detail that is to be deleted for a pay scale.
Length	6 digits
Format	mmddy (for example, 061201)
Edits	If a date is entered in the Delete Effective Date field, the corresponding salary detail must exist on the Pay Scale Range Table (PS9015).