Salary Change Only/

Salary & Fund Change Only

Processing Guidelines

For

Fiscal Year 2009

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Table of Contents

1. **TeamWorks Validation Guidelines**
2. **Salary Change Only/Salary & Fund Change Only Codes and Reasons**
3. **Detailed Information for Individual Salary Change Codes and Reasons**
    a. **S01 - Increase Merit**
    b. **S03 - Increase General (COLA)**
    c. **S05 - Increase Merit By Default**
    d. **S07 - Special Pay Increase**
    e. **S14 - Increase Hours**
    f. **S15 - Decrease Hours**
    g. **S22 - Increase Performance**
    h. **S23 - Decrease Performance**
    i. **S33 - Increase Skills/Knowledge**
    j. **S37 - Increase Additional Duties/Responsibilities**
    k. **S38 - Decrease Additional Duties/Responsibilities**
    l. **S40 - Increase Retention**
    m. **S65 - Equity Increase Internal**
    n. **S65A - Equity Increase Market Study Adjustment**
    o. **S95 - Increase - Additional Duties Temporary**
    p. **S96 - Decrease Additional Duties Temporary**

TeamWorks Validation Guidelines

1. **Retro Rejection Rule Processing:**
    1. If the effective date of the Salary change requested is less than the date received what do you want to do?
        - Reject – Return to originator with system generated rejections reason
        - Comp - Send to C&C for Review and the ability to reject with a specific rejection reason.
        - Process – Continue Processing

2. **Salary Decrease Rule:**
    1. If the amount of the increase is less than the current salary on Hermit what do you want to do.
        - Reject – Return to originator with system generated rejections reason
        - Comp - Send to C&C for Review and the ability to reject with a specific rejection reason.
        - Process – Continue Processing

3. **Salary Increase Rule:**
    1. If the % amount Requested is > the % Increase Start Amount and <= the % Increase End Amount

       AND
    2. The Performance Rating Code value is null indicates that the transaction processes regardless of most current performance rating in Hermit. If the Performance Rating Code is MR, SR, SE, BR, MD ,then Hermit is checked to see if the most current value for the performance rating in Hermit to determine if the % requested can be given.

       AND
    3. The Salary Amount is less than the amount listed
        - $9,999,999.00 – will check against bands in Hermit
        - When an amount other than $9,999,999.00 is used the number will be the maximum salary amount allowed.

       THAN
    4. If all three statements being true, what do you want to do:
        - Reject – Return to originator with system generated rejections reason
        - Comp - Send to C&C for Review and the ability to reject with a specific rejection reason.
        - Process – Continue Processing

4. **Fiscal Year Limit Rule:**
    1. If the number of times this particular salary change reason is requested in a fiscal year is greater than the value in the Fiscal Year Limit Number, what do you want to do?
        - Reject – Return to originator with system generated rejections reason
        - Comp - Send to C&C for Review and the ability to reject with a specific rejection reason.
        - Process – Continue Processing

Salary Change Only/ Salary and Fund Change Only
Codes and Reasons

Code	Salary Change Reason Description
S01	Increase Merit
S03	Increase General (COLA)
S05	Increase Merit By Default
S07	Special Pay Increase
S14	Increase Hours
S15	Decrease Hours
S22	Increase Performance
S23	Decrease Performance
S33	Increase Skills/Knowledge
S37	Increase Additional Duties/Responsibilities
S38	Decrease Additional Duties/Responsibilities
S40	Increase Retention
S65	Equity Increase Internal
S65A	Equity Increase Market Study Adjustment
S95	Increase - Additional Duties Temporary
S96	Decrease Additional Duties Temporary

Salary Change Reason:	**S01 – Increase Merit**
Definition:	• A pay increase authorized in accordance with the Appropriation Act for each fiscal year. • HRM will issue special instructions a merit program exists. • Increases for merit are based upon an employee's performance rating as indicated on the EPMS document.
Previously Referred To:	• 01 - Increase - Merit • 73 - Increase - Merit Over Max • 78 – Increase - Merit One-Time
General Processing Guidelines:	• None will be processed • All submitted transactions with this code will automatically reject. • Currently any salary increase input for this reason will be rejected as the there is no appropriation act in place authorizing such a performance. • There are no retro processing permitted should such an increases be authorized.

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty-PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject

Salary Change Reason:	**S03 - Increase General (COLA)**
Definition:	• Increase approved by the State Appropriations Act • Awarded across the board for classified employees on a specific date • A range is assigned for faculty and unclassified non-faculty employees • A base pay increase which may be authorized in accordance with the Appropriation Act for each fiscal year. • A general increase affects an employee's actual salary and pay range (if applicable). • Special instructions will be issued by HRM when a general increase has been authorized.
Previously Referred To:	• 03 - Increase - General - Classified • 16 - Increase - General - Unclassified • 59 - Increase - General - Unclassified Non-Faculty
General Processing Guidelines:	• Flat rate percentage increases are system generated for classified employees. • Do not send through PEARS for Classified Employees. If submitted they will be rejected. • For those employee types that receive a range percentage a PEAR will be needed. • Retro processing will be allowed for those COLA's not system generated. • Only one COLA allowed in a fiscal year. • Resident COLA's are processed in October. These will be system generated. No EPEAR needed.

Salary Change Reason:	S03 - Increase General (COLA) - continued

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty-PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Comp for Approval	Comp for Approval	Reject	Reject	Reject	Reject	Comp for Approval	Reject	* Comp for Approval	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	0 – 1% Process > 1% Reject	0 – 1% Process > 1% Reject	Reject	0 - .99 % Reject 1% Process > 1% Reject	1% Process > 1% Reject	Reject	0 - 1% Process > 1% Reject	Reject	0 - .99% Reject 1% Process > 1% Reject	Reject
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 1	Reject > 1	Reject	Reject > 1	Reject > 1	Reject	Reject > 1	Reject	Reject > 1	Reject

NOTE: For Classified and Research Grant Employees COLA's will be system generated. For those employees who are receiving multiple salary changes in conjunction with their COLA, a PEAR will need to be submitted as an S-Multiple Salary Change action with the first reason as a COLA as well as for the other salary change needing to be processed. These will go to Class & Comp for approval. * - As of 8/1/08 no retro processing for Post Docs will be processed.

Salary Change Reason:	**S05 – Increase Merit By Default**
Definition:	• A pay increase authorized in accordance with the Appropriation Act for each fiscal year. • HRM will issue special instructions a merit program exists. • Employees receiving an increases merit by default have not had an EPMS rating entered into HeRMIT at the time of processing.
Previously Referred To:	• 01 - Increase – Merit • 73 - Increase - Merit Over Max • 78 - Increase - Merit One-Time
General Processing Guidelines:	• None will be processed • All submitted transactions with this code will automatically reject. • Currently any salary increase input for this reason will be rejected as the there is no appropriation act in place authorizing such a performance. • There are no retro processing permitted should such an increases be authorized.

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Classified	3 Temp Faculty	4 Faculty	6 Temp Non-Faculty	7 Students	9 Temp Faculty-PT	A Unclassified Non-Faculty	B,D,E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject

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Salary Change Reason:	**S07 – Special Pay Increase**
Definition:	• A pay action granted under extenuating circumstances to address matters that fall outside the normal pay provision policies approved by the State Office of Human Resources (OHR). • A special pay action cannot be affected until approval has been obtained through the appropriate administrative channels, including the State Office of Human Resources and MUSC HR Department.
Previously Referred To:	• 07 - Increase – Special • 10 - Increase - Trainee •
General Processing Guidelines:	• Class & Comp must approve all Special Pay Increases within the given guidelines. • There is no retro processing. • An employee can only receive two in a fiscal year.

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Classified	3 Temp Faculty	4 Faculty	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Comp For approval	Comp For approval	Comp For approval	Comp For approval	Comp For approval	Reject	Comp For approval	Comp For approval	Comp For approval	Comp For approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject	Reject > 2	Reject > 2	Reject > 2	Reject > 2

Salary Change Reason:	**S14 – Increase Hours (FTE % Change)**
Definition:	• Salary transaction that an employees number of hours worked during their assigned worked period are increased
Previously Referred To:	• 14 - Increase – Hours Increase • Biweekly employees base on a 40 hours worked per week • Monthly employees based on 173.34 hours worked per month
General Processing Guidelines:	• Increasing the employee's FTE percentage increases = having the employee work more hours. • Unlimited number of changes allowed during the physical year. • Retro processing is permitted. • An employee can receive an unlimited amount in a fiscal year. • TeamWorks will process the % increase against the current salary in HeRMIT for the given effective date. • Be sure to change the % modifier column in UMS to reduce the Annualized salary

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Process	Process	Process	Process	Process	Reject	Process	Process	Process	Process
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Process	Process	Process	Process	Process	Process	Process	Process	Process	Process
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 999	Reject > 999	Reject > 999	Reject > 999	Reject > 999	Reject	Reject > 999	Reject > 999	Reject > 999	Reject > 999

Salary Change Reason:	**S15 – Decrease Hours (FTE % Change)**
Definition:	• Salary transaction that an employees number of hours are decreased based on their assigned work period • Biweekly employees base on a 40 hours worked per week • Monthly employees based on 173.34 hours worked per month
Previously Referred To:	• 15 - Decrease – Hours Increase • Biweekly employees base on a 40 hours worked per week • Monthly employees based on 173.34 hours worked per month
General Processing Guidelines:	• The employee's FTE percentage decreases giving less hours. • Unlimited number of changes allowed during the physical year. • Retro processing is permitted. • An employee can receive an unlimited amount in a fiscal year. • TeamWorks will process the % increase against the current salary in HeRMIT for the given effective date. • Be sure to change the % modifier column in UMS to reduce the Annualized salary

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Process	Process	Process	Process	Process	Reject	Process	Process	Process	Process
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Process	Process	Process	Process	Process	Reject	Process	Process	Process	Process
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Process	Process	Process	Process	Process	Reject	Process	Process	Process	Process
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 999	Reject > 999	Reject > 999	Reject > 999	Reject > 999	Reject	Reject > 999	Reject > 999	Reject > 999	Reject > 999

Salary Change Reason:	**S22 – Increase Performance**
Definition:	• Awarding a specific increase amount depending on the most recent and current evaluation rating. • Awarded within the pay band assigned to the employee's classification to address exceptional performance as evidenced by a current EPMS • Additional criteria significant to the increase in productivity; significant contribution to cost savings; or substantial contributions to the mission of the overall mission of the department. • The increase cannot exceed the maximum of the respective pay band. • Performance Increases will adjust each year based on MUSC budge and the State Appropriation Act and will factor in any State-approved COLA Increases
Previously Referred To:	• 19 - Increase - Performance (Not In-Band) • 22 - Increase - Performance (In-Band) • 58 - Increase - Unspecified - Unclassified Non-Faculty • 70 - Increase - Performance - Faculty • 77 - Increase - Unspecified - Non-FTE Salary • 90 - Increase - Unspecified - Resident • 94 - Increase - Unspecified - RG
General Processing Guidelines:	• Faculty - increases must be approved by Class and Comp. • Classified employees - percentage given is dependent on performance rating. • Classified employees will be System Generated. • If an EPMS is not received the employee's EPMS rating will default to MD – Meets by Default rating • Only one allowed during a fiscal year. • For Classified Employees (4) and Unclassified Non-Faculty Employees (A) will be system generated. Any EPear's will be rejected.

Salary Change Reason:	**S22 – Increase Performance (Continued)**										
TeamWorks Validation Rules											
Rule	**Question the Rule is asking**	**1** Faculty	**3** Temp Faculty	**4** Classified	**6** Temp Non-Faculty	**7** Students	**9** Temp Faculty- PT	**A** Unclassified Non-Faculty	**B,D, E, F** Research Grants	**P** Post Docs	**R** Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Comp for Approval	Comp for Approval	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	0 – 15% Comp for Approval > 15 % Reject	0 – 15% Comp for Approval > 15 % Reject	EPMS = MD/MR 1% EPMS = ER 2% EPMS = SE 3% EPMS = BR 0% All will be System Generated	0 -3 % Comp for Approval > 3% Reject	Reject	Reject	EPMS = MD/MR 1% EPMS = ER 2% EPMS = SE 3% EPMS = BR All will be system generated	EPMS = MD/MR 1% Reject System Generated EPMS = ER 1% Comp EPMS = SE 2% Comp EPMS = BR 0% Reject	0 -3 % Process > 3% Reject	Reject
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 1	Reject > 1	Reject > 1	Reject > 1	Reject	Reject	Reject > 1	Reject > 1	Reject > 1	Reject

NOTE: For Classified Employees (4) and Unclassified Non-Faculty Employees (A) will be system generated. Any EPear's will be rejected. For Research Grant Employees (B, D, E, F) – MD will be system generated and applied to the September pay checks. EPMS will be needed for ratings of ER and SR with an EPEAR submitted after the system generated 1% has been applied.

Salary Change Reason:	S23 – Decrease Performance
Definition:	• A pay action to decrease an employee's salary based upon performance. • The action must be based on the results of an evaluation process and must not place the employee's salary below the minimum of the respective pay band. • Must follow grievances policies.
Previously Referred To:	• 23 - Decrease - Performance (In-Band) • 67 - Decrease - Unspecified - Faculty • 76 - Decrease - Unspecified - Non FTE • 80 - Decrease - Performance (not In-Band) • 89 - Decrease - Unspecified - Resident • 93 - Decrease - Unspecified - RG • 98 - Decrease - Unspecified – Unclassified Non-Faculty
General Processing Guidelines:	• All employee types may receive multiple pay decreases during the fiscal year • All decreases due to performance related issues must have Class & Comp approval in order to process. • No retro transactions allowed • Percentage decrease amount must be approved by Class and Comp • Unlimited amount of decreased can be processed during the fiscal year with Class & Comp's approval.

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Comp for Approval	Comp for Approval	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Process	Process	Process	Process	Process	Reject	Process	Process	Process	Process
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Comp For approval	Comp For approval	Comp For approval	Comp For approval	Comp For Approval	Reject	Comp For approval	Comp For approval	Comp For approval	Comp For approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Comp For approval	Comp For approval	Comp For approval	Comp For approval	Comp For Approval	Reject	Comp For approval	Comp For approval	Comp For approval	Comp For Approval

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Salary Change Reason:	**S33 – Increase Knowledge/Skill**
Definition:	• Salary increase awarded to recognize a significant change in job duties or for another specific reason such as the acquisition of additional skills or knowledge that enhance and improve job responsibilities and duties. • Must be directly related to the employee's current position. • The employee's salary cannot exceed the maximum of the pay band.
Previously Referred To:	• 33 – Increase Knowledge/Skill • Often referred to as In-Band Increases
General Processing Guidelines:	• Increase cannot raise the salary above the employees assigned pay band. • Only allowed two during a given fiscal year • Residents moving from one PG level to another should use this reason. • Please Route Residents EPEAR's to HRM. Do not E-transfer them. • My require and update position description for consideration

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Process	Process	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	0 -15 % Process > 15 % Reject	0 -15 % Process > 15 % Reject	0 - 3 % Process 3 – 5 % Comp >5 % Comp	0 - 3 % Process 3 – 5 % Comp >5 % Comp	0 - 3 % Process 3 – 5 % Comp >5 % Comp	Reject	0 - 3 % Process 3 – 5 % Comp >5 % Comp	0 - 3 % Process 3 – 5 % Comp >5 % Comp	0 – 3 % Process 3 – 5 % Comp >5 % Comp	Process
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject >2	Reject >2	Reject >2	Reject >2	Reject >2	Reject >2	Reject >2	Reject >2	Reject >2	Reject >2

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Salary Change Reason:	**S37 – Increase Additional Duties/Responsibilities**
Definition:	• A pay action granted to an employee for acquisition of additional job duties and responsibilities. • The increase cannot cause the salary to exceed the maximum of the pay band.
Previously Referred To:	• 37 - Increase - Additional Duties • 68 - Increase - Additional Duties - Faculty
General Processing Guidelines:	• Position Description needed for all employees except Faculty

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Process	Process	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	0 – 15 % Process > 15 % Reject	0 – 15 % Process > 15 % Reject	Comp for Approval	Comp for Approval	Comp for Approval	Reject	Comp for Approval	Comp for Approval	Comp for Approval	Comp for Approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject	Reject > 2	Reject > 2	Reject > 2	Reject > 2

Salary Change Reason:	**S38 – Decrease Additional Duties/Responsibilities**
Definition:	• A pay action that reduces a salary due to the reduction of Additional Duties/ Responsibilities. • The increase cannot cause the salary to fall below the minimum of the assigned pay band.
Previously Referred To:	• 38 - Decrease - Reduced Duties • 67 - Decrease Additional Duties - Faculty
General Processing Guidelines:	• Please contact Employee Relations for assistance with disciplinary actions

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Process	Process	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Process	Process	Process	Process	Process	Process	Process	Process	Process	Process
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	0 – 15 % Process > 15 % Comp for Approval	0 – 15 % Process > 15 % Comp for Approval	Comp for Approval	Comp for Approval	Comp for Approval	Reject	Comp for Approval	Comp for Approval	Comp for Approval	Comp for Approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject	Reject > 2	Reject > 2	Reject > 2	Reject > 2

Salary Change Reason:	**S40 – Increase Retention**
Definition:	• Increase offered in order to retain an employee in a difficult to recruit or market competitive position • A pay action granted when an employee has a bona fide job offer from another employer. • The job offer is either within or outside State government. • The agency wishes to retain the services of the employee in his/her current position. • Documentation of the offer must be provided • Employee shall receive no more than one retention increase in a one-year period.
Previously Referred To:	• 40 – Increase – Retention
General Processing Guidelines:	• All documentation must be sent to HR • One a year • Increase cannot exceed the current position band maximum.

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Reject	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 1	Reject > 1	Reject > 1	Reject > 1	Reject > 1	Reject	Reject > 1	Reject > 1	Reject > 1	Reject > 1

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Salary Change Reason:	**S65 – Equity Increase Internal**
Definition:	• Process of adjusting salaries based on internal considerations such as equity among comparable positions within a department or across the University • Education and years of experience may also be factor in determining the need for an equity adjustment • A pay action based on an analysis of a specific position using turnover information, recruitment/retention issues and department recommendations concerning equity among staff. • An equity increase must be approved by the State Office of Human Resources.
Previously Referred To:	• S 65 – Increase Equity
General Processing Guidelines:	• Must be approved by Class & Comp within the given guidelines. • There is no retro processing allowed. • Only 2 can be given in a fiscal year

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Reject	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject	Reject > 2	Reject > 2	Reject > 2	Reject > 2

Salary Change Reason:	**S65A – Equity Increase Market Study Adjustment**
Definition:	• A pay action based on an assessment of specific job classification needs using credible market salary data, position descriptions and information from departmental contacts. • Uses local, regional and national, if warranted, external market data to determine whether or not MUSC is offering comparative salaries • The 50th% of the market data is used as a guide for market based adjustments. • Other key factors in making salary adjustments decisions include recruitment, retention issues as well as position complexity. • The State Office of Human Resources must approve a market adjustment increase. • Conducted through HR for a group of employees in the same classification.
Previously Referred To:	• None – New code to distinguish between S65-Equity Increase and those increase given as a result of a market study
General Processing Guidelines:	• Must be approved by Class & Comp within the given guidelines. • There is no retro processing allowed. • Only two can be given in a fiscal year.

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Reject	Comp For Approval	Comp For Approva l	Comp For Approval	Comp For Approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject > 2	Reject	Reject > 2	Reject > 2	Reject > 2	Reject > 2

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Salary Change Reason:	**S95 – Increase Additional Duties Temporary**
Definition:	• A temporary pay action granted to an employee who assumes substantial additional or higher level responsibilities on a temporary basis based on adequate justification. • Approval must be obtained from the State Office of Human Resources • Typically approved for a specified period, normally 6-12 months. • The temporary increase does not become a part of the employee's base salary.
Previously Referred To:	• 95 - Increase - Add'l Duties Temporary • 87 - Increase - Add'l Duties Temporary - Chief Resident
General Processing Guidelines:	

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Reject	Reject	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject	Reject
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Comp for Approval	Comp for Approval	Comp for Approval	Comp for Approval	Reject	Reject	Comp for Approval	Comp for Approval	Comp for Approval	Comp for Approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 1	Reject > 1	Reject > 1	Reject > 1	Reject	Reject	Reject > 1	Reject > 1	Reject > 1	Reject > 1

Salary Change Reason:	**S96 – Decrease Additional Duties Temporary**
Definition:	• A pay action to decrease an employee's salary based on the loss of the substantial additional or higher level responsibilities, which warranted a temporary increase. • The employee's salary will be reduced by the amount previously approved by the State Office of Human Resources. • Used to reverse a S95 – Increase Additional Duties Temporary
Previously Referred To:	• 88 - Decrease - Additional Duties Temporary - Chief Resident • 96 - Decrease - Additional Duties Temporary
General Processing Guidelines:	

TeamWorks Validation Rules

Rule	Question the Rule is asking	1 Faculty	3 Temp Faculty	4 Classified	6 Temp Non-Faculty	7 Students	9 Temp Faculty- PT	A Unclassified Non-Faculty	B,D, E, F Research Grants	P Post Docs	R Residents
Retro Rule	If the effective date on the PEAR prior to the date received	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval	Reject	Reject	Comp For Approval	Comp For Approval	Comp For Approval	Comp For Approval
Salary Decrease Rule	If the Salary on the PEAR is < the current salary in Hermit	Process	Process	Process	Process	Process	Process	Process	Process	Process	Process
Salary Increase Rule	Is the % of the increase between the limit allowed **AND** Is there an EPMS need **AND** Is the amount requested <= to the amount allowed	Comp for Approval	Comp for Approval	Comp for Approval	Comp for Approval	Reject	Reject	Comp for Approval	Comp for Approval	Comp for Approval	Comp for Approval
Fiscal Year Limit Rule	How Many Transactions are allowed for the fiscal year	Reject > 1	Reject > 1	Reject > 1	Reject > 1	Reject	Reject	Reject > 1	Reject > 1	Reject > 1	Reject > 1