**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.