

NTRJINC can be used with NBPMASS to process a variety of salary increases or decreases as part of an annual or probationary process. They can be simple percentage or step increases but can include other options such as:

- Processing both a percentage increase and a step increase at the same time
- Processing an increase or decreases by amount
- Processing multi-step increases

NBPMASS will compare the step the employee is at and how many steps they are to progress against NTRSALA. If the number of steps to increase is beyond the top step of the salary scale, a warning will be provided and the employee won't be changed.

NBPMASS will not update future dated records. But, will instead provide warnings when future dated records exist. NBPMASS will overwrite transactions that have the same effective date so a few audit reports may be necessary.

Step to Process Increments or Percentage Increases or Decreases

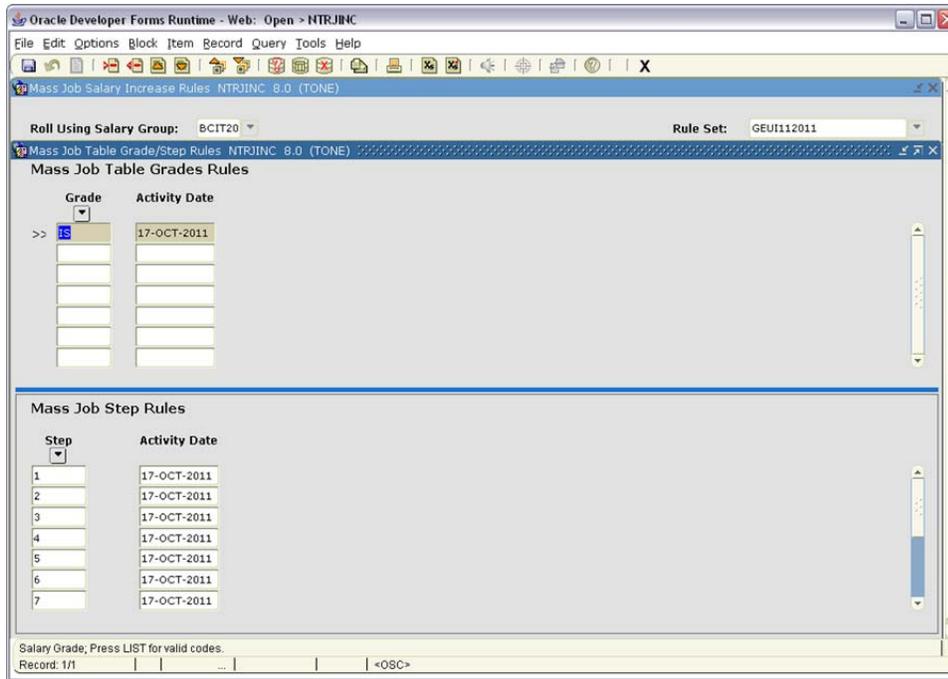
In order to ensure all salary changes are processed correctly and nothing is either missed, processed in error or overwritten the following is a guideline of the steps required:

1. Perform Audit checks to ensure there are no employees with missing or incorrect increment months or days.
2. Check to ensure any employees who should not receive an increment are set up correctly so they don't receive an increment in error. PEAREVW can be useful to track these employees and to also track other situations related to the rules defined in each employee's collective agreement or terms and conditions.
3. Create a Pre-Increment report to show all relevant employees before processing
4. Check employees with a step of 0 to determine if they are eligible to receive an increment
5. Check for NBAJOBS records that have the same effective date as the increment being processed as NBPMASS will overwrite these records. A report containing all the transaction details will ensure the transaction can be re-entered into banner after the NBPMASS process has been completed.
6. Set up NTRJINC with the correct parameters to process increments
7. Run NBPMASS in report mode first to check any issues with the parameters
8. Run NBPMASS in update mode to update the NBAJOBS records
9. Restore the transactions with the same effective date of the increment
10. Run a report containing future dated transactions that will need to be updated manually. The reports from NBPASS will note there are future dated transactions but does not provide the details.
11. Notify the employees who have received an increase

Setting up NTRJINC

NTRJINC requires first that you select a salary group to increment or increase employee's salaries from. It will process multiple salary grades within the salary group depending on your selections below. In essence the parameters create a selection population that will be updated based on the parameters entered in both NTRJINC and NBPMASS

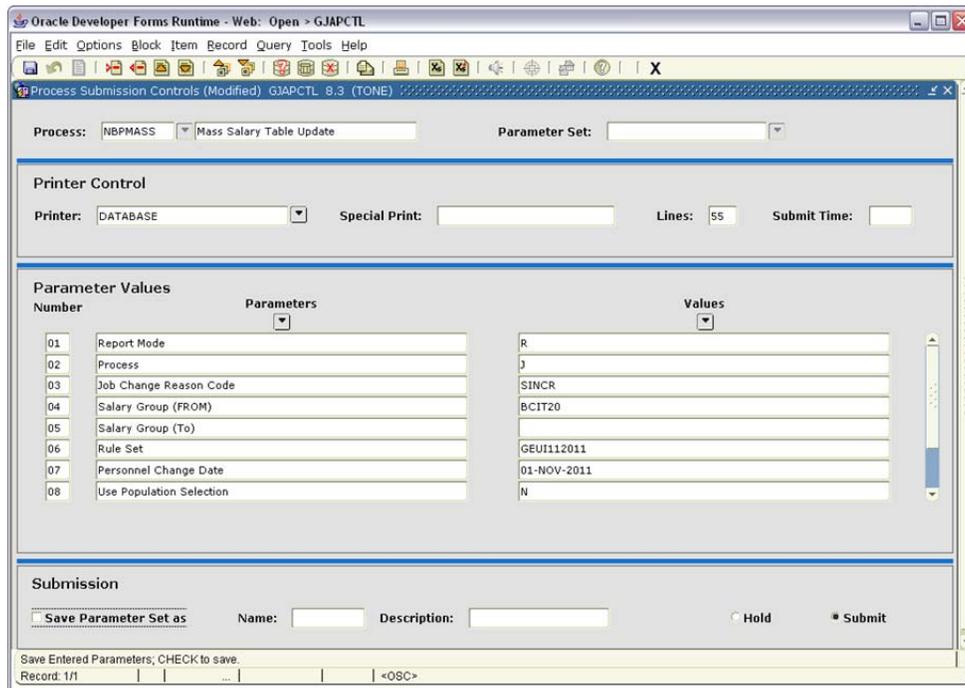
1. Select the correct salary group and define a unique Rule Set that will be used later in NBPMASS. Enter a more robust description of it in the description field and save the entry.
2. Select process only MM/DD and leave Process Step Zero Employees blank if you want to increment by Steps. You can process Step Zero Employees separately.
3. Enter in the MM/DD in the From and To field and specify the year below. These entries will be used as the effective date in NBAJOBS. SAVE your entries.
4. In the Mass Job Table Roll Rules block, ensure there are no previous entries by using Remove Record. If you don't it is possible to end up incrementing more employees than expected. Select the appropriate salary table.
5. Now you can either enter in an increase/decrease percent, amount and/or the number of steps to increase. The example shows incrementing the employee by one step on their salary scale. In this example we will increase the employee's salary step only.
6. If you check the All Grades box, employees who have a salary grade within the salary table will receive an increase or decrease. If you don't check All Grades you can specify the grades.
7. You can also select rounding options (Nearest Up, Down or none). The nearest, up or down options are more relevant for processing by percentages.
8. You can also select All Position Classes or specific position classes.
9. Save your parameters



10. The next page contains the grades selected for processing. d. If you didn't select All Grades, you can enter the appropriate grades. You can also remove grades.

Running NBPMASS

Once the parameters have been set up in NTRJINC, NBPMASS can be run first in report mode and then in update mode once the parameters are confirmed as correct.



11. Enter Database or select a printer. The output can be copied to a word document and reformatted.
12. In the Report Mode field select either an upper or lower case 'R' to run in report mode or a 'P' for processing in update mode.
13. In the Process field enter or select an upper or lower case 'J' to update job records. The list of Values will display all the valid options with a description.
14. Enter a relevant Job Change Reason Code
15. Enter the Salary Group in the FROM field. It should match the Salary Group that was entered in NTRJINC. The Salary Group 'To' field is not relevant for this. It is used to roll salary tables.
16. Enter the Rule Set that was set up in NTRJINC. If the right rule set is not entered, NBPMASS will not update any records.
17. The Personnel Change Date should match the effective date or be back dated if you are processing increments retroactively.
18. All other options are not required. Control page down to the submission block and save your parameters. Banner will display a log file name which can be viewed, saved and also copied into another program such as word. An example of the detail section of the log file is below. This example is what the report looks like in PROCESS mode.

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REPORT : NBPMASS                      BC Institute of Technology          RUN DATE 26-APR-2011
                                         Mass Salary Table Update          RUN TIME 05:36 PM
                                         PROCESS - Update Job Tables - Salary Increases

ID      Last Name      First Name      MI Position Suff MM/DD  SGRP  Tab  Grade Step  Hourly_Rate  Annual_Salary

A00111111 Employee      Test           555555 00 05/01  BCIT19 IS  IS    9    51.111000    80007.00
                                         <----- CURRENT/NEW ----->
                                         BCIT20 IS  IS    10    54.560000    85406.00
                                         Effective: 01-MAY-2011

A00222222 Harper      Stephen        111111 00 05/01  BCIT19 IS  IS    8    46.287833    72457.00
                                         <----- CURRENT/NEW ----->
                                         BCIT20 IS  IS    9    51.111000    80007.00
                                         Effective: 01-MAY-2011

A00333333 Luongo      Roberto        222222 00 05/01  BCIT19 IS  IS    10    54.560000    85406.00
                                         <----- CURRENT/NEW ----->
                                         New Step 11 Not Found Or Out of Range.

A00444444 Adams      Bryan          333333 00 05/01  BCIT19 IS  IS    8    46.287833    72457.00
                                         <----- CURRENT/NEW ----->
                                         BCIT20 IS  IS    9    51.111000    80007.00
                                         Effective: 01-MAY-2011

A00555555 Duck      Daffy          444444 00 05/01  BCIT19 IS  IS    10    54.560000    85406.00
                                         <----- CURRENT/NEW ----->
                                         New Step 11 Not Found Or Out of Range.
    
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