

Retro Compensation Guide

Scenario: Employee missed a Reclassification, backdated to 3/1/2023

Steps to ensure accurate transaction completion:

1. Check documentation to confirm what **Grade, Step and Compensation** the employee should currently be showing at.

– *Example: Employee should be Grade 18 Step 4*

2. Identify information about the missed transaction:

a. Is this a **compensation change or an HR transaction**

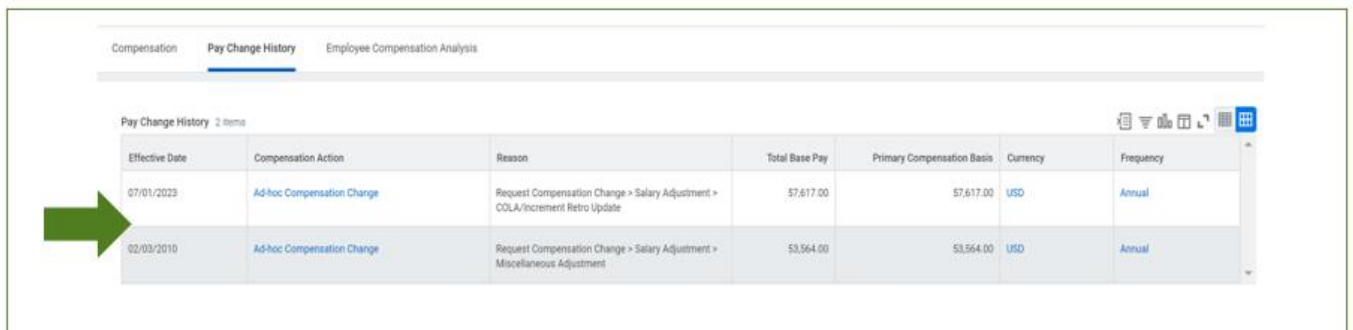
1. **EPR & Change Job** process - reclassification, promotion, demotion or **Compensation Change** process – missed COLA/Increment, miscellaneous adjustment)?

b. What should the **effective date** of this change be?

– *Example: Employee missed Reclassification, which is an HR transaction not just a compensation change, dated 3/1/23.*

3. Navigate to the Pay Change History tab and note any compensation lines that have **effective dates AFTER** the effective date of the missed change.

– *Example: If the missed transaction has effective date before any other compensation change, that compensation line will need to be reprocessed as well.*



Effective Date	Compensation Action	Reason	Total Base Pay	Primary Compensation Basis	Currency	Frequency
07/01/2023	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > COLA/Increment Retro Update	57,617.00	57,617.00	USD	Annual
02/03/2010	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > Miscellaneous Adjustment	53,564.00	53,564.00	USD	Annual

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4. Organize data about all transactions processes needed:
 - a. Put in **chronological order(oldest to newest)**, based on effective date.
 - *Example: The 1st transaction will be the missed transaction and the 2nd transaction will be reprocessing the 7/1/2023 increment.*
 - b. Identify for each line, **what type of transaction** will need to be process (or reprocessed).
 - *Example: The 1st transaction will be the two part reclassification process (Edit Position Restriction on PIN and Change Job on Employee) and the 2nd transaction will be a Request Compensation Change.*
 - c. Specify the **Grade, Step, and Compensation data for each transaction** needed to meet progressive phases in reaching correct, current compensation.

The screenshot displays an HR system interface with the following data:

Total Base Pay	Total Salary and Allowances	Currency
\$7,617.00	\$7,617.00	USD

Compensation

Compensation Package: State of Maryland - Active SPMS

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

Grade Profile: ASTD 0016

Step: Step 04 - 60210 USD

Total Base Pay Range: 55,975.00 - 71,212.50 - 86,450.00 USD Annual

Company: State of Maryland

Plan Assignments: 1 item

Effective Date	Plan Type	Compensation Plan
07/01/2023	Salary	Salary Plan

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– Example: The employee is showing at Grade 16 Step 4 but should currently be at Grade 18 Step 4. In order to get to that compensation, the correct sequential steps are:

1. Initiate missed 3/1/2023 Reclassification to Grade 18 Step 3 then,
2. Reprocess 7/1/2023 Comp change - Increment to Grade 18 Step 4

5. Enter the necessary transactions in order **from oldest (should be the originally requested process or missed transaction) to the most recent.**

Effective Date	Compensation Action	Reason	Total Base Pay	Primary Compensation Basis	Currency	Frequency
07/01/2023	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > COLA/Increment Retro Update	68,505.00	68,505.00	USD	Annual
07/01/2023	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > COLA/Increment Retro Update	57,617.00	57,617.00	USD	Annual
03/01/2023	Promotion Compensation Change	Promotion > Reclassification > Reclassification - Benchmark Study	65,983.00	65,983.00	USD	Annual
02/03/2010	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > Miscellaneous Adjustment	53,564.00	53,564.00	USD	Annual