



ISIS HR
Quick Tips

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Recording Merit Increases Not Granted When the Employee was Eligible

How do I track the 3-year eligibility retained by an employee who was eligible for a merit increase but it was not granted by the appointing authority?

Civil Service Rule 6.14(d) states that an employee who does not receive a merit increase for which he is eligible retains that eligibility for 3 years. This is not a rolling eligibility. If an employee is eligible for a merit increase on June 12, 2007 and it is not granted, he retains eligibility for that merit through June 11, 2010. Agencies should use the date type "15-NotGrantdElgMeritDat" to record the original eligibility in the ISIS HR system.

Users should copy the date specifications record, add the date type 15 to the list and record the date on which the employee became eligible. In the case above, users would enter the date 06/12/2007. Should the appointing authority decide on May 3, 2008 to grant this merit, the user would enter the pay increase using the pay reason "29-Merit N Elig Date" beginning on 05/03/2008. Then, you would copy the date specifications again (also beginning 05/03/2008) and remove the date type 15 entry.

All information stored on the date specifications screen can be output using the ZP25 – Date Specifications Report. Users should also consult the ISIS HR on-line help script "Maintain Date Specifications (PA30)" for more information on creating and delimiting date types.

Questions? Call the HRIS Program Consultant at (225) 219-9439.