

MEMORANDUM

TO: TeamWorks Agency Payroll Officers & Technicians

FROM: State Accounting Office

RE: FY2024 \$2K COLA Increase: Additional Pay Processing

DATE: June 20, 2023

EFFECTIVE IMMEDIATELY

As announced by the Governor's Office on May 5, 2023, Gov. Brian P. Kemp signed a budget bill that includes a \$2,000 Cost of Living Adjustment (COLA) structure pay increase for Fiscal Year (FY) 2024.

Once the State Accounting Office (SAO) has completed the process to insert the COLA adjustment rows onto Job Data – which will run the evening of June 27 – an additional process will be run the following day to update employees who receive additional pay that is based on a percentage of their base compensation rate.

This process will be executed for the following 24 Earnings Codes, each based on its own percentage rate:

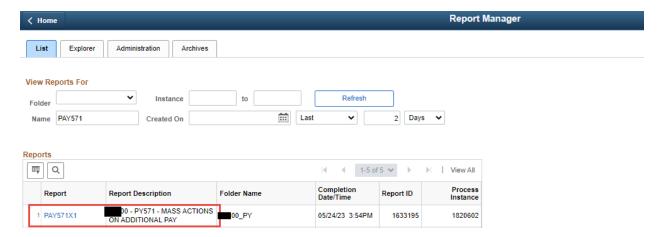
ERNCD	Desc
0A1	0A1Temp Assign-Lower Job 2.5%
0A2	0A2Temp Assign-Equiv Job 5%
0A3	0A3Temp Assign-Higher Job 10%
0B1	OB1Supv Same Job/Grade 5%
0B2	OB2Supv Same Job/Grade 10%
0C1	OC1Bi/Multiling Interpretr 5%
0C2	0C2Bi/Multiling Interpretr 10%
0E1	0E1Shift Differential 5%
0E2	0E2Shift Differential 10%
0F2	0F2Pilot Pay Transport 10%
0F3	0F3Pilot Pay Heavy 5%
0F4	0F4Pilot Pay Rotary 5%
1T2	1T2RetentionSupllement 10%
1U1	1U1Night or Weeknd Dif GBI 5%
1U2	1U2Night & Weeknd Dif GBI 7.5%

1X1	1X1 Driver Examiner 5%
4B1	4B1Licensed Trades Part Tm 5%
4B2	4B2Licensed Trades Full Tm 10%
5B1	5B1DOL Intro GAAP 2%
5B2	5B2DOL Inter GAAP 2%
HIT	High Intensity Team 5%
SET	Security Emerg Resp Team 10%
SMT	Security Mgmt Resp Team 10%
SOC	Sexual Offender Counselor 5%

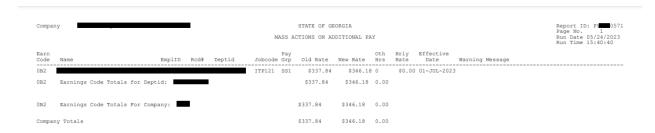
The additional pay for each employee will be recalculated based on the employee's new compensation rate and will be based on the percentage listed above for each code. These updates will appear on <u>Addl Pay Line Nbr '1'</u>. Additional Pay entries, currently on higher sequence numbers, will need to be reviewed and corrected as necessary.

All calculations should be reviewed by each agency for accuracy. If any employee is supposed to receive an amount that is different from the published percentage rate, these records will need to be manually corrected. Additional pay on any Earnings Code not listed above that requires an adjustment will need to be updated manually.

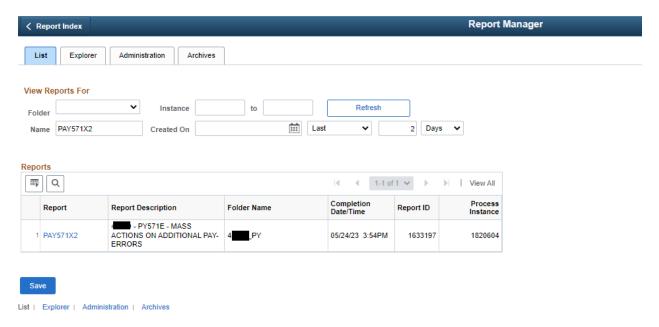
This process will be executed the evening of June 28. This process will also produce two reports that will display employees successfully processed as well as an error report. These reports will be found in Report Manager on June 28.



The PAY571X1 – Mass Actions on Additional Pay report will display the list of employees who received an adjustment, the new rate and the totals for each agency.



The PAY571X2 – Mass Actions on Additional Pay – Errors will also be generated IF an agency encounters any errors during the process. If there are no errors, there will be no report.



This report will display the reason for the error.



Agencies will have from June 28 until Payroll confirm on July 10 to make any corrections. For more detailed information on this process, please review additional documentation on the SAO website: https://sao.georgia.gov/teamworks/hcm/hcm-news-and-announcements.

Who can I contact for questions?

SAO Customer Service Center - HCM 404-657-3956 888-896-7771 HCM@sao.ga.gov