

Running USPCHG

Certain fields must be updated prior to the **October** information reporting deadline.

The USPS Mass Change Program (USPCHG) is ****optional****, but available to assist with making these updates.

USPCHG can be accessed from the following path:

USPS/USPS_MNT/USPCHG

The following items are available (**some items may or may not apply**):

1. Increment salary schedule step ***CHECK WITH PAYROLL FIRST***
2. Modify certificate application to 'Not applicable' for classified employees
3. Modify separation reason to 'Not applicable' when job is active
4. Modify position status to 'No longer employed' for terminated/deceased jobs
5. Modify EMIS report flag to 'No' for jobs marked as 'No longer employed'

The report file created by the program is called USPCHG.TXT. Please verify this report once you have run the applicable option of USPCHG.

For detailed information on each option, please refer to the USPS Reference Manual, chapter 86. The USPS Reference Manual is located at the following link:

<http://ssdt.oecn.k12.oh.us/documentation/usps>