

Summer Session Automatic Base Pay Update (ABPU) Q&A

Automatic Base Pay Update – the SALX-based increase to summer session appointments.

When is the ABPU flag relevant?

The ABPU flag is “in effect” during years in which SALX (the Salary Exercise for Faculty and Admin Pro) runs.

What does the flag do?

When the ABPU flag is set for a summer session appointment submitted **and approved before July payroll** processes, it indicates to Oracle HR that the appointment amount should be increased by the same percent that the employee’s 9-month salary increased as a result of SALX.

May and June increases are paid retroactively with July’s payment.

How do I set the flag?

Click the box circled in the image below. Ideally, you’ll set the flag at the time the appointment is entered.

If you need to edit the flag later: zoom the summer session assignment, mark the relevant ABPU boxes, make any other necessary changes, and send for approval.

What deadlines must I watch for?

The ABPU flags must be set as desired **in time for July payroll** – this year, **July 22**. Changes made after that date will have no effect on payment.

What if I miss the deadline?

Enter the increase manually. For simplicity, please **add a new appointment** to the bottom of the Summer Session Earnings list, rather than editing an appointment which has already processed. The amount on the new appointment should reflect only the amount of the increase.

You can enter monthly appointments and amounts, or you can enter an appointment spanning more than one month and indicate the increase due for the entire period.

The screenshot shows a web form titled "CSU Summer Session Changes". The form contains several fields for appointment details:

- Effective Date: 16-MAY-2012
- Organization: Mathematics 1874
- Location: 101 Weber
- People Group: Faculty
- Qualifier: Non-Federal
- Job: 007480 Assistant Professor
- Status: Active Assignment
- Basis of Service: Summer Session
- Employment Category: Regular
- Supervisor: (empty field)

Below these fields is a table with the following columns: Summer Session Earnings, Start Date, End Date, Amount, and ABPU?. The ABPU? column contains four unchecked checkboxes. The top checkbox is circled in red.

Summer Session Earnings	Start Date	End Date	Amount	ABPU?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>