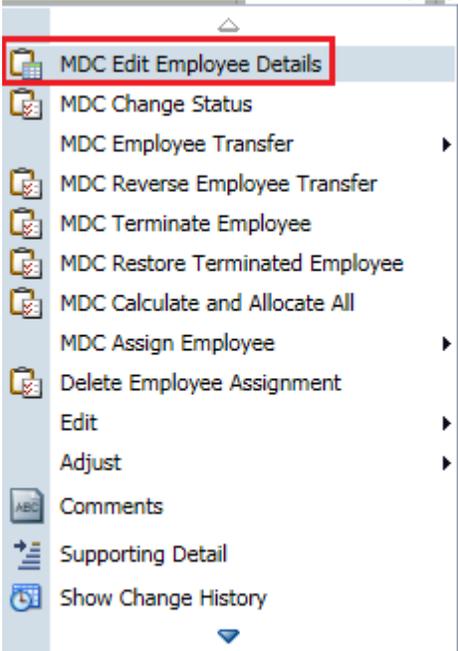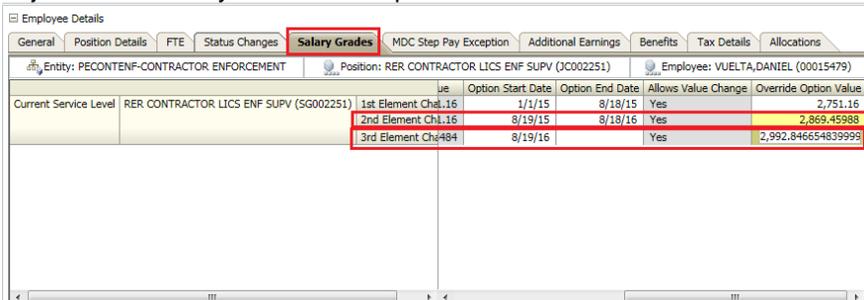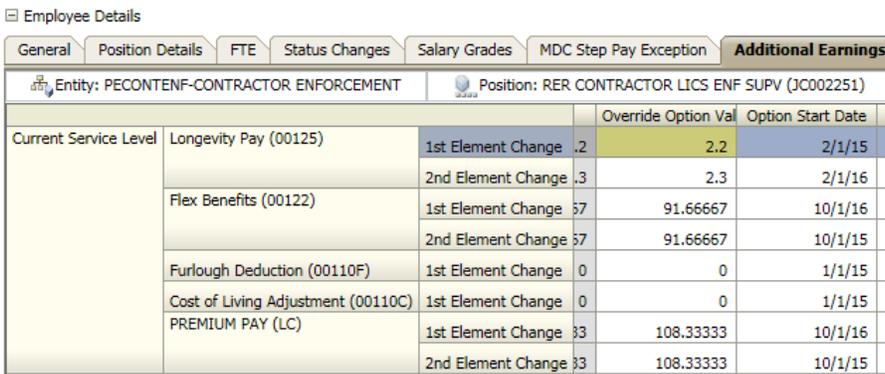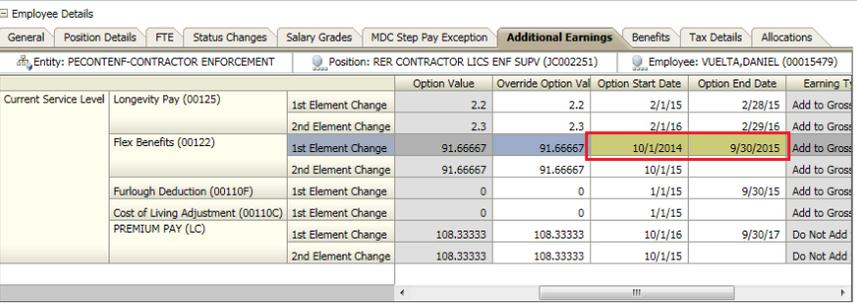# Job Aide: Updating new GSAF Classification in BAT

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).
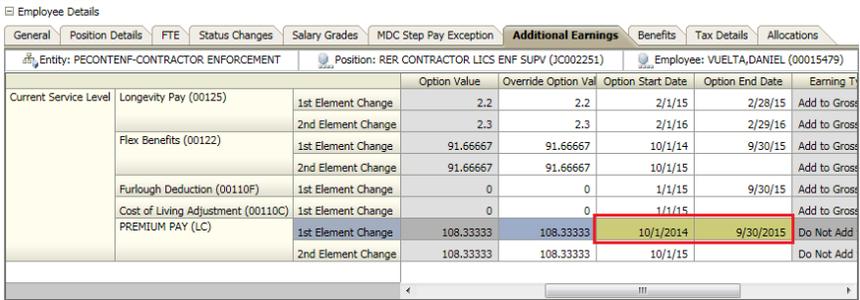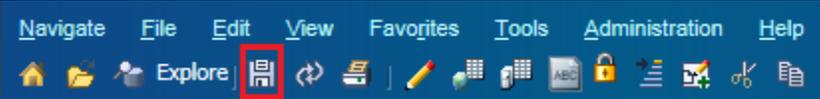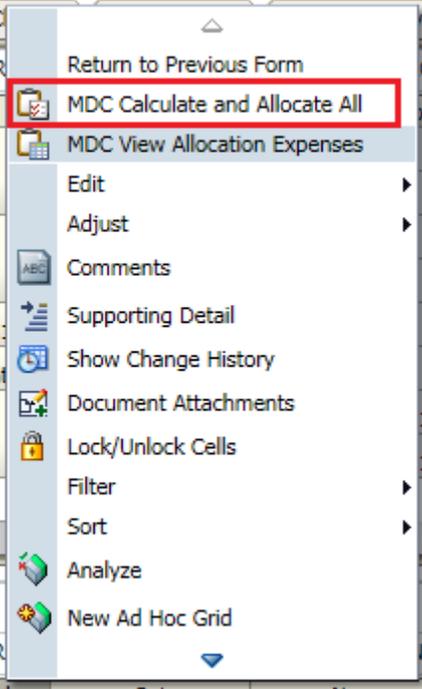
In the steps below you will:

- 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
1.	From the **My Task List** navigate to **Human Capital Planning (HCP) Preparation** > **Manage Position and Employee Data**	Your assigned OMB Budget Analyst will have a list of the classifications being transferred to GSAF – K; Department users will need to identify those employees in these classification, and update their records

Step	Action	Notes
2.	**Right click** on the employee whose classification has been transferred to GSAF –K, and click **MDC Edit Employee Details**. 	
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. 	
4.	Click the **Save** Icon on the toolbar to submit the data 	

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 1st 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
6.	Click the **Save** Icon on the toolbar to submit the data 	
7.	At the employee **Additional Earnings Tab**, find the Flex Benefits elements and reflect Flex Benefits in the current year by adjusting the 1st Element Option Start and End Date to coincide with the current fiscal year. 	The Flex Benefits are already budgeted for next year
8.	Click the **Save** Icon on the toolbar to submit the data 	

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 1st Element Option Start and End Date to coincide with the current fiscal year.	The Premium Pay is already budgeted for next year
10.	Click the **Save** Icon on the toolbar to submit the data	
11.	To calculate the employee compensation, in the **Expense** (lower) portion of the screen, right-click the **YeatTotal** cell and **MDC Calculate Allocate All**. At the confirmation message, click **OK**. 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	

--END--