

## **Pay Changes: PARs and People First**

In an effort to provide a more thorough understanding of how payroll transactions are processed, we would like to use the pay change action as an example of how a salary update is handled from the time the Personnel Action Request (PAR) form arrives at JAC until the action is completed.

The desired pay change PAR is created by the Circuit through BOMS or the circuit's alternative program. It is then scanned and e- mailed to the JAC Payroll Group: [PayrollGroup@justiceadmin.org](mailto:PayrollGroup@justiceadmin.org)

Upon arrival at JAC, the PAR is clocked in and given to the appropriate payroll contact. Your payroll contact examines the transaction/effective date, the transaction code, and any comments regarding the pay change before processing.

Circuits generally use the coding provided by BOMS to complete the PAR although JAC uses the reasons provided by People First to input the PAR. Below is a list of the pay change codes found in BOMS along with the pay change reasons found in People First.

As you can see from the list below, there is a significant discrepancy between the amount of transaction codes found in BOMS and those found in People First. It is critical that you provide information in the comments area of the PAR to assist us in selecting the proper transaction reason to use in People First. If you have any questions, please do not hesitate to contact your payroll representative at JAC.

<b>BOMS</b>	<b>People First Pay Change Action Reasons</b>
7 – Status Change (FTE Rate)	Merit Salary Increase
25 – Reduction in Pay	Pay Grade or Range adjustment
26 – Merit Salary Increase	Legislative Mandate
27 – Pay Grade or Range Adjustment	FTE Change Increase
28 – Special Pay Increase (No longer in use)	FTE Change Decrease
29 – Legislative Mandate	Salary Correction Increase
	Salary Correction Decrease
	OPS Salary Increase
	OPS Salary Decrease
	JAC/SCS-Prom to Higher Class
	JAC/SCS-Prom inc resp/chg loc
	JAC/SCS-Pay inc for retention
	JAC/SCS-Dem to lower class
	JAC/SCS-Dem less resp
	JAC/SCS-Change in work loc
	JAC/SCS-Change in work assign
	Competitive Offer
	Added Duties