

## BP.010.002 - SETUP PAY GROUPS

<b>Purpose</b>	To set raise dates by pay group for the Budget Prep Process.
<b>Description</b>	The Pay Groups page lists all pay groups currently configured for use within Budget Prep and allows users to set the raise effective date. The raise effective date drives raise proration and controls the effective date of any related job rows created by Budget Prep.
<b>Security Role</b>	<b>BOR_BP_SETUP</b>
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>User completed Budget Prep setup for Year/Hours Parameters</li> <li>HCM Import has not yet been run.</li> </ul>
<b>Additional Information</b>	None

## **Procedure**

Below are complete step-by-step instructions on completing Pay Group setup for Budget Prep.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>BOR Menus</b> link.
4.	Click the <b>BOR Budget Prep</b> link.
5.	Click the <b>Budget Prep Setup</b> link.
6.	Click the <b>Pay Groups</b> link.
7.	Enter the appropriate Business Unit in the <b>Business Unit</b> field.
8.	Click the <b>Search</b> button.
9.	Review the <b>Account</b> field for each pay group. If the Account value is incorrect, submit an <a href="#">ITS Helpdesk</a> ticket to have it corrected.
10.	Update the raise dates for <b>Promotion Date</b> , <b>Merit Date</b> , and <b>Equity Date</b> for each pay group. Raise dates must be within the upcoming budget year.
11.	After all desired changes are made, click the <b>Save</b> button.