



Note A: An employee's base pay will be automatically updated through an automated process (ASI) each month for an employee who has a Salary Eligibility Date in the current month. This process is normally run the 3rd working day of each month. An employee who has a freeze code of D, E, F, J, K or P will not be updated in this process. Also, any employee who had a job change or base change since the prior month end to the 3rd working day will not be updated. The employees not updated through the ASI process will appear on a "Not given" report and be sent to the agency. Agency will need to determine if employee is due the increase and process manually.
Example: ASI job runs the evening of 12/03/08 (3rd working day in December). If a job change or base rate change was processed in PPDB between 12/1 – 12/3 and employee has a SED in December, the automated process will NOT update this employee's record, agency would need to process manually

Note B: Normally all salary adjustments (COLA – percent increases) are processed automatically by DAS. Agency needs to verify increase was not processed by DAS prior to processing manually.

The following personnel action codes are used by DAS Master Operator Only:
 PA Code 222 – Top Step Rollback for Temporary Employees
 PA Code 822 – Top Step Rollback
 PA Code 824 – Reduction in Pay in Lieu of Furlough
 PA Code 825 – Restoration of Pay from 2007-2009 Cost Reduction