MPM $\quad$ **M a g i c a l**
PAF Machine

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 <u>eligible</u> 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
    i. Ensure ineligible faculty records remain unchecked and therefore, precluded from the batch-processing request
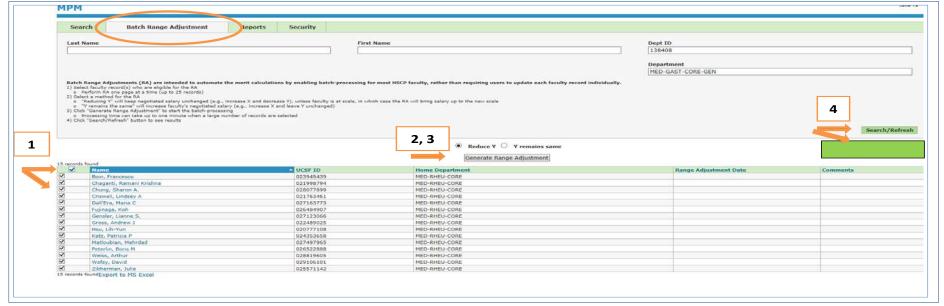
Step 2: Select a method for the RA
- "Reduce Y" will offset the increase to base salary ("X") and keep total comp unchanged (i.e., increase X and decrease Y)
    i. However, if faculty is at scale (i.e., no Y component) or has an insufficient Y to cover the RA, the salary will be increased to the new 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 <u>per</u> 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
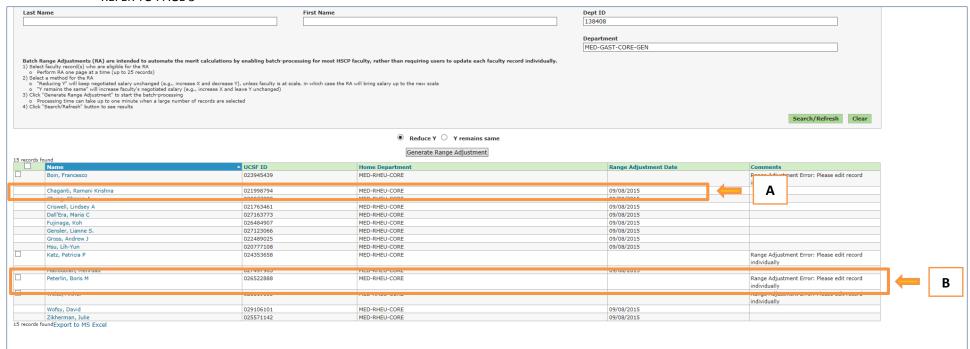
Batch processing will result in the following two outcomes

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

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 fauclty'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