



STATEWIDE PERSONNEL  
— S Y S T E M —

**Request Compensation Change**

May 2016



## Table of Contents

<b>Request Compensation Change Business Process .....</b>	<b>3</b>
Process Overview .....	3
Events and Reasons .....	3
Allowances for Acting Pay.....	4
Before you begin.....	4
Procedure: Initiate Employee Compensation Change .....	5
Procedure: Attach Documentation (for Acting Capacity or Advance Step requests) .....	9



## 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	<b>Update Compensation</b>	HR Coordinator	Enter compensation changes for a worker.
2	<b>Attach Supporting Documentation *</b>	HR Coordinator	Attach supporting documentation, if applicable (e.g., MS-345 or MS-27).
3	<b>Agency Approvals</b>	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	<b>DBM CAS Approvals *</b>	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 > Advanced Step	
	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).
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.

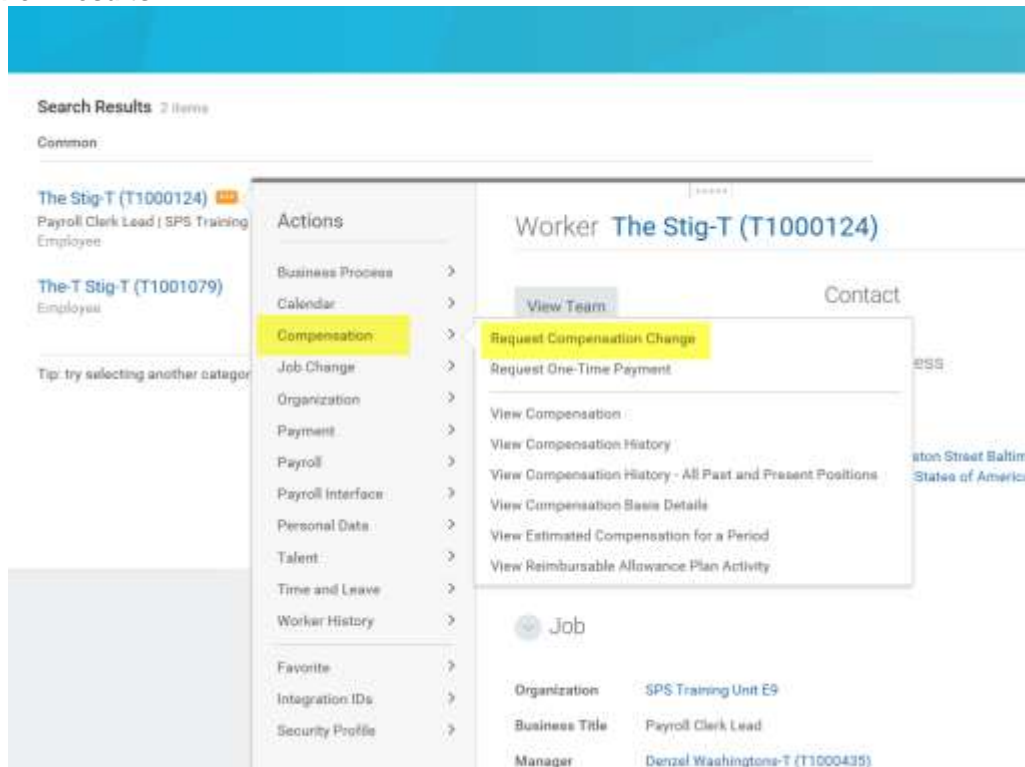


**Tip:** To find an employee...

- 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 the employee's name.

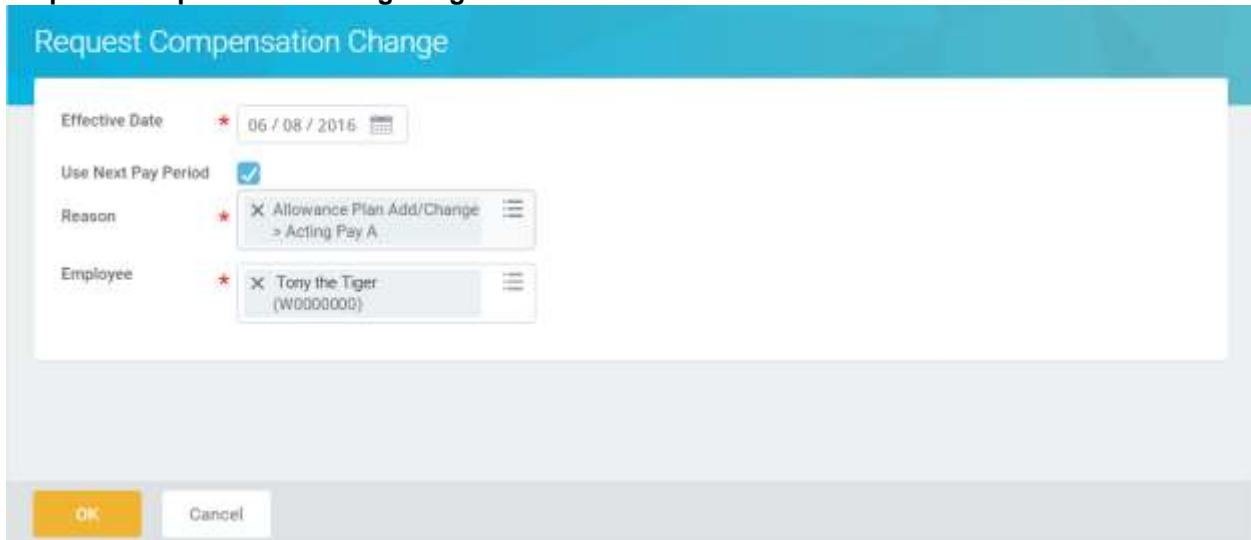
### Search Results



The screenshot shows a search results page for 'The Stig-T (T1000124)'. The 'Compensation' menu is highlighted, and the 'Request Compensation Change' option is selected. The page also shows other search results and a list of actions for the selected employee.

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


**Request Compensation Change Page – Select Reason**



The screenshot shows a form titled "Request Compensation Change" with the following fields:

- Effective Date:** 06 / 08 / 2016 (with a calendar icon)
- Use Next Pay Period:**
- Reason:** X Allowance Plan Add/Change > Acting Pay A (with a dropdown menu icon)
- Employee:** X Tony the Tiger (W0000000) (with a dropdown menu icon)

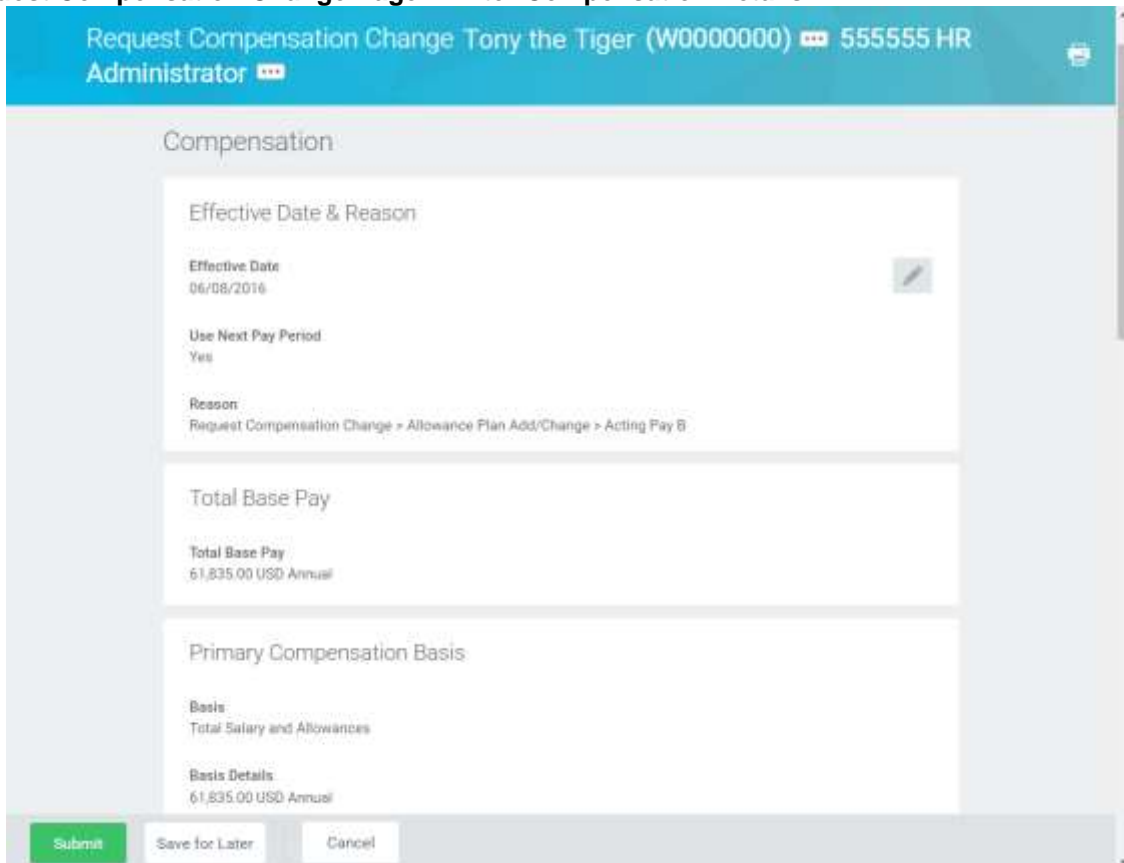
At the bottom of the form are two buttons: "OK" (orange) and "Cancel" (white).

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.

**Request Compensation Change Page – Enter Compensation Details**











The screenshot shows the "Request Compensation Change" form for "Tony the Tiger (W0000000)" with the following details:

- Header:** Request Compensation Change Tony the Tiger (W0000000) 555555 HR Administrator
- Section: Compensation**
  - Effective Date & Reason:**
    - Effective Date: 06/08/2016
    - Use Next Pay Period: Yes
    - Reason: Request Compensation Change > Allowance Plan Add/Change > Acting Pay B
  - Total Base Pay:**
    - Total Base Pay: 61,835.00 USD Annual
  - Primary Compensation Basis:**
    - Basis: Total Salary and Allowances
    - Basis Details: 61,835.00 USD Annual

At the bottom of the form are three buttons: "Submit" (green), "Save for Later" (white), and "Cancel" (white).

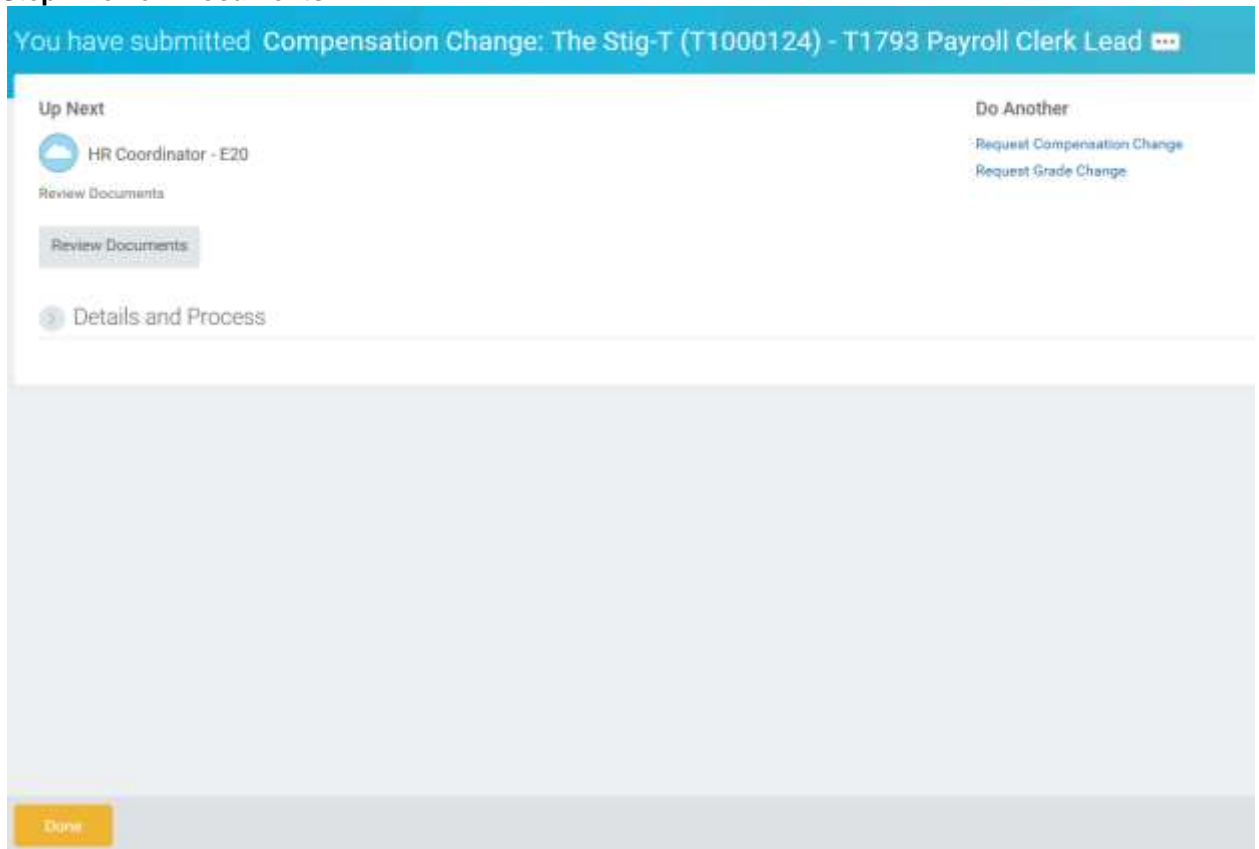


6. Update the appropriate compensation row using the table below:

If	Then
Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step...	<ol style="list-style-type: none"> <li>1. Click the <b>Edit</b>  icon in the <b>Guidelines Row</b>.</li> <li>2. Select/Enter the <b>Step</b>.</li> <li>3. Click <b>Save</b>.</li> </ol> <p><b>Note:</b> 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.</p>
Employee is paid on the Executive Schedule...	<ol style="list-style-type: none"> <li>1. Click the <b>Edit</b>  icon in the Salary Row.</li> <li>2. Enter the Amount.</li> <li>3. Click Save.</li> </ol>
Employee Type is Contractual – Hourly	<ol style="list-style-type: none"> <li>1. Click the <b>Add</b>  button in the <b>Hourly</b> row.</li> <li>2. Enter pay rate in the <b>Amount</b> field.</li> <li>3. Click <b>Save</b>.</li> </ol>
Employee Type is Contractual – Contract (i.e., fixed term contractual).....	<ol style="list-style-type: none"> <li>1. Click <b>Add</b>  button in the <b>Allowance</b> row.</li> <li>2. In the <b>Compensation Plan</b> field, type or use prompt to select <b>Contract NTE\$</b> from the list, if not already selected.</li> <li>3. Enter the contract not to exceed amount (Contract NTE\$) in the <b>Amount</b> field.</li> <li>4. Click <b>Save</b>.</li> </ol>
Enter Acting Capacity Pay for an employee...  <b>NOTE:</b> You are entering a bi-weekly “allowance” only and not changing the employee’s Grade or permanent salary	<ol style="list-style-type: none"> <li>1. Click the <b>Edit</b>  icon to update an existing allowance or <b>Add</b>  button to add a new allowance row.</li> <li>2. In the <b>Compensation Plan</b> field, click the prompt. Then, select <b>All Compensation Plans in Compensation Package</b> and select the appropriate acting pay compensation plan.</li> <li>3. Enter the <b>Amount</b>. (<b>Note:</b> This is the difference in biweekly pay due to the employee. Use the MS-345 Acting Capacity form to calculate payment).</li> <li>4. Expand the <b>Additional Details</b> section. Then enter/select the <b>Actual End Date</b>.</li> <li>5. Click <b>Save</b>.</li> </ol> <p><b>Note:</b> If you do not see the Acting Pay allowance plan option, submit a Help Desk ticket.</p>
Enter Clothing Allowance for an employee...	<ol style="list-style-type: none"> <li>1. Click the <b>Edit</b>  icon to update an existing allowance or <b>Add</b>  button to add a new allowance row.</li> <li>2. In the Compensation Plan field, verify or select Clothing Allowance.</li> <li>3. Enter the <b>Amount</b>.</li> <li>4. Click <b>Save</b>.</li> </ol>

7. Click the **Submit**  button.

**Next Step: Review Documents**



8. The next step in process displays on the Up Next page. Do one of the following:
  - a. If you submitted an Acting Capacity or an Advanced Step request, click the **Review Documents** button to continue.
  - b. For other events, click **Done**. The request will be routed for approval.
9. The System Task is complete.

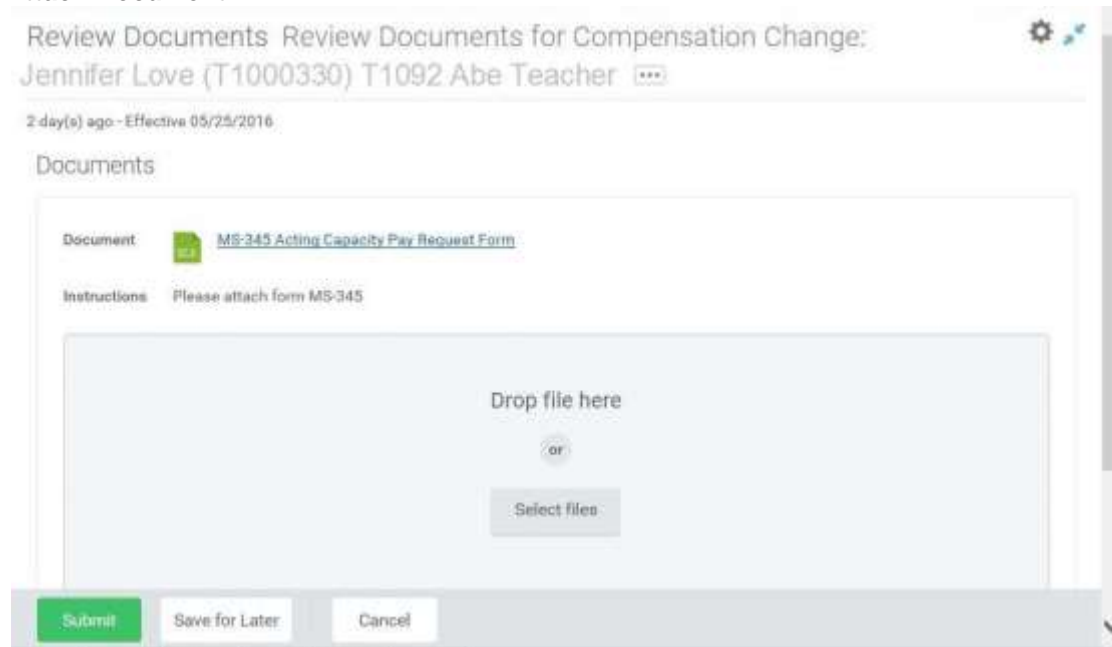


## Procedure: Attach Documentation (for Acting Capacity or Advance Step requests)

If you are submitting an Acting Capacity or an Advanced Step request you need to attach the appropriate form(s) to complete your Request Compensation Change request. You may access this task directly after submitting the initial request or from your inbox. Follow the procedure below.

### Procedure:

#### Attach Document



1. Click the **Select Files** button.



**Tip:** If you have not already completed and saved the form, you can obtain a copy of the form on the Documents page (e.g., the MS-345 Acting Capacity Pay Request form or MS-27 Exception Salary Guide Request form).

To download the file.....

1. Click the document link in the top left corner of the page.
  2. Open the file.
  3. Complete the file and save it to your computer or other file location.
2. Search for and upload the file.
  3. Enter a comment for the attachment, if desired.
  4. Click the **Submit** button.

**Next Step: HR Partner Approval**



5. Click the **Done** button.



**Information:** The compensation change must be approved. The approval routing is based on the reason code selected for the compensation change.

6. The System Task is complete.