

## Modification to Printed PEAR for Salary Change Actions

For the next phase of the electronic transfer of the PEAR from UMS to Hermit, there have been some changes both to the UMS screen and the PEAR form printed from UMS.

The HR tab of the UMS Personnel Funding screen will now have 6 new custom fields. They are Salary Change Amount and Salary Change Reason 1 – 3. These fields will print in the General Remarks field of the printed PEAR form.

**Personnel Funding** [X]

Affiliate **MUSC** Status **Approved**

Pay Type **Standard**

Employee **Emilio Testavez** Employee Detail...

Social \_\_\_\_\_

Emp Num **566444**

Inactive

Retro

Action **Salary Change Only** S-Multiple Reasons

Entered **07/27/2004** Pay Cycle **Monthly**

Period Begin **07/01/2007** Period End **06/30/2008**

Ref Num \_\_\_\_\_  Auto-Renew

Memo \_\_\_\_\_

MUSC  
Test Node  
Test Node Department  
Test Node Division One  
Test Node Section

Organization

Payroll Items | Funding | Mission Codes | Approval/Routing | H.R. | Notes | Links | Attachments

Recruitment \_\_\_\_\_ Contact Name **Emilio Testavez**

Position \_\_\_\_\_ Contact Number **555-555-5555**

Home Department \_\_\_\_\_ Clr

**Custom Fields**

Salary Change Amount 1 **50000.00**

Salary Change Reason 1 **S03**

Salary Change Amount 2 **51000.00**

Salary Change Reason 2 **S01 - Increase Merit**

Salary Change Amount 3 \_\_\_\_\_

<b>Total Period Cost</b>	<b>61,164.30</b>
<b>Funding Total</b>	<b>62,693.41</b>

Help Save and Close Cancel

The Salary Change fields will be printed after any notes that are entered in the **These Notes Print Out on the Form** field of the Notes tab.



HRM ONLY

**Position/Employee Action Request Form**

**EMPLOYEE & ASSIGNMENT:**

Employee ID: 566444 Employee Name: Emilio Testavez Current Position#: \_\_\_\_\_  
 Home Unit: \_\_\_\_\_

**ACTIONS TO BE TAKEN:** Salary Change Only

Salary Change Reason: S-Multiple Reasons

**General Remarks:**

These notes still print on the page.  
 50000.00 - S03-COLA  
 51000.00 - S01-Increase Merit

**REQUESTED ASSIGNMENT CHANGES:**

**EFFECTIVE DATE:** 07/01/2007

Monthly Pay Cycle	Annual Salary	FTE %	Annualized Salary	Hrs Per Period
	\$ 51,000.00	100.00%	\$ 51,000.00	173.34

**Note on In-Band Increases:** Classified Employees must have a current EPMS on file with the Department of HRM.  
 The effective date of such increases cannot be earlier than the beginning of the NEXT pay period after HRM approval.

**No Fund Distribution Change Requested**

Payroll Items	Funding	Mission Codes	Approval/Routing	H.R.	Notes	Links	Attachments
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These notes will print out on the form

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This document is not linked.

These notes are for internal use