

BP.010.052 – RESETTING RAISE DATES

Purpose	To process raise amounts again if raise dates were adjusted after a user ran the HCM Import.
Description	The Reset Raise Dates process updates the raise date for a paygroup and raise type and recalculates budgets and salaries for the changed raise date.
Security Role	BOR_BP_PROCESSES
Dependencies/ Constraints	<ul style="list-style-type: none"> User completed all Budget Prep Setup steps. User ran the HCM Import in Create Report/Run HCM Import mode.
Additional Information	None

Procedure

Below are complete step-by-step instructions on completing the Reset Raise Dates process for Budget Prep Processing.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Budget Prep link.
5.	Click the Budget Prep Processing link.
6.	Click the Reset Raise Dates link.
7.	The Run Control ID page opens. Add a new value or use an existing Run Control ID .
8.	Enter the appropriate Business Unit in the Business Unit field.
9.	Confirm the Budget Reference is correct for the year being developed in Budget Prep.
10.	Select a Pay Group for processing. The raise date will only update for one paygroup at a time.
11.	Select the type of raise to update from the Effective Date Indicator field.
12.	Select a new effective date using the New Effective Date field. The effective date should be on the first day of the selected month.
13.	Click the Run button. The Process Scheduler Request page opens.
14.	Verify default values pre-populate.
15.	Click the OK button. The system navigates to the Reset Raise Effective Dates page.
16.	Click the Process Monitor link.
17.	Click the Refresh button. Select Refresh until the Run Status displays as 'Success' and the Distribution Status displays as 'Posted.'
18.	Click the Details link to view the Process Detail.
19.	Click the View Log/Trace link.