

# CHRIS User Guide: Mass Salary Open Pay Range

## Introduction

This chapter will explain how to process Mass Salary actions which uses Open Pay Ranges.

## Guide Contents

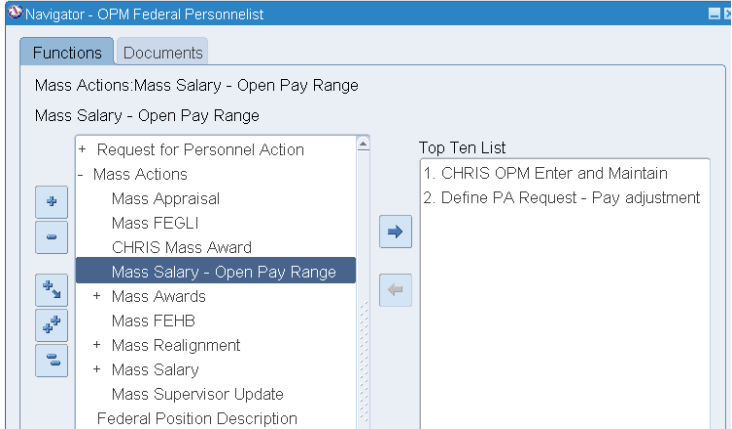
Information in this guide describes how to process Mass Salary Open Pay Range actions using the Batch process.

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## Mass Salary Open Pay Range using the Batch Process

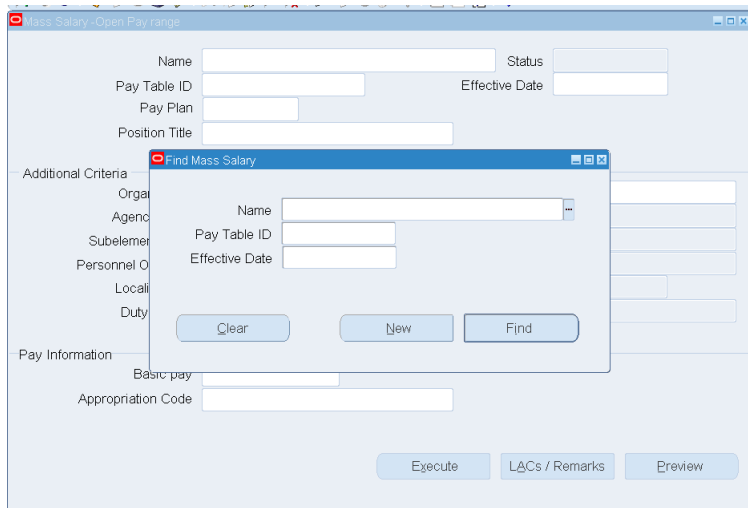
### STEP 1

From the Navigator menu select Mass Actions. Then click Mass Salary Open Pay Range.



## STEP 2

The Mass Salary Open Pay Range Screen will be displayed. Click the New button to start a new Process.



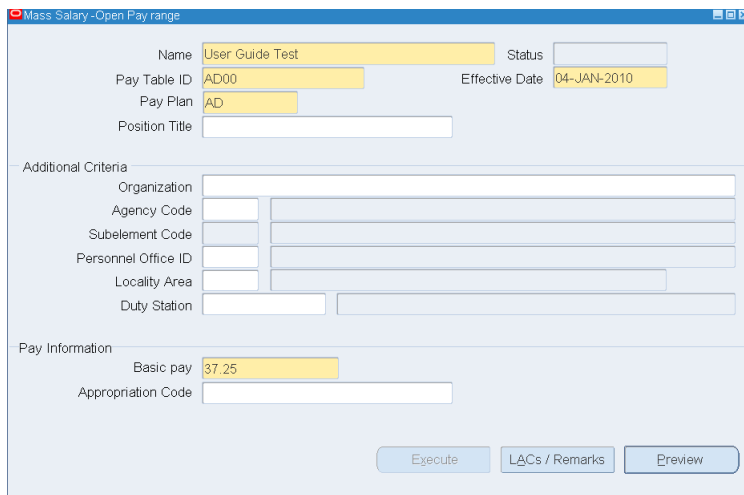
The screenshot shows the 'Mass Salary - Open Pay range' application window. A modal dialog box titled 'Find Mass Salary' is open in the foreground. The dialog box contains the following fields: Name, Pay Table ID, and Effective Date. Below these fields are three buttons: 'Clear', 'New', and 'Find'. The background application window is partially obscured but shows fields for Name, Status, Pay Table ID, Effective Date, Pay Plan, and Position Title. There is also a section for 'Additional Criteria' with fields for Organization, Agency Code, Subelement Code, Personnel Office ID, Locality Area, and Duty Station. At the bottom of the application window, there is a 'Pay Information' section with fields for Basic pay and Appropriation Code, and three buttons: 'Execute', 'LACs / Remarks', and 'Review'.

## STEP 3

Enter Required Information Process Name, Pay Table ID, Effective Date, Pay Plan. Enter the Basic Pay in the Pay Information section of the screen.

NOTE. You can also select any other optional criteria to narrow your search. Optional fields include Position Title, Organization, Agency Code, Personnel Office ID, Locality Area, Duty Station and Appropriation Code.

After entering all of the required information and any optional fields, Click SAVE. See the screens displayed below.



The screenshot shows the 'Mass Salary - Open Pay range' application window with data entered into the required fields. The 'Name' field contains 'User Guide Test', 'Pay Table ID' contains 'AD00', and 'Effective Date' contains '04-JAN-2010'. The 'Pay Plan' field contains 'AD'. The 'Basic pay' field in the 'Pay Information' section contains '37.25'. The 'Additional Criteria' section is empty. The 'Execute', 'LACs / Remarks', and 'Review' buttons are visible at the bottom.

#### STEP 4

Click on LAC, Remarks Button and enter data. Click Save. See screen below. Close out the screen using the “X” in the right hand corner of the LAC and Remarks screen.

Code	Description	Required
ZZZ	Test	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

#### STEP 5

Click the Preview button. The screen will now display records matching your selection criteria. Select appropriate records using the boxes under the Mass Salary Selection fields. Click SAVE. Close out the preview screen using the “X” in the right hand corner. See screen below.

Selection	Name	SSN	Position Title	Position Number and Sequence
<input checked="" type="checkbox"/>	Bing, Benjamin		Captain	6AVOTE3.6
<input checked="" type="checkbox"/>	Brantley, Carroll J		Captain	6AVOTE3.7
<input checked="" type="checkbox"/>	Knudson, Harvey		Captain	6AVOTE3.25
<input checked="" type="checkbox"/>	Mooney, Robert G		Captain	6AVOTE3.13
<input checked="" type="checkbox"/>	Oland, Bruce G		Captain	6AVOTE3.18
<input checked="" type="checkbox"/>	Presley, Donna T		Captain	6AVOTE3.411
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

## STEP 6

Click on the  Button. You will receive a message indicating your Request ID number. See the screen displayed below.

## STEP 7

All actions processed will run during the nightly batch process.