



MPM HOW TO BATCH-PROCESS THE FACULTY RANGE ADJUSTMENTS (RA)

HR Shared Services will manage the MPM batch-processing for the 2015-16 RA for in-scope eligible HSCP faculty.

Step 1: Search by DeptID then select the faculty record(s) that are eligible for the RA

- Click the check box on the header to select all records or select individual records
- Screen will display up to 25 records; you must batch-process one page at a time
- **Important reminder: Faculty ineligible for the RA will also appear in your search result**
 - Ensure ineligible faculty records remain unchecked and therefore, precluded from the batch-processing request

Step 2: Select a method for the RA

- “Reduce Y” will offset the increase to base salary (“X”) and keep total comp unchanged (i.e., increase X and decrease Y)
 - However, if faculty is at scale (i.e., no Y component) or has an insufficient Y to cover the RA, the salary will be increased to the new scale
- “Y remains the same” will increase the total comp (i.e., increase X and leave Y unchanged)

Step 3: Click “Generate Range Adjustment” to start the batch-processing

- A pop-up message will ask you to confirm your selection, click OK
- **Processing time will vary depending on the number of faculty selected. Average processing time is 10-15 seconds per faculty record selected.**

Step 4: Click “Track Batch RA Status” button which will give you a real time update on how many records have been processed

- Continue to click Track Batch RA Status button until you are prompted with the following message: “The batch run is finished,” then click the Search/Refresh button to see a list of the results
- The batch-process is done when a “Range Adjustment Date” or “Comments” are displayed on the screen - PLEASE REFER TO PAGE 2

1 (points to the selection checkboxes in the table)

2, 3 (points to the radio button selection and the 'Generate Range Adjustment' button)

4 (points to the 'Search/Refresh' button)

| Names | UCSF ID | Home Department | Range Adjustment Date | Comments |
|--|-----------|-----------------|-----------------------|----------|
| <input checked="" type="checkbox"/> Rorb, Francesco | 023945439 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Chaganti, Ramani Krishna | 021998794 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Chung, Sharon A. | 026077899 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Criswell, Lindsey A. | 021763461 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Dall'Era, Maria C. | 027163773 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Fujinaga, Koh | 026484907 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Gensler, Lianne S. | 027123066 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Gross, Andrew J. | 022489025 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Hsu, Lih-Yun | 020777108 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Katz, Patricia P. | 024353658 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Matlobian, Mehrdad | 027497965 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Peterlin, Boris M. | 026522888 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Weiss, Arthur | 028818605 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Wolfey, David | 029106101 | MED-RHEU-CORE | | |
| <input checked="" type="checkbox"/> Zikherman, Julie | 025571142 | MED-RHEU-CORE | | |

15 records found
Export to MS Excel

Batch processing will result in the following two outcomes

Outcome A: Successful Range Adjustment

- Range Adjustment Date will be displayed
- Faculty's name becomes a hyperlink which will take you to the keying report. You can also access the keying report from the Search tab
- Checkbox by the faculty's name will be disabled to prevent additional RA submission since request was successfully submitted
- On the Search tab, the PAF status will show a 'Submitted' shaded bar
- Steps to upload the RA to OLPPS remains the current process
 - AP Gen reviews and uploads keying report
 - If upload fails, route keying report to Transact for keying
- **Important reminder:** Review keying report carefully. Only upload 'HCOMP' title codes. Do not upload FY faculty (not HSCP). They will appear in the MPM but their RAs will be handled by the Controller's Office batch update process.
- **Important reminder:** Since retroactive adjustments (i.e., LX/RXs) are needed, AP Gens must save all keying reports in the designated shared folder for Transact and Controller's Office to process the LX/RXs: <S:\Service Centers\Service Center Shared\Academic\MPM\MPM Range Adjustment 2015>

Outcome B: Failed Range Adjustment

- Failed RA will not display a date but instead a message will appear in the Comments column (e.g., Range Adjust Error: Please edit record individually) – PLEASE REFER TO PAGE 3

Last Name

First Name

Dept ID

Department

Batch Range Adjustments (RA) are intended to automate the merit calculations by enabling batch-processing for most HSCP faculty, rather than requiring users to update each faculty record individually.

- Select faculty record(s) who are eligible for the RA
 - Perform RA one page at a time (up to 25 records)
- Select a method for the RA
 - "Reducing Y" will keep negotiated salary unchanged (e.g., increase X and decrease Y), unless faculty is at scale, in which case the RA will bring salary up to the new scale
 - "Y remains the same" will increase faculty's negotiated salary (e.g., increase X and leave Y unchanged)
- Click "Generate Range Adjustment" to start the batch-processing
 - Processing time can take up to one minute when a large number of records are selected
- Click "Search/Refresh" button to see results

Reduce Y Y remains same

| | Name | UCSF ID | Home Department | Range Adjustment Date | Comments |
|--------------------------|--------------------------|-----------|-----------------|-----------------------|---|
| <input type="checkbox"/> | Boin, Francesco | 023945439 | MED-RHEU-CORE | | Range Adjustment Error: Please edit record individually |
| <input type="checkbox"/> | Chaganti, Ramani Krishna | 021998794 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Criswell, Lindsey A | 021763461 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Dall'Era, Maria C | 027163773 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Fujinaga, Koh | 026484907 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Gensler, Lianne S. | 027123066 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Gross, Andrew J | 022489025 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Hsu, Lih-Yun | 020777108 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Katz, Patricia P | 024353658 | MED-RHEU-CORE | | Range Adjustment Error: Please edit record individually |
| <input type="checkbox"/> | Peterlin, Boris M | 026522888 | MED-RHEU-CORE | | Range Adjustment Error: Please edit record individually |
| <input type="checkbox"/> | Wofsy, David | 029106101 | MED-RHEU-CORE | 09/08/2015 | |
| <input type="checkbox"/> | Zikherman, Julie | 025571142 | MED-RHEU-CORE | 09/08/2015 | |

15 records found
Export to MS Excel

How to manually update one record at a time

The main reasons why a faculty record will fail the batch-process are related to PPS data-clean up issues, errors due to invalid chartstrings or the usage of 1900 support, etc. HR should ask the Departments to correct the errors in the MPM or submit an FSC worksheet.

Step 1: To edit a record individually in the MPM, click on the faculty's name

Step 2: Select a method for the RA

- A pop-up message will ask you to select an option: Reduce Y or Y remains the same
- This will take you to the faculty's PAF page and you'll notice that the base X salary is updated to the new salary scale rate
- Follow current process to click the Validate button to identify and correct the errors
- If you are unable to submit successfully in the MPM or for all out of scope actions, please submit an FSC worksheet

The screenshot displays the 'Generate Range Adjustment' interface. A table lists 15 records with columns for Name, UCSF ID, Department, Range, Adjustment Date, and Comments. The record for Peterlin, Boris M is highlighted with a red box and labeled '1'. A pop-up dialog titled 'UCSF PAF - Internet Explorer' is overlaid on the table. The dialog contains a red note: 'Note: If this faculty is not eligible for the range adjustment, you must process this payroll action outside of the MPM. Please contact your HR representative for more information.' Below the note, it states: 'A salary range adjustment has not been implemented for this faculty. Please select one of the following options:'. Two radio button options are presented: 'Reduce Y (to keep negotiated salary unchanged)' (selected) and 'Y remains same (to increase negotiated salary)'. A red box labeled '2' highlights the 'Reduce Y' option. 'Submit' and 'Cancel' buttons are at the bottom of the dialog.

| Name | UCSF ID | Department | Range | Adjustment Date | Comments |
|--------------------------|-----------|---------------|-------|-----------------|---|
| Bolin, Francesco | 023-45439 | MED-RHEU-CORE | | | Range Adjustment Error: Please edit record individually |
| Chaganti, Ramani Krishna | 021-98794 | | | 08/20/15 | |
| Chung, Sharon A. | 028-77899 | | | 08/20/15 | |
| Criswell, Lindsey A. | 021-53461 | | | 08/20/15 | |
| Dall'Era, Maria C. | 027-53773 | | | 08/20/15 | |
| Fujinaga, Koh | 026-94907 | | | 08/20/15 | |
| Gensler, Lianne S. | 027-23066 | | | 08/20/15 | |
| Gross, Andrew J. | 022-99025 | | | 08/20/15 | |
| Hsu, Lih-Yun | 020-77108 | | | 08/20/15 | |
| Katz, Patricia P. | 024-53658 | | | 08/20/15 | Range Adjustment Error: Please edit record individually |
| Peterlin, Boris M. | 027-97965 | | | 08/20/15 | Range Adjustment Error: Please edit record individually |
| Weiss, Arthur | 026-22888 | | | 08/20/15 | Range Adjustment Error: Please edit record individually |
| Wofsy, David | 028-19605 | | | 08/20/15 | Range Adjustment Error: Please edit record individually |
| Zikherman, Julie | 029-96101 | | | 08/20/15 | |
| Zikherman, Julie | 025-71142 | | | 08/20/15 | |