

# Salary Rate Changes Effective July 1, 2019

Prior to running the 07A payroll on July 19th, you need to update the pay scales and run the Auto Pay Rate Update (PG602R). Below are steps to complete the updates.

This starts on July 12<sup>th</sup>, the day the PG204M is on the PPMS Scheduling Calendar. If you want to start this earlier, you can start it any time after the last payroll you run that processes June payments. You still need to start with the PG204M in Step 1. \*\*The Tech Colleges do not run the PG204M.

Instructions for the 5% King County Premium Pay will be sent in a separate memo.

On This Date:	Complete the Following:	Process Level
July 12, 2019	1. Run the PG204M (Periodic Increments)	Batch on Level C
July 15, 2019	<p>2. Update the Pay Scales Table, PS9014. The codes and dates used here are for the community colleges' classified salary schedule from the last auto pay raise update instructions (effective January 1, 2019). If you are unsure of the dates on your pay scales, you will need to check the pay scale information first by running UDALink (Data Express) report PS9014R.</p> <p>Use the following steps to update PS9014:</p> <ol style="list-style-type: none"> <li>1. Display PS9014 using the C (change) function and by entering <b>CS</b> in the KEY1 field. <ul style="list-style-type: none"> <li>• Press the Tab key to move to the bottom of the screen - Delete Effective Date field and type <b>070118</b>; press the Enter key to delete the oldest pay scale.</li> </ul> </li> <li>2. Display PS9014 again using the C (change) function and by entering <b>CS</b> in the KEY 1 field. <ul style="list-style-type: none"> <li>• Change the Pay Scale Effective Date to <b>070119</b>.</li> <li>• Change the Previous Effective Date to <b>010119</b>.</li> <li>• In the Copy From Pay Scale field, enter <b>CS 010119</b> and press the Enter key. This copies 010119 range amounts to the 070119 pay scale.</li> </ul> </li> </ol>	
July 15, 2019	3. Run PS9102J (Apply Salary Changes to Pay Scales Table) using the following scheduling parameters:	Immediate

		AMT 3.0 AMT-TYP P EFF-DATE 070119 INC-DEC + RANGE-BEG 0000 RANGE-END 9999 RANGE-TYP P SCALE CS	
July 15, 2019	4.	Run Data Express report PS9015R (Pay Scales Range Table).  For the Pay Scale, enter <b>CS</b> ; and for the Eff-Date, enter <b>190701</b> . Then check the new pay scales against the salary schedule on the DOP web site.	
July 15, 2019	5.	Run PG602R (Auto Pay Rate Update) in trial to update the employees' salary amounts in their job(s) and their LTD insurance salary base. This is to update the employees receiving the 3.0% salary increase.  Use the following scheduling parameters:  PS0320-RUN-OPT T - Trial run. PS0325-PERSL-ACT GSA PS0325-UPD-OPT T - Trial run, no update performed.  <b>Note:</b> PS0320J (Update LTD Salary Base) is not valid for hourly employees. If you run the PG602R for hourly employees, do <b>not</b> select the optional job PS0320J.	Batch on Level B or higher
July 16, 2019	6.	Run PG602R (Auto Pay Rate Update) in final to update the employees' salary amounts in their job(s) and their LTD insurance salary base. This is to update the employees receiving the 3.0% salary increase.  Use the following scheduling parameters:  PS0320-RUN-OPT U - Update run. PS0325-PERSL-ACT GSA PS0325-UPD-OPT U - Update pay rate to employee records.  <b>Note:</b> PS0320J (Update LTD Salary Base) is not valid for hourly employees. If you run the PG602R for hourly employees, do <b>not</b> select the optional job PS0320J.	Batch on Level B or higher
July 16, 2019	7.	Run PS9103J (Update Job Class Table From Pay Scale Table) to update the Minimum Salary and Maximum Salary on the Job Class Table with the 3.0% increase.	Batch on Level C or higher

July 16, 2019	<b>8.</b> A Test Payroll is recommended at this time.	Batch on Level D or higher
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