

9.2 Automated Step Increment

Purpose: Use this document as a reference for how to run the automated step increase process in ctcLink

Audience: HR Administrator.

This process automatically moves employees to the next salary step when they have completed the required time in the current step. This process selects the employees that are eligible for a step increase and loads their records to a temporary table. The system inserts a new job data row for employees who meet the data in the Hours or Months to Next Step increment fields.

 You must have at least one of these local college managed security roles:

- ZC HR Employee Maintenance
- ZC HR Position Management
- ZZ HR Employee Maintenance
- ZZ HR Local Configuration
- ZZ HR Position Management

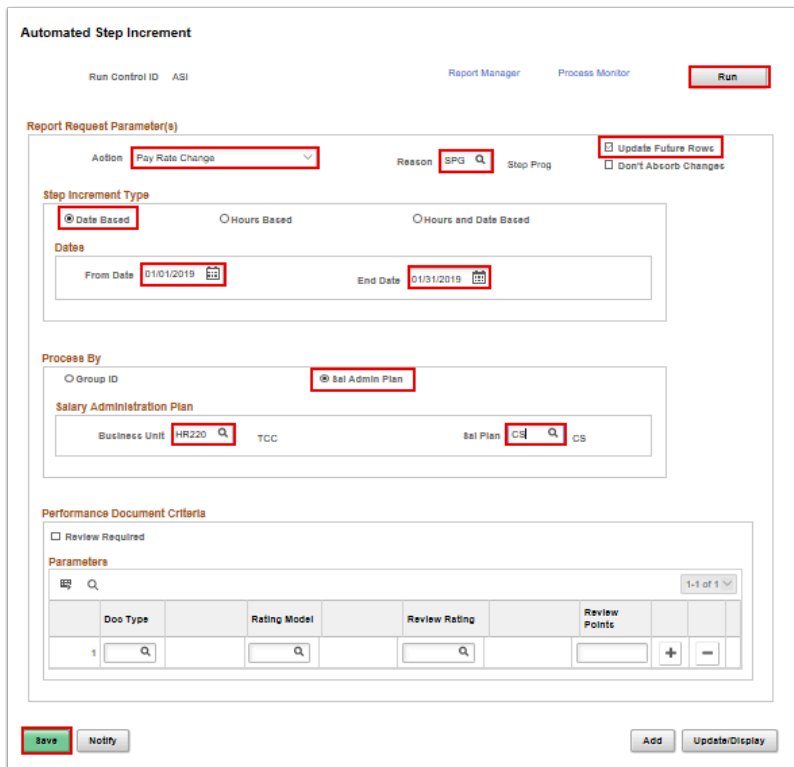
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Automated Step Increment

Navigation: Menu > Compensation > Base Compensation > Maintain Plans > Automated Step Increment

1. The Automated Step Increment search page displays.
2. Enter or search for the **Run Control ID**, or select **Add a New Value**.
3. If adding a new value is created, select the **Add** button. Otherwise, select the **Search** button.
4. The Automated Step Increment page displays.
5. In the **Report Request Parameters** section, select the **Action** from the drop-down menu.
6. Select the **Reason** from the search icon.
7. Check the **Update Future Rows** box.
8. In the **Step Increment Type** section, select the **Date Based** radio button.
9. In the **Dates** section, Enter the **From Date** and **End Date** (or select from the calendar icon).

10. In the **Process By** subsection, select the **Sal Admin Plan** radio button.
11. In the **Salary Administration Plan** subsection, select the **Business Unit** and **Sal Plan**.
12. Select **Save**.
13. Select **Run**.



Automated Step Increment

Run Control ID: ASI Report Manager Process Monitor **Run**

Report Request Parameter(s)

Action: **Pay Rate Change** Reason: **SPG** Step Prog: ☒ Update Future Rows
☐ Don't Absorb Changes

Step Increment Type

☒ **Date Based** ☐ Hours Based ☐ Hours and Date Based

Dates

From Date: **01/01/2019** End Date: **01/31/2019**

Process By

☐ Group ID ☒ **Sal Admin Plan**

Salary Administration Plan

Business Unit: **HR220** TCC: Sal Plan: **CS** CS

Performance Document Criteria

☐ Review Required

Parameters

	Doc Type	Rating Model	Review Rating	Review Points	
1					

Save Notify Add Update/Display

NOTE: The system only looks back 12 months from the last Step Entry Date. If the date is older than the 12 month look back period, a manual step increase will need to be processed. See [9.2 Entering Pay Increases Using Steps QRG](#).

14. The Process Scheduler Request page displays.
15. The next section demonstrates the options to progress from the Process Scheduler Request page.

Calculate Automated Step Increment

1. Follow these steps to run the Calculate Automated Step Increment process.
2. On the **Process Scheduler Request** page, run process **HR_CMP007** to select eligible employees.
3. Select **OK** to return to the Automated Step Increment page.
4. The Automated Step Increment page displays.
5. Select the **Process Monitor** link to open the Process List.
6. The Process List page displays.

7. Select the **Refresh** button periodically until the **Run Status = Success** and the **Distribution Status = Posted**.
8. Select the **Go Back to Automated Step Increment** link.

The screenshot shows the 'Process Monitor' interface. At the top, there's a header with 'Automated Step Increment' and 'Process Monitor'. Below this, there are tabs for 'Process List' and 'Server List'. A section titled 'View Process Request For' contains various filters: User ID (101007966), Type (dropdown), Last (dropdown), 2 Hours (dropdown), a 'Refresh' button, Server (dropdown), Name (search), Instance From (dropdown), Instance To (dropdown), Run Status (dropdown), Distribution Status (dropdown), and a 'Save On Refresh' checkbox. Below this is the 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 9 rows. The 4th row (Instance 174585) is highlighted with a red box. At the bottom left, there is a link 'Go back to Automated Step Increment' and buttons 'Save' and 'Notify'. A red arrow points to the 'Go back to Automated Step Increment' link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	174587		Application Engine	HR_SP_CI	101007966	06/07/2019 12:00:23PM PDT	Success	Posted	Details
<input type="checkbox"/>	174586		SQR Report	CMP007	101007966	06/07/2019 11:59:07AM PDT	Success	Posted	Details
<input type="checkbox"/>	174585		Application Engine	HR_CMP007	101007966	06/07/2019 11:56:28AM PDT	Success	Posted	Details
<input type="checkbox"/>	174584		Application Engine	HR_CMP007	101007966	06/07/2019 11:56:05AM PDT	Success	Posted	Details
<input type="checkbox"/>	174583		Application Engine	HR_SP_CI	101007966	06/07/2019 11:50:19AM PDT	Success	Posted	Details
<input type="checkbox"/>	174582		SQR Report	CMP007	101007966	06/07/2019 11:50:15AM PDT	Success	Posted	Details
<input type="checkbox"/>	174581		Application Engine	HR_CMP007	101007966	06/07/2019 11:50:02AM PDT	Success	Posted	Details
<input type="checkbox"/>	174579		SQR Report	CMP007	101007966	06/07/2019 11:47:35AM PDT	Success	Posted	Details
<input type="checkbox"/>	174578		Application Engine	HR_CMP007	101007966	06/07/2019 11:45:53AM PDT	Success	Posted	Details

9. The Automated Step Increment page displays.
10. Select **Run**.
11. Select the **CMP007** SQR report.
12. Select **OK** to return to the Automated Step Increment page.
13. The Automated Step Increment page displays.
14. Select the **Process Monitor** link to open the Process List.
15. The Process Monitor page displays.
16. Select the **Refresh** button periodically until the **Run Status = Success** and the **Distribution Status = Posted**.
17. Select the **Go back to Automated Step Increment** link.
18. The Automated Step Increment page displays.
19. Select the **Report Manager** link to open the Reports List.
20. The Report Manager page displays.
21. Select the Report link, **CMP007**.
22. Select the **.PDF file** (a new window will open).

[List](#)

Report Index

Report

Report ID 160189

Process Instance 174686

[Message Log](#)

Name CMP007

Process Type SQR Report

Run Status Success

Automated Step Increase

Distribution Details

Distribution Node local

Expiration Date 07/07/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_CMP007_174686.log	1,800	06/07/2019 11:59:47.136121AM PDT
cmp007_174686.PDF	3,373	06/07/2019 11:59:47.136121AM PDT
cmp007_174686.out	0	06/07/2019 11:59:47.136121AM PDT

Distribute To

Distribution ID Type	Distribution ID
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23. The new window displays the report.
24. Save the file to desktop (to reference for validation) and Close Window.
25. On the **Report Index** page, select the **List** button (top left corner) to return to the **Report List**.
26. Select the **Go back to Automated Step Increment** link.
27. The Automated Step Increment page displays.
28. Select **Run**.
29. The Process Scheduler Request page displays.
30. Run application engine **HR_SP_C1** to update Job Data pages for selected employees.
31. Select **OK**.
32. Select the **Process Monitor** link.
33. The Process Monitor List page displays.
34. Select the **Refresh** button periodically until the **Run Status = Success and the Distribution Status = Posted**.
35. Select the **Go back to Automated Step Increment** link.
36. Select the **Return to Search** button to exit page.



You can also run **JOB007**(Automated Step Increase).

This job runs steps 1 and 3 above.

It does not run an SQR report for you to review the data selected.

End of procedure.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the external link to **Automated Step Increment**. This link will open in a new tab/window.