

U. S. Coast Guard

Pay & Personnel Center (PPC)

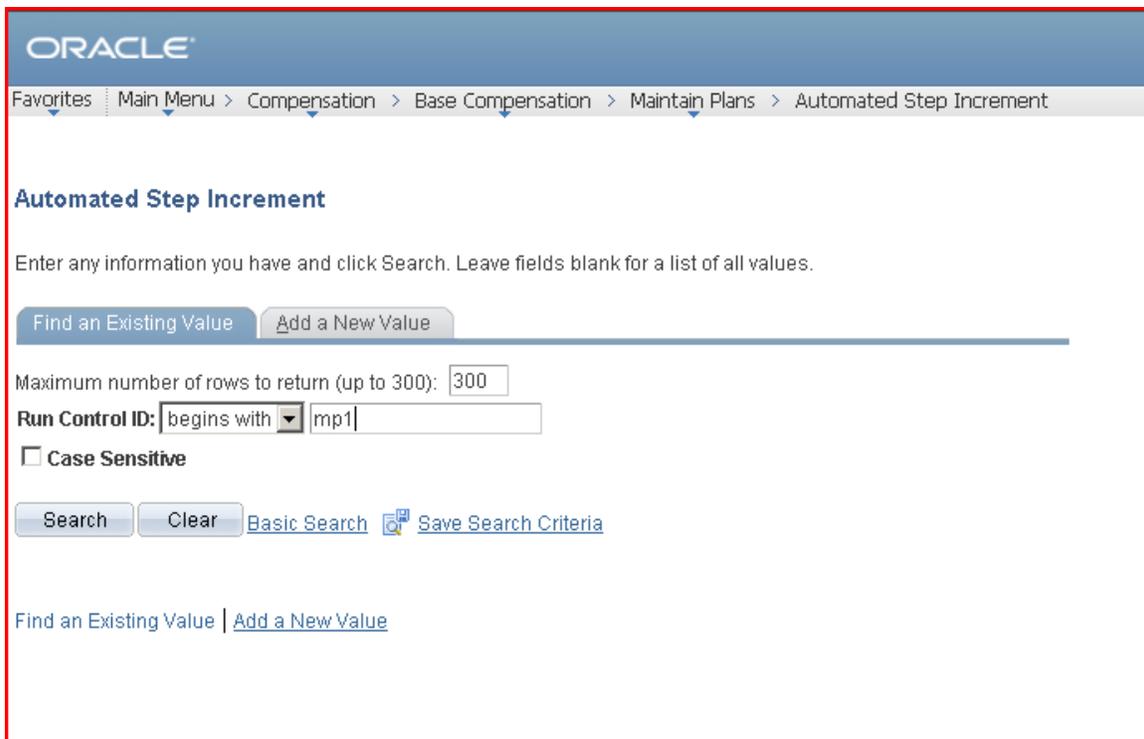
Global Payroll

Longevity (Step Increase) Process

This guide provides the procedures on how to run the longevity (step increase) process in Global Payroll. This process will create a new JOB row on members who need a step increase during the current pay period.

Follow the steps below to run the longevity process in Global Payroll:

Navigate to the **Automated Step Increment** search page.



The screenshot shows the Oracle web interface for the 'Automated Step Increment' search page. At the top, the Oracle logo is visible. Below it is a breadcrumb trail: 'Favorites | Main Menu > Compensation > Base Compensation > Maintain Plans > Automated Step Increment'. The page title is 'Automated Step Increment'. Below the title, there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a field for 'Maximum number of rows to return (up to 300):' with a value of '300'. The 'Run Control ID:' field has a dropdown menu set to 'begins with' and a text input containing 'mp1'. There is a checkbox for 'Case Sensitive' which is unchecked. At the bottom of the search area, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

On the search page, enter an existing Run Control ID, or select the **Add a New Value** tab and type in a new Run Control ID. Hit the **Search** key. This will take you to the **Automated Step Increment** page.

Enter the following values in the **Automated Step Increment** page.

Field Label	Enter or Select the following Value
Action	Pay Rate Change
Reason	SI1- Salary Increase (By Step)
Update Future Rows	Check
Don't Absorb Changes	Unchecked
Step Increment Type	Date Based
From Date	Beginning of desired date range (1 st day of current pay period). For instance, 1/1/2015 would be entered for mid-month January 2015 pay period. For instance, 1/16/2015 would be entered for end-month January 2015 pay period.
End Date	End of desired date range (last day of current pay period). For instance, 1/15/2015 would be entered for mid-month January 2015 pay period. For instance, 1/31/2015 would be entered for end-month January 2015 pay period.
Process By	Sal Admin Plan

You must run this process for each of the business units below. You must select a Business Unit and a Sal Admin Plan combination for each run. The following combinations are valid:

Business Unit	Salary Admin Plan	Description	Average Time to Process
CADCG	ENL	Cadet Pay Table	30 seconds
CADCG	CDT	Cadet Pay Table	30 seconds
OFECG	OFE	CG Officers w/ Prior Enl	1 minute & 30 seconds
OFENO	OFE	NOAA Officers w/ Prior Enl	30 seconds
OFEPHS	OFE	PHS Officers w/Prior Enl	1 minute & 30 seconds
OFFCG	OFF	Coast Guard Officers	4 minutes
OFFNO	OFF	NOAA Officers	1 minute & 30 seconds
OFFPHS	OFF	PHS Officers	5 minutes
WARCG	WAR	Warrant Officers	2 minutes
ENLCG	ENL	Enlisted Members	30 minutes

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Compensation > Base Compensation > Maintain Plans > Automated Step Increment

New Window | Help | Customize Page | http

Automated Step Increment

Run Control ID: mp1 [Report Manager](#) [Process Monitor](#)

Report Request Parameter(s)

Action: Reason: [SalIncStep](#) Update Future Rows Don't Absorb Changes

Step Increment Type

Date Based Hours Based Both

Dates

From Date: End Date:

Process By

Group ID Sal Admin Plan

Salary Administration Plan

Business Unit: [WARCG](#) Sal Plan: [Warrant](#)

Performance Document Criteria

Review Required

&Parameters Customize | Find | 1 of 1

Doc Type	Rating Model	Review Rating	Review Points
1			

Once the setup values have been entered, click on the **Run** button. The **Process Scheduler Request** page will appear.

On the **Process Scheduler Request** page, check the **Automated Step Increase** check box, and click on the **OK** button. Also, make sure the Server Name field is PSUNX.

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Favorites Main Menu > Compensation > Base Compensation > Maintain Plans > Automated Step Increment

Process Scheduler Request

User ID: MPOWERS Run Control ID: mp1

Server Name: PSUNX Run Date: 10/26/2012

Recurrence: Run Time: 1:31:14PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Automated Step Increase	CMP007	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Automated Step Increase	HR_CMP007	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Load Data	HR_SP_CI	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Automated Step Increase	JOB007	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

This will take you back to the **Automated Step Increment** page.

On the **Automated Step Increment** page, click the **Process Monitor** hyperlink.

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Favorites > Main Menu > Compensation > Base Compensation > Maintain Plans > Automated Step Increment

Automated Step Increment

Run Control ID: mp1 [Report Manager](#) [Process Monitor](#)

Process Instance:40583

Report Request Parameter(s)

Action: Reason: Update Future Rows
 Don't Absorb Changes

Step Increment Type

Date Based Hours Based Both

Dates

From Date: End Date:

Process By

Group ID Sal Admin Plan

Salary Administration Plan

Business Unit: Sal Plan:

Performance Document Criteria

Review Required

&Parameters [Customize](#) | [Find](#) | [1 of 1](#)

	Doc Type	Rating Model	Review Rating	Review Points	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

This will take you to the **Process List** page in the **Process Monitor** component.

The Process List page allows you to monitor the progress of your process. Click on the **Refresh** key periodically, and check the **Run Status**. Within a few minutes, the status of your process should proceed from **Initiating** to **Processing** and finally to **Success** or **No Success**.

The screenshot shows the Oracle Process List page. At the top, there is a breadcrumb trail: Favorites | Main Menu > Compensation > Base Compensation > Maintain Plans > Automated Step Increment. Below this, there are tabs for 'Process List' and 'Server List'. A 'View Process Request For' section contains search filters: User ID (MPOWERS), Type (dropdown), Last (dropdown), 4 Days (input), and a Refresh button. Other filters include Server (PSUNX), Name (input), Instance (input to input), Run Status (dropdown), and Distribution Status (dropdown). A 'Save On Refresh' checkbox is checked. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	40583		PSJob	JOB007	MPOWERS	10/26/2012 1:31:14PM PDT	Processing	N/A	Details

At the bottom of the page, there are links for 'Go back to Automated Step Increment', 'Save', 'Notify', and 'Process List | Server List'.

The screenshot shows the Oracle Process List page after the process has completed. The breadcrumb trail and search filters are identical to the previous screenshot. The table now shows the process with a 'Success' status and a 'Posted' distribution status:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	40583		PSJob	JOB007	MPOWERS	10/26/2012 1:31:14PM PDT	Success	Posted	Details

The rest of the page, including the 'Go back to Automated Step Increment' link, 'Save', 'Notify' buttons, and 'Process List | Server List' links, remains the same.

When Run Status reaches Success, the step increases have been completed for the selected Business Unit and Salary Plan. Click on the Go back to Automated Step Increment page. You will now process the next Business Unit/Salary Plan combination.

Very Important: Once completed, there should have been 8 longevity processes run.

Process List Server List

View Process Request For

User ID: DBUNGER Type: [] Last [] 1 Days [] Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Process List Customize | Find | View All | First 1-9 of 9 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	252717		PSJob	JOB007	DBUNGER	01/10/2015 11:16:08AM PST	Success	Posted	Details
<input type="checkbox"/>	252714		PSJob	JOB007	DBUNGER	01/10/2015 11:10:11AM PST	Success	Posted	Details
<input type="checkbox"/>	252710		PSJob	JOB007	DBUNGER	01/10/2015 11:00:30AM PST	Success	Posted	Details
<input type="checkbox"/>	252707		PSJob	JOB007	DBUNGER	01/10/2015 10:55:08AM PST	Success	Posted	Details
<input type="checkbox"/>	252704		PSJob	JOB007	DBUNGER	01/10/2015 10:52:57AM PST	Success	Posted	Details
<input type="checkbox"/>	252701		PSJob	JOB007	DBUNGER	01/10/2015 10:45:08AM PST	Success	Posted	Details
<input type="checkbox"/>	252698		PSJob	JOB007	DBUNGER	01/10/2015 10:35:21AM PST	Success	Posted	Details
<input type="checkbox"/>	252695		PSJob	JOB007	DBUNGER	01/10/2015 10:30:22AM PST	Success	Posted	Details