

Procedure: Initiate Employee Compensation Change

Use this procedure to enter details for an employee's compensation change.

Retroactive COLA or Increments Prior to May 24, 2016

Any retroactive events (i.e., retro reclasses) in progress before the Timekeeping Go-Live date (May 24, 2016) must be processed using the following procedure:

1. Manually calculate the full retro amount owed to the employee, using the re-class date as the effective date.
2. Enter a one-time payment for the amount owed to the employee, using the Request One Time Payment process (use the current date for the Request One Time payment).

Procedure:

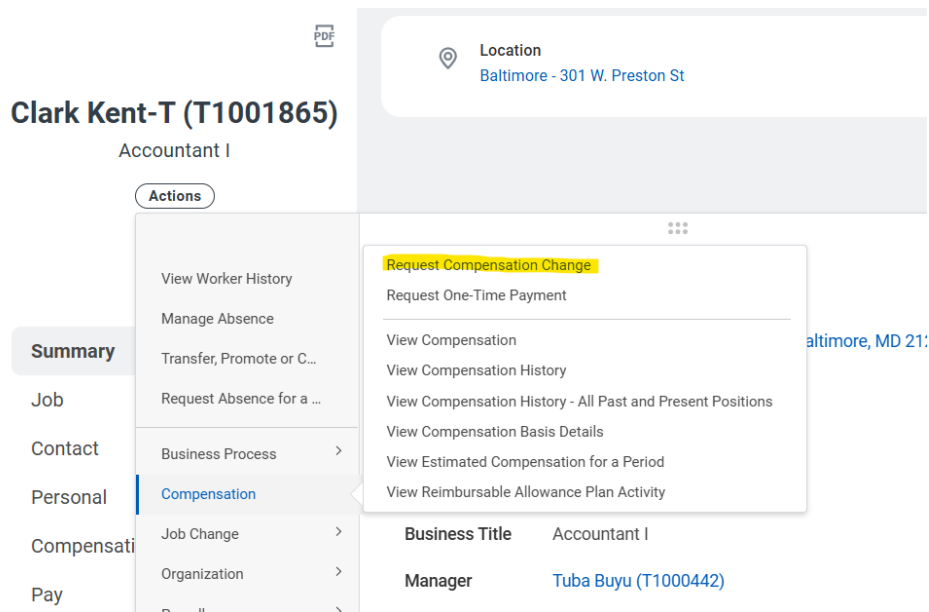
1. Search for the employee.



Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview icon under the employee's name.



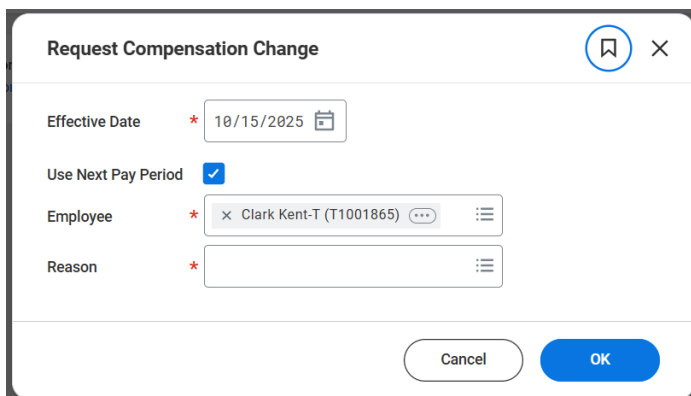
The screenshot shows the SPS system interface for employee Clark Kent-T (T1001865), an Accountant I. The 'Actions' menu is open, displaying various options. The 'Request Compensation Change' option is highlighted in yellow. Other options include 'Request One-Time Payment', 'View Compensation', 'View Compensation History', 'View Compensation History - All Past and Present Positions', 'View Compensation Basis Details', 'View Estimated Compensation for a Period', and 'View Reimbursable Allowance Plan Activity'. The employee's location is listed as Baltimore - 301 W. Preston St. The 'Business Title' is Accountant I, and the 'Manager' is Tuba Buyu (T1000442).

3. In the menu, hover over Compensation and then click Request Compensation Change.

4. Enter or Select the Effective Date. (**Note:** The system defaults a date in the next pay period.)
5. Type of use the prompt  to select the Reason.



Information: Refer to **Table 1: Request Compensation Reasons** in the Events and Reasons section above for a list of valid reasons.



6. Update the appropriate compensation row using the table below:

If	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step...	1. Click the three dots and select Edit in Guidelines section. 2. Select/Enter the Step. 3. Click Save. Note: Compensation defaults are based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to Standard Pay Guidelines and Executive Pay Guidelines for more information.
Employee is paid on the Executive Schedule...	1. Click the three dots and select Edit in the Salary section. 2. Enter the Amount. 3. Click Save.
Employee Type is Contractual – Hourly	1. Click the three dots and select Edit in the Hourly section. 2. Enter pay rate in the Amount field. 3. Click Save.
Employee Type is Contractual – Contract (i.e., fixed term contractual).....	1. Add Plan Assignment button at the bottom of the screen. 2. In the Compensation Plan field, select Allowance. 3. Type or use prompt to select Contract NTE\$ from the list, if not already selected. 4. Enter the contract not to exceed amount (Contract NTE\$) in the Amount field. 5. Click OK to save.



Enter Acting Capacity Pay for an employee... NOTE: You are entering a bi-weekly “allowance” only and not changing the employee’s Grade or permanent salary	1. Click the Add Plan Assignment button at the bottom 2. In the Compensation Plan Type field, select Allowance. 3. In the Compensation Plan field, click the prompt. Then, select All Compensation Plans in Compensation Package and select the appropriate acting pay compensation plan. 4. Enter the Amount. (Note: This is the difference in biweekly pay due to the employee. Use the MS-345 Acting Capacity form to calculate payment). 5. Expand the Additional Details section. Then enter/select the Estimates and Actual End Date. 6. Click OK and Submit. Note: If you do not see the Acting Pay allowance plan option, submit a Help Desk ticket.
Enter Clothing Allowance for an employee...	1. Click the Add Plan Assignment button at the bottom 2. In the Compensation Plan Type field, select Allowance. 3. In the Compensation Plan field, click the prompt. Then, select All Compensation Plans in Compensation Package and select the appropriate acting pay compensation plan. 4. Enter the Amount. 5. Click OK and Submit.

7. Click the **Submit**  button.