

Retro Compensation Guide

Scenario: Employee needs a Reclassification, backdated to 2/10/16.

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:

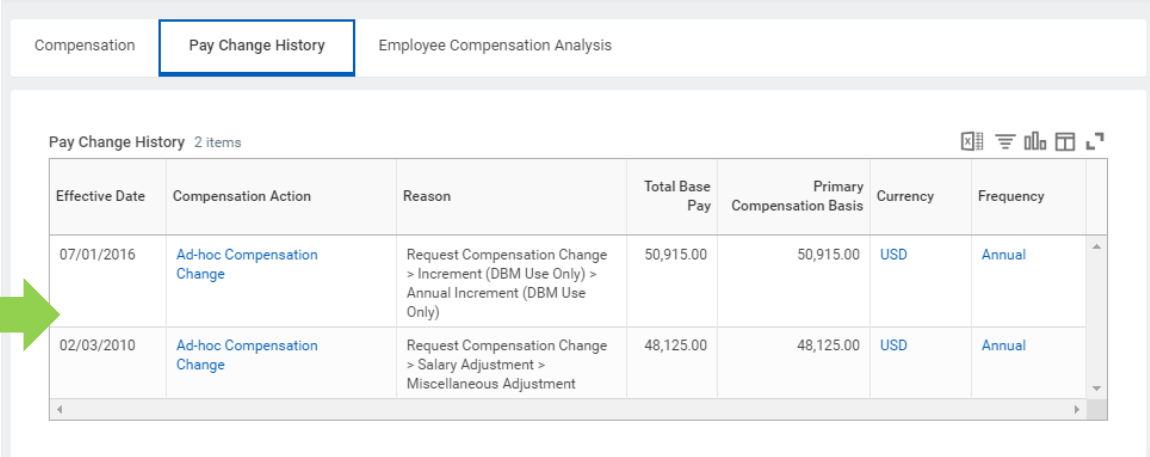
a. Is this a **compensation change or an HR transaction** (i.e. Change Job process - reclassification, promotion, demotion)?

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 2/10/16.*

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: Missed transaction has effective date before the most recent compensation change, meaning that the last comp line needs to be reprocessed as well.*



Effective Date	Compensation Action	Reason	Total Base Pay	Primary Compensation Basis	Currency	Frequency
07/01/2016	Ad-hoc Compensation Change	Request Compensation Change > Increment (DBM Use Only) > Annual Increment (DBM Use Only)	50,915.00	50,915.00	USD	Annual
02/03/2010	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > Miscellaneous Adjustment	48,125.00	48,125.00	USD	Annual

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 reclassification and the 2nd transaction will be reprocessing the 7/1/2016 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.

Compensation

Compensation Package	State of Maryland - Active SPMS
Grade	Standard Salary Schedule
Grade Profile	STD 0016
Step	Step 04 - 50915 USD
Total Base Pay Range	44,017.00 - 57,141.00 - 70,265.00 USD Annual
Company	State of Maryland

- *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) 2/10/2016 Reclassification to Grade 18 Step 3 then,
2) 7/10/2016 Comp change - increment to Grade 18 Step 4*

5. Enter the compensation or HR transactions in order **from oldest (should be the originally requested retro comp process) to most recent.**

Compensation Pay Change History

Pay Change History 4 items

Effective Date	Compensation Action	Reason	Total Base Pay	Primary Compensation Basis	Currency	Frequency
07/01/2016	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > COLA/Increment Retro Update	57,929.00	57,929.00	USD	Annual
07/01/2016	Ad-hoc Compensation Change	Request Compensation Change > Increment (DBM Use Only) > Annual Increment (DBM Use Only)	50,915.00	50,915.00	USD	Annual
02/10/2016	Promotion Compensation Change	Promotion > Reclassification > Reclassification - Benchmark	55,796.00	55,796.00	USD	Annual
02/03/2010	Ad-hoc Compensation Change	Request Compensation Change > Salary Adjustment > Miscellaneous Adjustment	48,125.00	48,125.00	USD	Annual