

NEOGOV

Bulk Wage Change

Last revised: 2/24/23

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Preface

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Overview

This guide is for HR administrators who need to apply batch changes to employee wages for payroll processing.

Batch changes apply changes from a single user interface to several records in multiple data tables/records simultaneously. Examples include:

- An administrator applies a two percent pay increase to a large group of employees.
- An administrator applies additional wage scales/steps to the associated jobs, positions, and assignments.

Update Wage Scales/Steps

Use the **Update Wage Scales/Steps (USWS)** screen to update multiple scales/steps with a percentage increase/decrease or flat dollar amount. This creates a new effective date record on the ISWS form, to reflect the changes.

Update Wage Scales/Steps (USWS)

Criteria Run/Scheduling Options

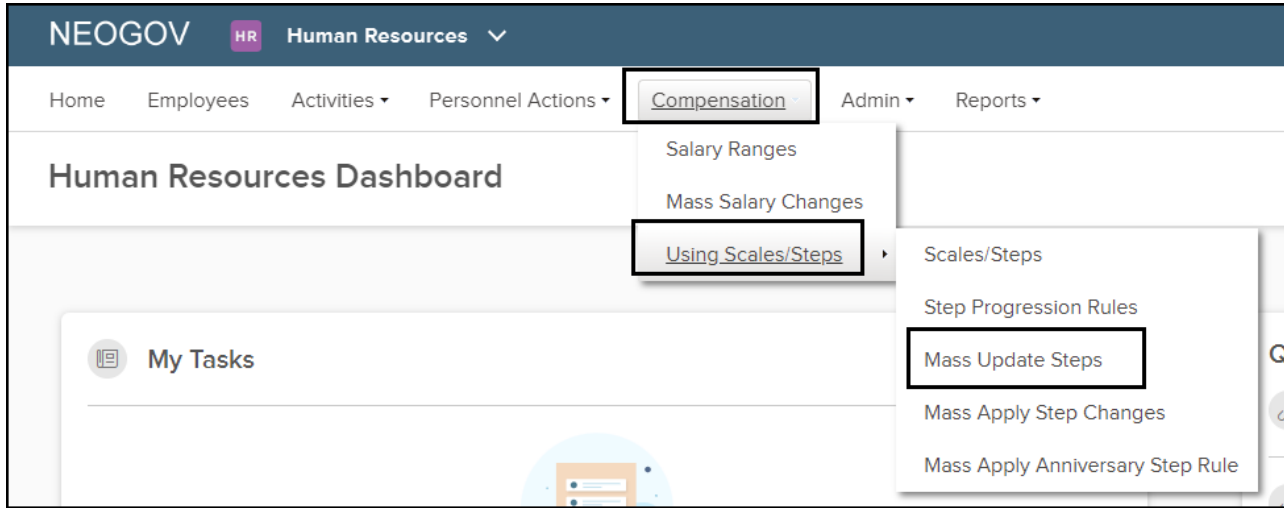
REPORT PARAMETERS

* Entity <input type="text" value="RUNWATERS"/> <input type="button" value="Q"/>	* Exception Level <input type="text" value="0-Exceptions"/> <input type="button" value="v"/>
* Change Date <input type="text" value="02/24/2023"/> <input type="button" value="Calendar"/>	* Print Run Logs <input type="text" value="No"/> <input type="button" value="v"/>
* Change Reason <input type="text"/> <input type="button" value="Q"/>	* Trial <input type="text" value="No"/> <input type="button" value="v"/>
* Flat \$ Amt Change <input type="text" value="0"/>	User Comment <input type="text"/>
* Percent Incr/Decr <input type="text" value="0"/>	
Step Increment <input type="text" value="0"/>	
* Number Decimals <input type="text" value="4 decimals"/> <input type="button" value="v"/>	
Round Method <input type="text" value="Round Neare"/> <input type="button" value="v"/>	
Scale Base Date <input type="text"/> <input type="button" value="Calendar"/>	



Best Practice: Run the first report in **Trial** mode, to validate the data and ensure that filter selection results are appropriate. Use this screen when renegotiating collective agreements. This could be annually or every few years, depending on the union.

1. From the **Human Resources Dashboard**, click **Compensation > Using Scales/Steps > Mass Update Steps**, or search for **USWS** in the **Page Code** field.



Use the **Load** button to load previously saved reports, reducing the need to manually specify fields.

2. Complete the following required fields.

Field	Selection	Notes
Change Date	Select the criteria for the Change Date .	For example, the beginning of the month or the end of the month.
Change Reason	Click the magnifying glass and select the desired reason for the change.	Click OK on the dialog box to use your selection.
Flat \$ Amt Change	Specify a dollar amount.	<ul style="list-style-type: none"> Using a minus sign (-) in front of the number indicates a decrease. This field is mutually exclusive to the Percent Incr/Decr field.
Percent Incr/Decr	Specify a percentage.	<ul style="list-style-type: none"> Using a minus sign (-) in front of the number indicates a decrease. This field is mutually exclusive to the Flat \$ Amt Change field.
Number Decimals	Select the number of decimal points NEOGOV will use when rounding the rate.	The setup on the Define Groups (IDGR) screen determines the rounding for hourly and daily rates.

Field	Selection	Notes
Exception Level	Select 0-Exceptions only .	This sets the except level required for report messages. Selecting 0 generates tracing for critical errors.
Print Run Logs	<ul style="list-style-type: none"> Yes: NEOGOV will print parameter details in the report. No: NEOGOV will not print parameters details in the report. 	
Trial	<ul style="list-style-type: none"> Yes: Use for testing. NEOGOV will not commit the data. No: Use this option when you are ready to commit the data. 	<p>Always select No first so that you can review the calculated outputs without updating data, and ensure it works as expected.</p> <p>When the output correctly represents what you want, select Yes to process the calculations.</p>

3. Select other fields as needed.

Screen Section	Field	Description
REPORT PARAMETERS	Step Increment	Number value indicating the step's place in a sequence. For example: Step 2 of 3.
	Scale Base Date	Determines which effective date, scale, and wage rate to use when calculating a change.
REPORT FILTERS	Unit	Reduces the list to the scales/steps within the listed units.
	Scale	Reduces the list to the scales/steps within the listed scales.
	Step	Reduces the list to the steps within the listed steps.
	Rate Basis	Limits the report to the ranges with the specified rate basis.

4. Click **Generate**. NEOGOV processes the specified parameters and filters into the report.

5. Optionally, click **Save** to save the data parameters as a named report for future use.

6. Optionally, click the **.PDF** link to view the report.

7. Optionally, click **Email Output**, to email a copy of the report.

Apply General Wage Changes

Use the **Apply General Wage Changes (USSC)** screen to apply a flat amount or percentage increase/decrease, indicated on the parameter form to all qualified employees, or generate Personnel Actions (PA) for primary file wage changes. This screen produces a report showing the old and new rate. This function also generates a PA with a status of **Approved** for each employee.



NEOGOV HR Human Resources

Home Employees Activities Personnel Actions Compensation Admin Reports

Apply General Wage Changes (USSC)

Criteria Run/Scheduling Options

REPORT PARAMETERS (* NOT USED ON WINDWARD REPORTS)

* As Of Date 02/24/2023

* Percentage Incr/Decr 0

* Flat \$ Amt Change 0

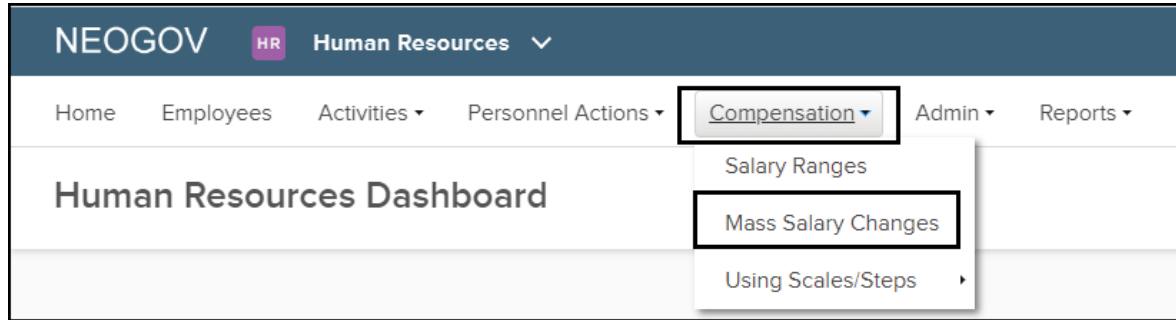
Print EEs w/o PA (*)

* Sort People By Person Code

Print Run Logs Yes

After generating the report, use the **Update Personnel Actions (USPPA)** page to apply the PAs to the employee's assignment detail records.

1. From the **Human Resources Dashboard**, click **Compensation > Mass Salary Changes > Mass Wage Changes**, or search for **USSC** in the **Page Code** field.



2. Complete the following required fields.

Field	Selection	Notes
As Of Date		
Percent Incr/Decr	Specify a percentage.	<ul style="list-style-type: none"> • Using a minus sign (-) in front of the number indicates a decrease. • This field is mutually exclusive to the Flat \$ Amt Change field.
Flat \$ Amt Change	Specify a dollar amount.	<ul style="list-style-type: none"> • Using a minus sign (-) in front of the number indicates a decrease. • This field is mutually exclusive to the Percent Incr/Decr field.
Sort People By	Select how NEOGOV sorts the information. The default setting sorts by Person Code .	
Exception Level	Select 0-Exceptions only .	This sets the except level required for report messages. Selecting 0 generates tracing for critical errors.

3. Select other **REPORT PARAMETERS** as needed.

Screen Section	Field	Description
REPORT PARAMETERS	Print EEs w/o PA (*)	Specifies whether to print EEs with Personnel Actions; not used on Windward reports.
	Print Run Log	Includes log detail in the report.
	Org Level	Includes only employees within a defined organization level.
	Number Decimals	Defines the number of decimal points to use when rounding the rate. For hourly and daily rates, the setup on the Define Groups (IDGR) screen determines the rounding.
	Round Method	Defines how the rate is rounded. For hourly and daily rates, the setup on the Define Groups (IDGR) screen determines the rounding.
	Trial	Runs a test report for verification.

4. Select other **REPORT FILTERS** as needed.

Screen Section	Field	Description
REPORT FILTERS	People List	Specifies the employees in the report.
	Person	Comma separated person code. Note: Do not use if using People List .
	Entity	Limits the report to include only employees in the defined entities.
	Location	Limits the report to include only employees in the defined location.
	Auth Area	Limits the report to include only employees in the defined authorized areas.
	Department	Limits the report to include only employees in the defined department.
	Unit	Limits the report to include only employees in the defined units.

Screen Section	Field	Description
	Group	Limits the report to include only employees in the defined groups.
	Payroll	Limits the report to include only employees in the defined payrolls.
	Job	Limits the report to include only employees in the defined jobs.
	Position	Limits the report to include only employees in the defined positions.
	Assignment Type	Limits the report to include only employees in the defined assignment types.

5. Click **Generate**. NEOGOV processes the specified parameters and filters into the report.

REPORT FILTERS 4


People List <input type="text"/> <input type="button" value="Q"/>	Unit <input type="text"/> <input type="button" value="Q"/>
Person <input type="text"/> <input type="button" value="Q"/>	Group <input type="text"/> <input type="button" value="Q"/>
Entity <input type="text"/> <input type="button" value="Q"/>	Payroll <input type="text"/> <input type="button" value="Q"/>
Location <input type="text"/> <input type="button" value="Q"/>	Job <input type="text"/> <input type="button" value="Q"/>
Auth Area <input type="text"/> <input type="button" value="Q"/>	Position <input type="text"/> <input type="button" value="Q"/>
Department <input type="text"/> <input type="button" value="Q"/>	Assignment Type <input type="text"/> <input type="button" value="Q"/>

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6. Optionally, click **Save** to save the data parameters as a named report for future use.

7. Optionally, click the **.PDF** link to view the report.

8. Optionally, click **Email Output**, to email a copy of the report.

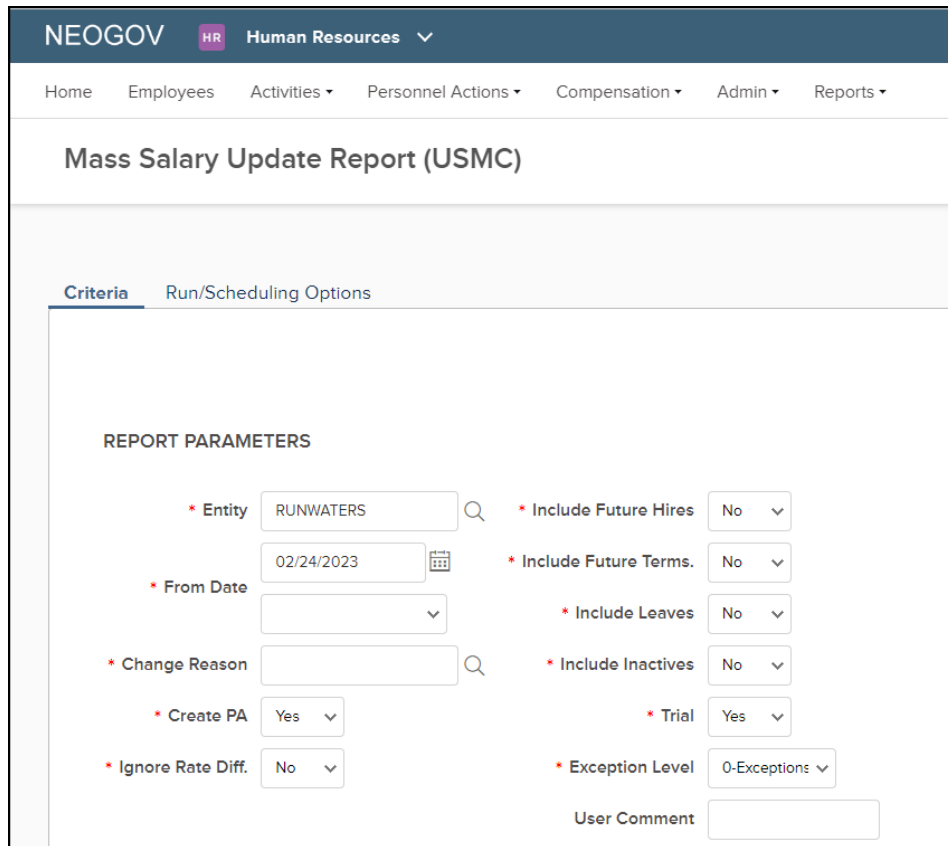
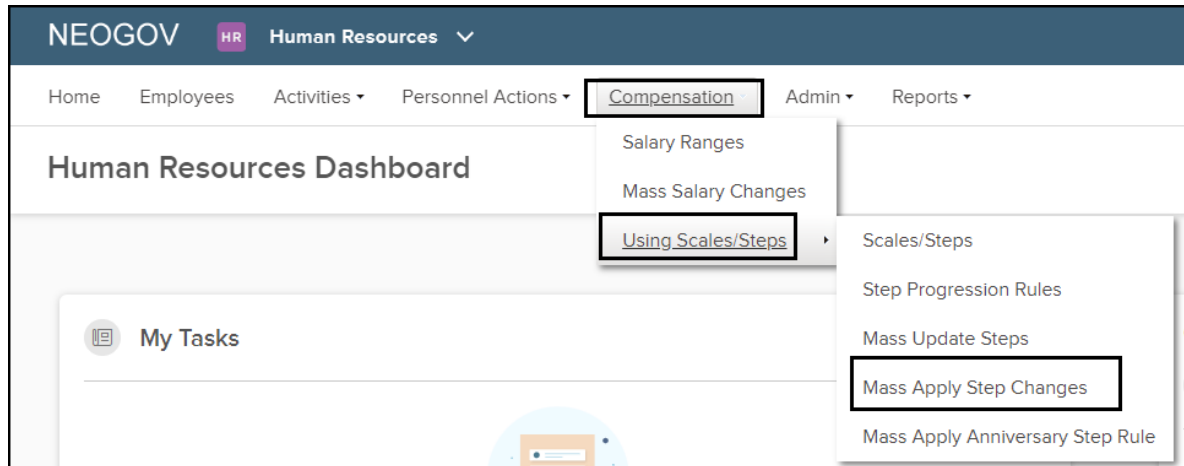


Best Practice: Ensure that the expected employees are listed on the report before running.

Mass Salary Update Report

When applying an effective date to the scales/steps, use the **Mass Salary Update Report** screen to apply changes to the associated jobs, positions, and assignments.

1. From the **Human Resources Dashboard**, click **Compensation > Using Scales/Steps > Mass Apply Step Changes**, or search for **USMC** in the **Page Code** field.



2. Complete the following required fields.

Field	Selection	Notes
Entity	Click the magnifying glass icon and select the name of the organization.	Click OK on the dialog box to use your selection.
From Date	Select the date the change takes effect.	
Change Reason	Click the magnifying glass and select the desired reason for the change.	Click OK on the dialog box to use your selection.
Create PA	Yes: NEOGOV creates a personnel action.	
Ignore Rate Diff.	<ul style="list-style-type: none"> • Yes: NEOGOV will exclude employees whose scales/steps were manually changed. • No: NEOGOV will update all scales/steps associated with this process. 	
Include Future Hires	Yes: NEOGOV will update the scales/steps for this category.	
Include Future Terms.	Yes: NEOGOV will update the scales/steps for this category.	
Include Leaves	Yes: NEOGOV will update the scales/steps for this category.	
Include Inactives	Yes: NEOGOV will update the scales/steps for this category.	
Trial	<ul style="list-style-type: none"> • Yes: Use this option for testing without committing the data. • No: NEOGOV will run the report and the changes will be effective. 	
Exception Level	Select 0-Exceptions only.	

3. Select other fields as needed.

Screen Section	Field	Description
REPORT FILTERS	Unit	Limits the report to include only jobs, positions, and assignments in the defined units.
	Wage Scale	Limits the report to include only jobs, positions, and assignments in the defined scales.


4. Click **Generate**. NEOGOV processes the specified parameters and filters into the report.

The screenshot shows a 'REPORT FILTERS' section with two dropdown menus: 'Unit' and 'Wage Scale'. A circled '3' is placed over the top right corner of this section. Below the filters is a row of three buttons: a green 'Generate' button with a play icon, a 'Reset' button with a circular arrow icon, and a 'Cancel' button with an 'X' icon. A circled '4' is placed over the 'Generate' button.

5. Optionally, click **Save** to save the data parameters as a named report for future use.

6. Optionally, click the **.PDF** link to view the report.

7. Optionally, click **Email Output**, to email a copy of the report.



Best Practice: Ensure that the expected employees are listed on the report before running. To verify that selected filters and options work as expected, run a test for the report on a single unit or wage scale.

Appendix

Version	Description	Date
2	<ul style="list-style-type: none">• Added Appendix section.• Updated the Update Wage Scales/Steps section.• Updated the Apply General Wage Changes section.• Updated the Mass Salary Update Report section.	2/24/23
1	Initial release	12/22/21