**eForm – Merit Increment (Not on Reappointment) for \*TRAS, \*TAPS, and \*ATS**

This Quick Reference Guide provides basic information relating to the submission of an eForm for a Temporary Academic Employee increment submission. This guide is not a comprehensive reference of all scenarios you may see. If you have questions or need further information, please contact your Department HR Contact.

This process is to be used to award an increment during the term of mid-appointment

**Navigation**

***PeopleSoft HCM*** *> Main Menu > UofA eForms WorkCenter > Add an eForm > Search Active Employee*

**Attachments**

*Before you start an eForm submission, ensure you have the following information scanned and ready to attach to the eForm:*

* Original signed letter of notification for increment increase (This may be optional)

**Other Information Required**

* Employee must have a current appointment with an end date into the future

**eForm - Data Entry**

|  |  |
| --- | --- |
| **Form Section** | **Data Requirement** |
| Search Fields | * Search for Active Temporary Academic Employee
 |
| Select Current Active Job  | * Appointment must have a future end date past the increment date
 |
| Action Selection | * Select **Take Other Job Action**
 |
| Basic Job Info | * Enter effective date
 |
| Job Info | * Ensure Appointment end date is beyond the increment date
 |
| Attachment | * If a letter was sent to the employee confirming the increment – attach this document
 |
| Compensation Information | * Change compensation as per increment calculation
 |
| Action/Reason | * Action – Pay Rate Change (PAY)
* Reason – Merit (MER)
 |
| Comments | * Comments must include # of Increments given and calculation of the new salary
* Include total value of increments
* If 0.00 is given – a reason must be indicated for the zero value
 |

|  |  |
| --- | --- |
| http://127.0.0.1:58279/Docs/758356b3-d453-4ed5-b252-4ab155fe6a62/64b99d09-6891-4d38-93ac-e6e1f0d49b45/Parts/images/4bcvbive.01.png | The backup documentation and the information on the eForm **must** match. If they do not match, enter comments in the Comment section to explain the reasons why. This will help HRS when vetting the form. |

**Example:**

Employee with a 2-year appointment, July 1, 2017 to June 30, 2019 is eligible for an increment July 1, 2018. You can process this increment through the eForm rather than a paper PAF.

**Screen Shots – Example**

**Search for active Temporary Academic employee**



**Select active Temporary Academic employee**



**Compensation rate will change**



**Change Action and Reason Code to:**



**Example of Comment requirement**

