

BP.010.002 - SETUP PAY GROUPS

Purpose	To set raise dates by pay group for the Budget Prep Process.
Description	The Pay Groups page lists all pay groups currently configured for use within Budget Prep and allows users to set the raise effective date. The raise effective date drives raise proration and controls the effective date of any related job rows created by Budget Prep.
Security Role	BOR_BP_SETUP
Dependencies/ Constraints	<ul style="list-style-type: none">• User completed Budget Prep setup for Year/Hours Parameters• HCM Import has not yet been run.
Additional Information	None

Procedure

Below are complete step-by-step instructions on completing Pay Group setup for Budget Prep.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Budget Prep link.
5.	Click the Budget Prep Setup link.
6.	Click the Pay Groups link.
7.	Enter the appropriate Business Unit in the Business Unit field.
8.	Click the Search button.
9.	Review the Account field for each pay group. If the Account value is incorrect, submit a Support ticket to have it corrected.
10.	Update the raise dates for Promotion Date , Merit Date , and Equity Date for each pay group. Raise dates must be within the upcoming budget year.
11.	After all desired changes are made, click the Save button.