NWACOMP Cheat Sheet

This form is used to enter transactions for status employees when a salary increase(s) and/or when a range change is needed AND the employee is NOT changing their position/suffix.

Access NWACOMP		
	Enter Key Block Information:	
	Compensation Category	Enter comp category or select from drop down list (NWRCCAT) i.e. OTHER
	Transaction Status	If a new transaction enter NOT STARTED, otherwise select from the drop down list
	Organization From	Should be set equal to the Position Orgn - this may be reviewed on the Salary Budget window on NBAPBUD
	Organization To	Can be blank or as above – if using a range or ORGN'S this must be entered
	Employee Class	Enter status JOBS ECLS or select from drop down list i.e. P1
	USNH ID	Enter USNH ID
	Effective Date	If in the current or a future pay period use actual date of action. If in a prior pay period use beginning date of the current pay period
NEXT BLOCK		
The following dialogue is presented:	Do you want to extract job records for compensation change processing? Yes or No (select one) Note: This may take a few moments	
The following dialogue is presented:	1 record(s) with no errors; 0 record(s) had errors Continue (click or enter)	
Continue		

Compensation Change Job Information		
		Will populate with data relating to the employee selected above
		If an employee has more than one position, select the one you want using the up-down scale bar at the far right
		No entry is allowed in this block
Compensation Change Entry		
	Personnel date	Enter the ACTUAL date of action or the job begin date, or the contract begin date. Note: This date cannot be in a prior or future Fiscal Year
	Comp change	Enter reason for change or select from drop down list (NWVCCTY) i.e. INTRO Note: changes beginning with T are for a first time change to a previously processed transaction; changes beginning with U are for a second time change to a previously processed transaction
	Percent	Enter percent – if this is used, amount cannot be entered
	Amount	Enter amount – if this is used, percent cannot be used. If a minus value a dash (-) must be entered first
	SOF code	PAV000 for compensation categories NOT related to guideline increases PCI000 for guideline increases
	Grade	Needed for Reclassifications (RECLS) and range changes (RG***) Note: if another transaction is being processed at the same time that too will need to have the grade entered
	FTE	leave blank – this field is not used
SAVE, Route, Submit, Approve(NWACSUM)		