

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:

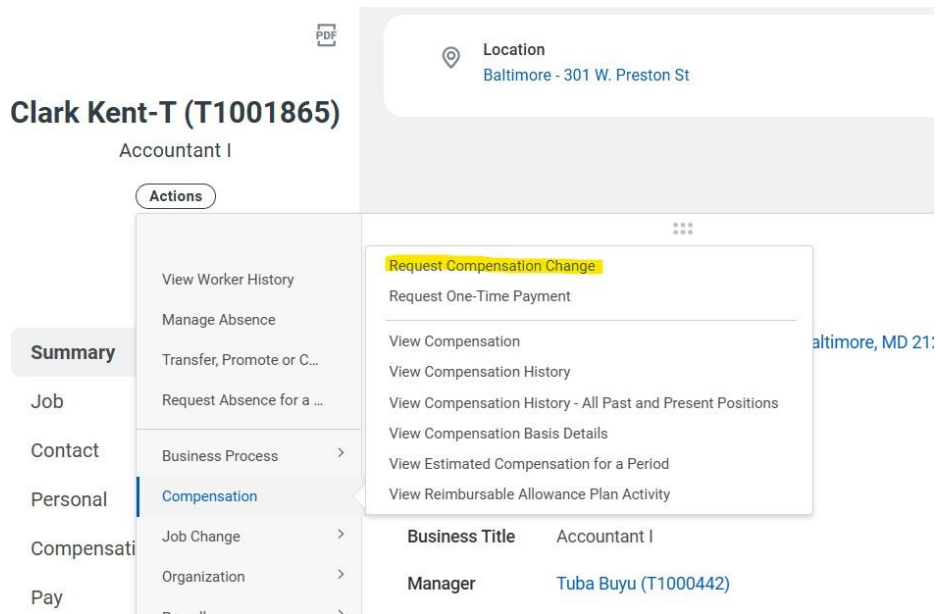
1. Search for the employee.



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 to a date in the next pay period.)
5. Type or use the prompt drop down to select the Reason.

Request Compensation Change

Effective Date * 10/15/2025


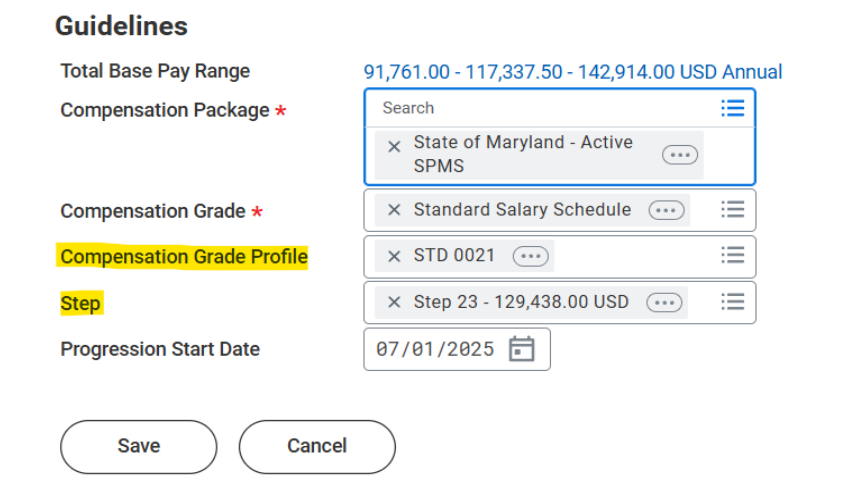
Use Next Pay Period ☒

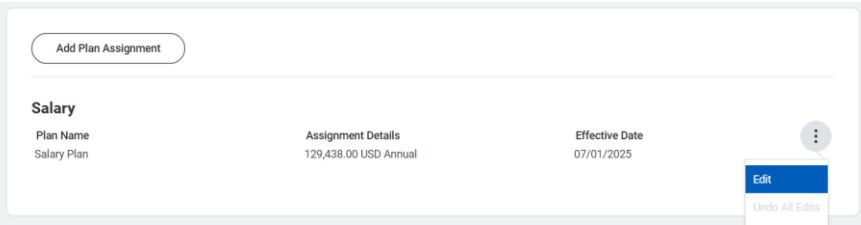
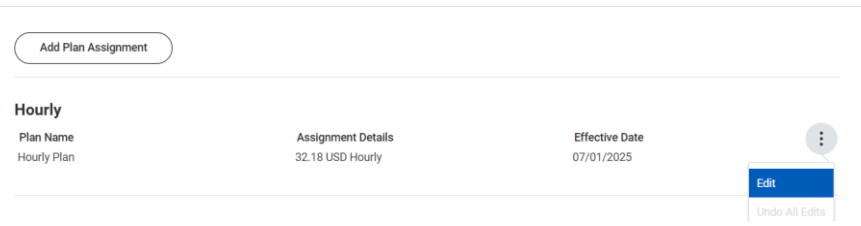
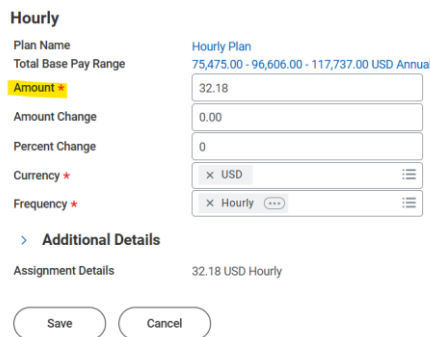
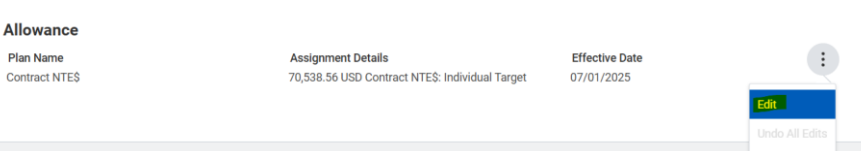
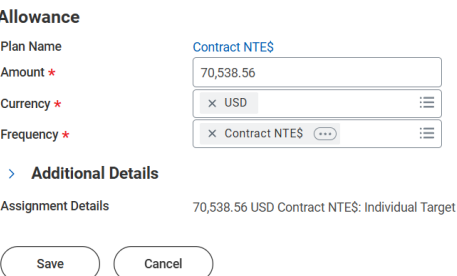
Employee * Clark Kent-T (T1001865)

Reason *

Cancel OK

6. Navigate to the appropriate section to update the compensation row. Use the table below for guidance on different compensation change request processes:


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">Click the three dots and select Edit in Guidelines section. Select/Enter the new Grade and/or Step. 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.

<p>Employee is paid on the Executive Schedule...</p>	<p>4. Click the three dots and select Edit in the Salary section.</p> <div data-bbox="574 245 1430 468">  </div> <p>5. Enter the new Amount. 6. Click Save.</p>
<p>Employee Type is Contractual – Hourly, need dollar amount modification... (i.e., fixed term contractual, seasonal)</p>	<p>1. Click the three dots and select Edit in the Hourly section.</p> <div data-bbox="574 625 1430 848">  </div> <p>2. Enter pay rate in the Amount field.</p> <div data-bbox="776 879 1203 1213">  </div> <p>3. Click Save.</p>
<p>Employee Type is Contractual – Hourly, need NTE\$ modification... (i.e., fixed term contractual, seasonal)</p>	<p>1. Navigate to the allowance section and from the three dots next to the Contract NTE\$ plan, select Edit.</p> <div data-bbox="574 1379 1430 1528">  </div> <p>2. Update the information in the appropriate fields.</p> <div data-bbox="776 1570 1230 1843">  </div> <p>3. Click OK to save.</p>

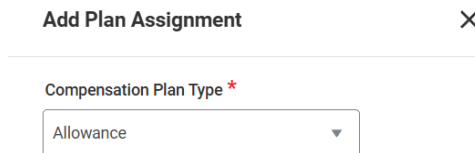
Enter Acting Capacity Pay for an employee...

NOTE: You are entering a bi-weekly “allowance” only and not changing the employee’s Grade or permanent salary

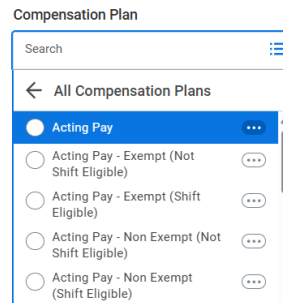
1. Click the **Add Plan Assignment** button at the bottom



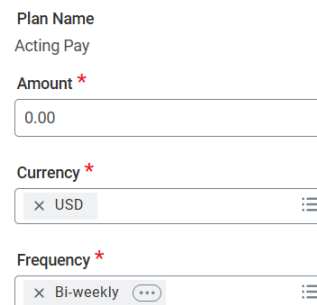
2. In the **Compensation Plan Type** field, select **Allowance**.



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 and select OK.

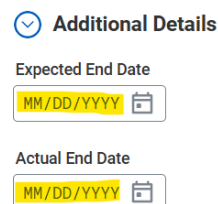


4. Enter the **Amount**.



(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 to save**.

Note: If you do not see the *Acting Pay allowance plan option*, submit a *Help Desk ticket*.



Title: Request Compensation Change
Role(s): HR Coordinator
Functional Area: Compensation Management

Enter Clothing Allowance
(or other allowance type) for
an employee...

1. Click the **Add Plan Assignment** button at the bottom

Add Plan Assignment

Salary

Plan Name
Salary Plan

Assignment Details
129,438.00 USD Annual

Effective Date
07/01/2025

2. In the **Compensation Plan Type** field, select **Allowance**.

Add Plan Assignment



Compensation Plan Type *

Allowance

3. In the **Compensation Plan** field, click the prompt. Then,
select **All Compensation Plans in Compensation
Package** and select the appropriate allowance
compensation plan (*example: Clothing*).

4. Enter the **Amount** of the allowance and adjust any necessary
prompt fields that are appropriate (date fields are under
Additional Details).

Plan Name

Clothing Allowance

Amount *

750.00

Currency *

x USD

Frequency *

x Semi Annual ...

> Additional Details

5. Click **OK**.

7. Click the **Submit** button.

Submit