

Job Aide: Updating new GSAF Classification in BAT

This job aide will guide you through the steps of updating an employee record whose classifications have been transferred from non-bargaining to Government Supervisors Association of Florida, Local 100 (Unit - K).

In the steps below you will:

- Select an Employee affected by the transfer
- Use the Edit employee record to:
 - Update Salary Grade to reflect merit in the current year, and adjust budget year merit
 - Update Additional Earnings Tab to reflect Longevity Bonus Pay, Flex Benefits, and Premium Pay in the current year



Step	Action	Notes
2.	Right click on the employee whose classification has been transferred to	
	GSAF –K, and click MDC Edit Employee Details .	
	MDC Edit Employee Details	
	MDC Change Status	
	MDC Employee Transfer	
	MDC Reverse Employee Transfer	
	MDC Terminate Employee	
	MDC Restore Terminated Employee	
	MDC Calculate and Allocate All	
	MDC Assign Employee	
	Delete Employee Assignment	
	Edit 🕨	
	Adjust •	
	Comments	
	1 Supporting Detail	
	Show Change History	
3.	At the employee Salary Grades tab, adjust the 2nd Element by adjusting	
	the current value by 4.3% at the option override value data field, and adjust the 3rd Element by taking the adjusted 2nd Element value and	
	adjust that value by 4.3% at the option override value data field.	
	General Position Details P1E Status Changes Salary Grades MLC Step Pay Exception Additional Earling's Deenerits Tax Details Autocations 	
	e Option Start Date Option End Date Allows Value Change Override Option Value Current Service Level RER CONTRACTOR LICS ENF SUPV (SG002251) 1st Element Ch. 16 1/1/15 8/18/15 Yes 2,751.16 Option Start Date Option Part Date Allows Value Change Override Option Value Option Start Date Option End Date Allows Value Change Override Option Value	
	3rd Element Chi/404 8/19/16 Yes 2,992.846654839999	
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4.	Click the Save lcon on the toolbar to submit the data	
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Step	Action	Notes
5.	At the employee Additional Earnings Tab, find the Longevity Pay elements (if applicable) and reflect the Longevity Bonus in the current year by adjusting the 1 st Element Longevity Bonus rate equivalent to the employee's years of continuous County service; For example 15 years = 1.5, 16 years = 1.6, 17 years = 1.7, etc.	The Longevity Bonus is already budgeted for next year
	Employee Details	
	General Position Details FTE Status Changes Salary Grades MDC Step Pay Exception Additional Earning	s
	A Entity: PECONTENF-CONTRACTOR ENFORCEMENT	
	Override Option Val Option Start Date	
	Current Service Level Longevity Pay (00125) 1st Element Change .2 2.2 2/1/15	
	2nd Element Change .3 2.3 2/1/16	
	Flex Benefits (00122) 1st Element Change 57 91.66667 10/1/16	
	2nd Element Change 57 91.66667 10/1/15	_
	Furlough Deduction (00110F) 1st Element Change 0 0 1/1/15	_
	Cost of Living Adjustment (00110C) 1st Element Change 0 0 1/1/15	_
	PREMIUM PAY (LC) 1st Element Change 33 108.33333 10/1/16	_
	2nd Element Change 33 108.33333 10/1/15	
0.	Navigate File Edit View Favo <u>r</u> ites Tools Administration Help	
7.	At the employee Additional Earnings Tab, find the Flex Benefits elements and reflect Flex Benefits in the current year by adjusting the 1 st Element Option Start and End Date to coincide with the current fiscal year. Employee Details General Postion Details FTE Status Change Salary Grades MDC Step Pay Exception Additional Earnings Benefits Tax Details Allocations dugently: PECONTENF-CONTRACTOR ENFORCEMENTPostion: RER CONTRACTOR LICS ENF SUPP (ICC02251)Employee: VUELTA,DANIEL (00015479) Current Service Level Longevity Pay (00125) 1st Element Change 2.2 2.2 2/1/15 2/28/15 Add to Grose Flex Benefits (00122) 1st Element Change 91.66667 101/1/15 4/30/2014 Add to Grose Cott of Living Adjustment (00110F) 1st Element Change 0 0 1/1/15 4/30/15 Add to Grose Cott of Living Adjustment (00110F) 1st Element Change 0 0 1/1/15 4/30/17 Do Nat Add PREMILIM PAY (LC) 216 Element Change 108.33333 10/1/16 9/30/17 Do Nat Add	The Flex Benefits are already budgeted for next year
8.	Click the Save Icon on the toolbar to submit the data Mavigate File Edit View Favorites Tools Administration Help Image: Administration Help Image: Administration Help	



Step	Action	Notes
9.	At the employee Additional Earnings Tab , find the Premium Pay (LC) elements and reflect Premium Pay in the current year by adjusting the 1 st Element Option Start and End Date to coincide with the current fiscal	The Premium Pay is already budgeted for next year
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	Employee Details	
	General Position Details FTE Status Changes Salary Grades MDC Step Pay Exception Additional Earnings Benefits Tax Details Allocations	
	Option Value Option Value Option Value Option Start Date Date Earning T	
	Current Service Level Longevity Pay (00125) 1st Element Change 2.2 2.2 2/1/15 2/28/15 Add to Gross 2nd Element Change 2.3 2.3 21/1/15 2/29/16 Add to Gross	
	Flex Benefits (00122) 1st Element Change 91.66667 91.66667 10/1/14 9/30/15 Add to Gross	
	Image 2nd Element Change 91.66667 91.66667 10/1/15 Add to Gross Furlough Deduction (00110F) 1st Element Change 0 0 1/1/15 9/30/15 Add to Gross	
	Cost of Living Adjustment (00110C) 1st Element Change 0 0 1/1/1/15 Add to Gross	
	Ist Element Change 108.33333 10/1/2014 9/30/2015 Do Not Add 2nd Element Change 108.33333 108.33333 10/1/15 Do Not Add	
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10.	Click the Save Icon on the toolbar to submit the data	
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11.	To calculate the employee compensation, in the Expense (lower) portion of the screen, right-click the YeatTotal cell and MDC Calculate Allocate	
	All.	
	Return to Previous Form	
	MDC Calculate and Allocate All	
	MDC View Allocation Expenses	
	Edit	
	Adjust	
	Comments	
	Supporting Detail	
	Show Change History	
	Document Attachments	
	Lock/Unlock Cells	
	Filter Filter	
	Sort	
	Analyze	
	New Ad Hoc Grid	
	At the confirmation measure click Of	
	At the confirmation message, click UK .	
	If your Current Year of View: is set to FY15 , then at the bottom of the	
	screen you will see that compensation has been adjusted accordingly	

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