

# —SPS ALERT—

## Special Alert 174a: Agencies Impacted by the Retro Response Pay for Level 1

*Release date: 5/19/2021*

### **Special Alert for Agencies Impacted by the Retro Response Pay for Level 1:**

The State has determined that certain employees are eligible for retroactive Level 1 response pay hours for time worked between September 9, 2020 through April 6, 2021. The Level 1 Response Pay was reinstated on April 7, 2021 for qualifying work hours. For this retro pay, DBM has based the potentially qualifying hours on the Level 1 hours worked/paid by each eligible employee from April 8, 2020 through September 8, 2020. These employees will see a one-time payment identified as Retro Response Pay in their pay results for the pay period ending May 18, 2021, the paycheck of May 26, 2021. Agencies **will not** have to process any payroll events for this retroactive payment.

Employee questions regarding this payment should be directed to the Agency Payroll office or other appropriate Agency staff as directed by the Agency. Prior to submitting an SPS Support ticket, the agency should use the following information to answer employee questions:

### **The method to determine retro response pay hours for each employee:**

Look at Level 1 hours recorded between April 8, 2020 and September 8, 2020, apply the average to the new work hours in the periods from September 9, 2020 to April 6, 2021.

Employees paid with Response Pay Level II hours from September 9, 2020 to April 6, 2020 will not see a retro result for those hours.

Employee Leave hours and Leave of Absence were not counted toward this application for Response Pay.

Employees on Unpaid Leave of Absence will be paid as appropriate upon their return.

Employees that are not in a qualifying job profile are not eligible for this retro response pay, the list of job profiles is not changing.

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Employees that were in job profiles during the retro period but have moved to another non-eligible job profile will still receive the retro pay as appropriate.

It is possible for employees in the same job classes to receive differing retro pay amounts as the determination of retro pay was based on hours recorded and approved for each individual employee.

For questions that cannot be answered by the Agency Payroll office, the Agency Payroll staff should document the employee's question, with the specific details supplied by the employee and submit an SPS Support Ticket with the following information:

Employee SPS ID, W#

Employee Name

Employee specific questions or details of previous Level 1 eligibility

SPS Support Tickets without sufficient details will be returned to the agency.

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