

Acting Capacity Pay Quick Guide

Acting Capacity Pay is an allowance pay that is eligible to an employee when they are performing higher level duties on a temporary basis:

- Type A - Temporary Absence of Incumbent
- Type B - Vacant Position
- Type C - Temporary Assignment of Higher level duties

The type of Acting Pay requested will direct the approval routing for the transaction:

Reclass Reason	HR Partner	Appointing Authority	CAS Support Staff	CAS Partner	CAS Analyst
<i>Acting A</i>	X	X			
<i>Acting B</i>	X	X			
<i>Acting C</i>	X	X		X	



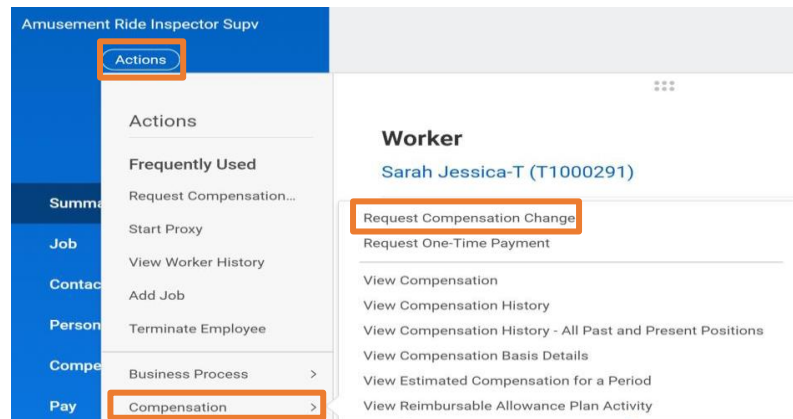
Important Notes:

- **Initial** acting capacity requires a MS-345
- Verify there is only **one** acting pay
- There is a 6 month limit
- Assigning as acting manager alone doesn't trigger acting capacity pay

Requesting an Initial Acting Capacity Pay

Step 1: Navigate the employee's profile to "Request Compensation Change."

Actions > Compensation > Request Compensation Change



Step 2: Enter the effective date of the allowance pay (*the system will default to the next pay period*) and choose an accurate *Reason* for this compensation request then click OK.

A screenshot of a 'Request Compensation Change' dialog box. It has a title bar with a bookmark icon and a close button. The form contains: 'Effective Date' with a red asterisk and a date field showing '10/15/2025'; 'Use Next Pay Period' with a checked checkbox; 'Employee' with a red asterisk and a dropdown showing 'Clark Kent-T (T1001865)'; and 'Reason' with a red asterisk and an empty dropdown. At the bottom are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted in blue.

Request Compensation Change > Allowance Plan Add/Change:

A screenshot of a selection screen titled 'Request Compensation Change > Allowance Plan Add/Change'. It features a list of radio button options. The first option, 'Allowance Plan Add/Change > Acting Pay A', is selected and highlighted with a blue bar. Other options include 'Allowance Plan Add/Change > Acting Pay B', 'Allowance Plan Add/Change > Acting Pay C', 'Allowance Plan Add/Change > Clothing Allowance', and 'Allowance Plan Add/Change > Contract NTE\$'.

Step 3: Scroll to the bottom of the Request Compensation Change screen. Select the *Add Plan Assignment* button.

The screenshot shows the 'Request Compensation Change' screen. At the top, there is a button labeled 'Add Plan Assignment' which is highlighted with an orange rectangular box. Below this, there is a section titled 'Salary' containing a table with the following data:

Plan Name	Assignment Details	Effective Date	
Salary Plan	62,220.00 USD Annual	02/01/2021	⋮

Below the table, there is a text input field with the placeholder 'enter your comment' and a blue cloud icon. At the bottom, there are two buttons: 'Submit' (blue) and 'Save for Later' (white with a blue border).

Step 4: Select “*Allowance*” in the Compensation Plan Type prompt.

The screenshot shows the 'Add Plan Assignment' form. It has a title 'Add Plan Assignment' and a label 'Compensation Plan Type *' with a red asterisk. Below the label is a dropdown menu that has 'Allowance' selected. The dropdown arrow is pointing downwards.

Step 5: Type “acting” in the search prompt OR use the drop down and select “*All Compensation Plans*” to select the correct *Acting Pay* compensation plan. Then click OK.

The screenshot shows the 'Compensation Plan' selection dialog. It has a title 'Compensation Plan' and a search bar at the top. Below the search bar, there is a list of compensation plans. The first item, 'Acting Pay', is selected and highlighted in blue. The other items are 'Acting Pay - Exempt (Not Shift Eligible)', 'Acting Pay - Exempt (Shift Eligible)', 'Acting Pay - Non Exempt (Not Shift Eligible)', 'Acting Pay - Non Exempt (Shift Eligible)', and 'Clothing Allowance'. At the bottom, there are two buttons: 'Cancel' (white with a blue border) and 'OK' (blue).



Important Note: HRCs must specify any details about shift eligibility status and exemption status that are applicable for this Acting pay, by selecting the correct *Request Reason*.

Allowances for Acting Pay

When entering Acting Pay, you will need to select the appropriate allowance type (e.g., for Exempt/Non-exempt employees and Shift Eligible/Not Shift Eligible employees). This is based on the employee's job profile status. The allowance type allows the system to calculate overtime and shift differential correctly.

Note: Selecting the wrong reason will cause the employee to be paid incorrectly. Refer to the table below.

Table 2: Acting Pay Allowance Reason

Acting Position Job Profile Status	Acting Pay Allowance Reason	Result
Exempt Status: Exempt Shift Eligibility Status: Eligible	Acting Pay-Exempt (Shift Eligible)	While in this acting status, employee will earn compensatory time and be eligible for shift differential for qualifying shifts
Exempt Status: Exempt Shift Eligibility Status: Not Eligible	Acting Pay-Exempt (Not Shift Eligible)	While in this acting status, employee will earn compensatory time and not be eligible for shift differential
Exempt Status: Non-Exempt Shift Eligibility Status: Eligible	Acting Pay-Non Exempt (Shift Eligible)	While in this acting status, employee will earn overtime and be eligible for shift differential for qualifying shifts
Exempt Status: Non-Exempt Shift Eligibility Status: Not Eligible	Acting Pay-Non Exempt (Not Shift Eligible)	While in this acting status, employee will earn overtime and not be eligible for shift differential

Step 6: Enter in the biweekly dollar amount in the prompt. Navigate to and expand the *Additional Details*.

Allowance

Compensation Plan

×

Acting Pay - Non Exempt (Shift Eligible)

...

:

≡

↶

✓

Amount *

500.00

Currency *

×

USD

...

:

≡

Frequency *

×

Bi-weekly

...

:

≡

>

Additional Details

Step 7: Enter the same date for both the *Expected End Date* AND *Actual End Date*. Click the check mark in the box and then hit *OK*.

Additional Details

Expected End Date

MM/DD/YYYY

Actual End Date

MM/DD/YYYY

Compensation Element

Acting Pay

Plan Amount

0.00

Currency

Cancel

OK

Step 8: After checking the details entered, select the Submit button.

Allowance

Plan Name

Acting Pay

ADDED

Assignment Details

800.00 USD Bi-weekly: Individual Target

ADDED

Effective Date

10/15/2025

ADDED

enter your comment

Submit

Save for Later

Step 9: A Review Documents task will pop up, select the *Review Documents* button.

Success! Event submitted

Up Next: HR Coordinator - E20 | Review Documents

[View Details](#)

Review Documents

Step 10: Attach or upload the required MS-345 document, and select Submit.

Documents

Document  MS-345 Acting Capacity Pay Request Form

Instructions Please attach form MS-345

Drop file here

or

Select files

Submit Save for Later Cancel

NOTE: Once the transaction is completed and approved, you should see the Allowance line active under *Plan Assignments* in the compensation tab on the employee's profile.

Simon-T Pegg-T (T1001203)

HR Officer III

Actions

Team

Summary

Job

Contact

Personal

Compensation

Benefits

Pay

Performance

Career

Time Off

Compensation

Pay Change History

Employee Compensation Analysis

Totals 1 item

Total Base Pay	Total Salary and Allowances	Currency	Frequency
45,079.00	45,079.00	USD	Annual

Compensation

Compensation Package: State of Maryland - Active SPMS

Grade: Bargaining Unit Employees in Units A, B, C, D, F and H

Grade Profile: ASTD 0012

Step: Step 06 - 45079 USD

Total Base Pay Range: 37,039.00 - 47,699.00 - 58,359.00 USD Annual

Company: State of Maryland

Plan Assignments: 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
01/24/2021	Salary	Salary Plan	45,079.00 USD Annual		
01/24/2021	Allowance	Acting Pay - Exempt (Not Shift Eligible)	500.00 USD Bi-weekly: Individual Target	06/30/2021	06/30/2021

Preview



Important Notes:

- NCP should **NOT** be done in lieu of Acting Capacity or vice versa.
- Use Bi-weekly pay rate only in Workday, not Annual
- Use the same Expected and Actual end date
- You may need to modify an ending date or amount (*see below*)

Modify Ending date or Amount

***If any COLAs or Increments are applied **after** entering the Acting Capacity Pay, you will need to review if the Acting Pay amount needs to be adjusted. If an adjustment is needed then follow **Modify Ending Date or Amount** to adjust the amount using the COLA or Increment date as the effective date.

***After entering any retro compensations, you will need to review if the Acting Pay amount needs to be adjusted. If an adjustment is needed then follow **Modify Ending Date or Amount** to make the adjustments.

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
04/01/2021	Salary	Salary Plan	54,836.00 USD Annual		
04/01/2021	Allowance	Acting Pay - Non Exempt (Shift Eligible)	500.00 USD Bi-weekly: Individual Target	10/01/2021	10/01/2021

1.

Navigate to the employee's Compensation tab and identify the date and reason for the Acting Pay transaction that will be modified.
2.

Initiate a *Request Compensation Change* transaction using the same effective date as the original Acting Pay transaction.
3.

Select the same reason as the original Acting Pay transaction.
4.

Scroll to the *Allowance section* and open it up along with Additional Details.
5.

Update the Expected and Actual End dates to the new date.
6.

Change the payment amount, if needed. *The difference will be retro in their pay.*



Important Notes:

- **BEFORE** any *lateral transfer* or *termination* transactions, acting pay needs to be ended.
 - Compensation is not a part of these transaction processes
 - Acting Pay would stay attached to the employee and continue to be paid if not removed.
- **DURING** transactions that include a *compensation change* step, such as Reclassification or Non-Conversion transfers, you should delete the Acting Pay, if Workday doesn't take the Acting Pay allowance away.

Available Reports:

- **SPMS Current Acting Capacity** – highlights employees who are currently receiving Acting Capacity Pay
- **SPMS Acting Capacity** – highlights Acting Capacity Pay transactions