



# **Unicorn HRO**

## **Global Salary Increase**

The Global Salary Increase allows you to calculate increases for employees with the Standard compensation method. You can either create a forecasting report without actually updating the salaries, or you can update the salaries and print a report of the results. Selection can be by Organization, Job Title and/or “Per” (Salary Type, such as Hourly, Weekly, etc.). To receive a report based on Organization Level(s) either select all of the Levels (1-7, depending on how many Levels exist within the Organization Structure) or by not selecting any Levels (system defaults to all). To print a report for only one Job Title, select the Job Title. To increase salaries based on “Per” or Salary Type, select the Per you are interested in updating. Note, you must also select an Organization Structure or Job Title when selecting a “Per” value in order to receive results.

If you choose to increase salaries, the system will create Employee Compensation records with the new Effective Date and Salary, as well as an Employee Salary History record.

The report contains the following: Organization Structure, Flat Amount or Percentage of the change, Effective Date of the change, Job Title (if you have specified or blank if not specified, indicating all), Employee Number, Employee Name Last/First, Employee Status, Salary Type, Previous Salary Date, Previous Salary Amount, Revised Salary Amount, Adjustment Amount of the Increase and the Total Number of Employees Affected.

You must have Full Authority in Organization Security for the selected organization structure.

You will be able to utilize the functions in the following scenarios:

⇒ **Global Salary Forecast:**

- Access Global Salary Increase
- Select the specific Organization Levels for which the report should be created or leave blank to receive all Organization Levels

**Note: The system default, when no Organization Data is selected, will be to Forecast and/or print all T/O Data. This is an Optional Field.**

- Select the Job Title if you only want to process employees working in a particular position

**Note: The system default, when no Job Title is selected, will be to Forecast and/or print all employees regardless of Job Title. This is an Optional Field.**

- Enter the Amount of the increase, either a Flat Amount or Percent of Increase

**Note: When a Flat Amount is entered, the Adjustment Amount will be a reflection of the increase as the percentage of change in salary from the Previous Salary. When a Percentage Amount is utilized for the Increase, the Adjustment Amount will be a reflection of the increase as a flat dollar amount of change in salary from the Previous Salary. Both fields cannot be entered, either Flat Amount or Percent is Mandatory.**

- Enter an Effective Date, utilizing any of the following:  
Manual entry

Type in the letter “T” to populate the field with the current Date  
Right Click to display the Calendar and select the Date

**Note: This is a Mandatory field.**

- Select the “Per” (Salary Type) that should be processed

**Note: The system default, when no “Per” is selected, will be to Forecast and/or print all employees regardless of “Per” (Salary Type). This is an Optional Field.**

- Select the Salary Change Reason. This is written to Employee Salary History when the Update is performed. When the forecast is run, it is only printed on the report.

**Note: This is a Mandatory field.**

- Enter the Report ID/Name (the ID/Name of the report can be either customized by the user or the standard Report ID/Name “GlobalSalaryForecast”, which is the screen default, can be used)
- Select either Job Server or Local

**Job Server**, when used with **Forecast**, will create a report that can be displayed/printed by accessing the Report Master Listing.

**Local**, when used with **Forecast**, will create a report that will be displayed immediately (Print Preview Format) and can be printed either while it is displaying or at a later time through the Report Master Listing.

- Select either Update or **Forecast** (this scenario will utilize Forecast)

⇒ **Global Salary Update:**

- Access Global Salary Increase
- Select the specific Organization Levels for which the Increase/report should be generated or leave blank to receive all Organization Levels
- Select the Job Title for which salary increases will be created.

**Note: The system default, when no Job Title is selected, will be to Increase and print all employees regardless of Job Title. This is an Optional Field.**

- Enter the Amount of the increase, either a Flat Amount or Percent of Increase.

**Note: When a Flat Amount is utilized for the Increase, the Adjustment Amount will be a reflection of the increase as the percentage of change in salary from the Previous Salary. When a Percentage Amount is utilized for the Increase, the Adjustment Amount will be a reflection of the increase as a flat dollar amount of change in salary from the Previous Salary. Both fields cannot be entered, either Flat Amount or Percent is Mandatory.**

- Enter an Effective Date, utilizing any of the following:

Manual entry

Type in the letter “T” to populate the field with the current Date

Right Click to display the Calendar and select the Date

**Note: This is a Mandatory field.**

- Select the “Per” (Salary Type) if you only want to process employees whose compensation is entered this way

**Note: The system default, when no “Per” is selected, will be to Increase and print all employees regardless of “Per” (Salary Type). This is an Optional Field.**

- Select the Salary Change Reason. This will be written to Employee Salary History.

**Note: This is a Mandatory field.**

- Enter the Report ID/Name (the ID/Name of the report can be either customized by the user or the standard Report ID/Name “GlobalSalaryUpdate”, can be used)
- Select either Job Server or Local

**Job Server**, when used with **Update**, will generate an increase/report which can be displayed/printed by accessing the Report Master Listing.

**Local**, when used with **Update**, will generate an increase/report that will be displayed immediately (Print Preview Format) and can be printed either while it is displaying or at a later time through the Report Master Listing

Select either **Update** or Forecast (this scenario will utilize Update)