



STATEWIDE PERSONNEL  
— S Y S T E M —

**Request Compensation Change**

**August 2023**



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## Request Compensation Change Business Process

### Process Overview

The **Request Compensation Change** business process is used to update the compensation for all employee types. The steps in the business process are listed below.

#	Process Steps	Role	Description
1	Update Compensation	HR Coordinator	Enter compensation changes for a worker.
2	Attach Supporting Documentation *	HR Coordinator	Attach supporting documentation, if applicable (e.g., MS-345 or MS-27).
3	Agency Approvals	HR Partner	HR Director approval of compensation change.
		Appointing Authority	Agency Appointing Authority approval of compensation change.
		Budget and Finance Partner *	Agency budget approval of compensation change, if applicable.
4	DBM CAS Approvals *	Compensation Partner	DBM CAS approval of compensation change (e.g., for Acting Pay C, Advanced Steps, Misc. Salary Adjustments, Independent Salary Authority, or COLA).

**\*NOTE:** Routing is based on the reason selected for compensation change request.

### Events and Reasons

You must select a reason when performing a Request Compensation Change request. The tables below list both Agency and central DBM reasons.

**NOTE:** DBM will perform Mass Annual Increment updates and Salary Plan updates. DBM reasons should not be selected by Agency HR users.

**Table 1:** Request Compensation Reasons

Event	Reason	Use
<b>Request Compensation Change</b> (Agency Reasons)	Allowance Plan Add/Change > Acting Pay A	Temporary Absence of incumbent.
	Allowance Plan Add/Change > Acting Pay B	Vacant Position.
	Allowance Plan Add/Change > Acting Pay C	Additional duties assigned.
	Allowance Plan Add/Change > Clothing Allowance	Clothing Allowance for uniform employees only.
	Allowance Plan Add/Change > Contract NTE\$	Contract not to exceed dollars.
	Salary Adjustment > Salary Exception	Use this reason for salary exception approvals.
	Salary Adjustment > Miscellaneous Adjustment	Any other adjustment needed that is not currently listed.
	Salary Adjustment > COLA/Increment Retro Adjustment	Use this reason when an employee has received an increase in pay retroactively but the employee's compensation record has not been updated with the most recent COLA/ Increment event(s).
	Salary Adjustment > Pay Equity Adjustment	Use this reason for the pay equity adjustments as defined by the MOUs
	Military Admin Pay Allowance	Use this reason when an employee is on Military Administrative Leave. The state will be pay the difference of pay of the employee's salary.



<b>Request Compensation Change (DBM ONLY Reasons)</b>	Increment > Annual Increment *	Annual Increment.
	Increment > Executive Annual Increment *	Increment for Executive Service.
	Salary Plan Add/Change > Abolish Schedule *	Inactive Schedules.
	Salary Plan Add/Change > ASR *	Annual Salary Review.
	Salary Plan Add/Change > Bargaining MOU *	For Union Agreements.
	Salary Plan Add/Change > COLA *	Cost of Living Adjustment.
	Salary Plan Add/Change > Correction/Modification *	Correction/Modifications.
	Salary Plan Add/Change > Executive Order *	Changes by Executive Orders.
	Salary Plan Add/Change > Need or Requirement *	Required changes by DBM.
	Salary Plan Add/Change > PPA *	Pay Plan Amendment.
	Salary Plan Add/Change > Salary Reduction *	Salary Reduction.
	Salary Plan Add/Change > Salary Structure Neutral *	Structural changes.
	Salary Plan Add/Change > Schedule Structure Decrease *	Structural Decrease.
Salary Plan Add/Change > Schedule Structure Increase *	Structural Increase.	

**NOTE:** Reasons marked with an asterisk (\*) in the table above are performed by DBM ONLY. Request Compensation Change reasons performed by DBM ONLY include:

- Mass Annual Increment updates
- Salary plan updates

**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

**Before you begin...**

You will need the following information to update compensation for an employee:

- Employees name or employee ID.
- Effective date of compensation update
- Supporting documentation (e.g., completed MS-345 Acting Capacity Pay Request or MS-27 Exception Salary Guide Request forms).

## 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.

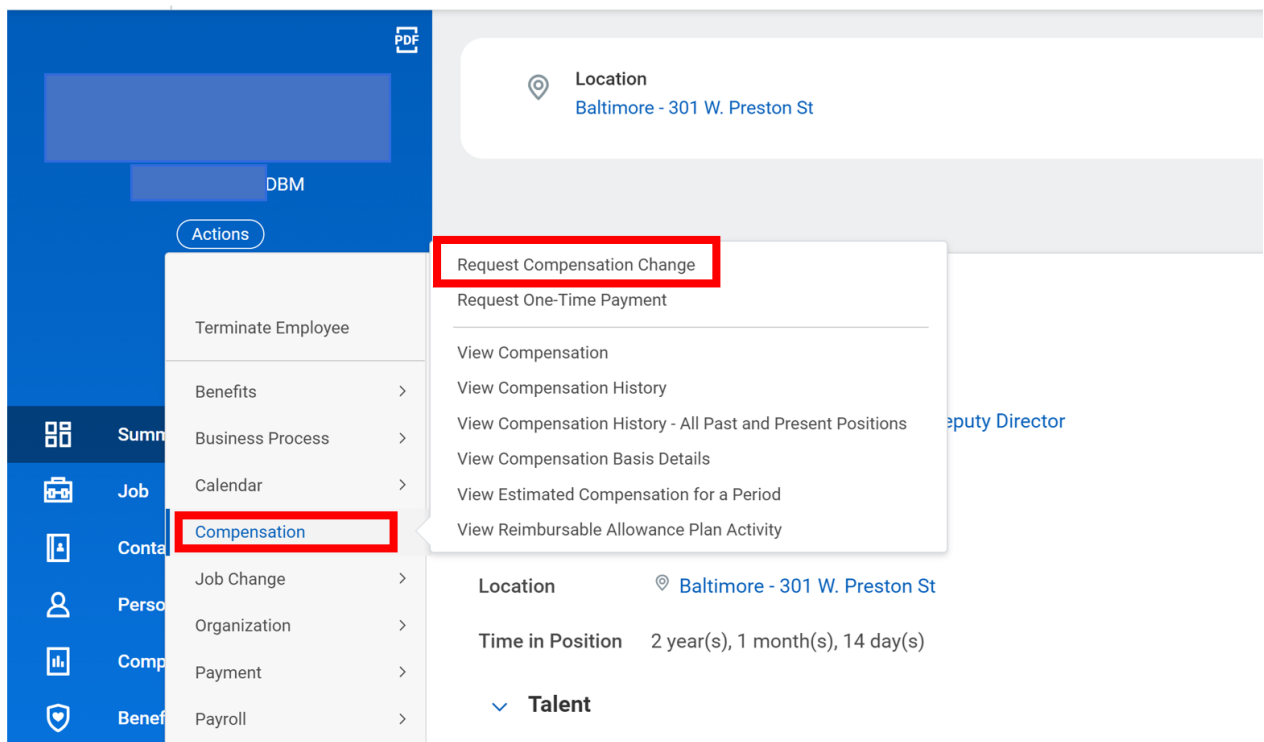


**Tip:** To find an employee...

- 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 next to RUMHU the employee's name.

### Search Results



The screenshot shows a search results page for an employee named RUMHU. The 'Actions' menu is open, and 'Request Compensation Change' is highlighted in red. Other options in the menu 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 'Baltimore - 301 W. Preston St' and their time in position is '2 year(s), 1 month(s), 14 day(s)'. The title 'Deputy Director' is also visible.

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











