

**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:

<b>ERNCD</b>	<b>Desc</b>
<b>0A1</b>	0A1Temp Assign-Lower Job 2.5%
<b>0A2</b>	0A2Temp Assign-Equiv Job 5%
<b>0A3</b>	0A3Temp Assign-Higher Job 10%
<b>0B1</b>	0B1Supv Same Job/Grade 5%
<b>0B2</b>	0B2Supv Same Job/Grade 10%
<b>0C1</b>	0C1Bi/Multiling Interpretr 5%
<b>0C2</b>	0C2Bi/Multiling Interpretr 10%
<b>0E1</b>	0E1Shift Differential 5%
<b>0E2</b>	0E2Shift Differential 10%
<b>0F2</b>	0F2Pilot Pay Transport 10%
<b>0F3</b>	0F3Pilot Pay Heavy 5%
<b>0F4</b>	0F4Pilot Pay Rotary 5%
<b>1T2</b>	1T2RetentionSupplement 10%
<b>1U1</b>	1U1Night or Weeknd Dif GBI 5%
<b>1U2</b>	1U2Night & Weeknd Dif GBI 7.5%

<b>1X1</b>	1X1 Driver Examiner 5%
<b>4B1</b>	4B1 Licensed Trades Part Tm 5%
<b>4B2</b>	4B2 Licensed Trades Full Tm 10%
<b>5B1</b>	5B1 DOL Intro GAAP 2%
<b>5B2</b>	5B2 DOL Inter GAAP 2%
<b>HIT</b>	High Intensity Team 5%
<b>SET</b>	Security Emerg Resp Team 10%
<b>SMT</b>	Security Mgmt Resp Team 10%
<b>SOC</b>	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 Addl Pay Line Nbr ‘1’. 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.

< Home
Report Manager

List
Explorer
Administration
Archives

**View Reports For**

Folder  Instance  to  Refresh

Name  Created On  Last 2 Days

**Reports**

1-5 of 5
View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	PAY571X1 - 00 - PY571 - MASS ACTIONS ON ADDITIONAL PAY	00_PY	05/24/23 3:54PM	1633195	1820602

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.

Company		STATE OF GEORGIA										Report ID: P[REDACTED]571	
		MASS ACTIONS ON ADDITIONAL PAY										Page No. 1	
												Run Date 05/24/2023	
												Run Time 15:40:40	
Earn Code	Name	EmplID	Rcd#	Deptid	Jobcode	Pay Grp	Old Rate	New Rate	Oth Hrs	Hrly Rate	Effective Date	Warning Message	
0B2	[REDACTED]				ITP121	SS1	\$337.84	\$346.18	0	\$0.00	01-JUL-2023		
0B2	Earnings Code Totals for Deptid: [REDACTED]						\$337.84	\$346.18	0.00				
0B2	Earnings Code Totals For Company: [REDACTED]						\$337.84	\$346.18	0.00				
Company Totals							\$337.84	\$346.18	0.00				

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.

< Report Index
Report Manager

List
Explorer
Administration
Archives

View Reports For

Folder

Instance  to

Name

Created On

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 PAY571X2	[REDACTED] - PY571E - MASS ACTIONS ON ADDITIONAL PAY- ERRORS	4 [REDACTED].PY	05/24/23 3:54PM	1633197	1820604

List | Explorer | Administration | Archives

This report will display the reason for the error.

Company		STATE OF GEORGIA										Report ID: P[REDACTED]571E	
		MASS ACTIONS ON ADDITIONAL PAY - ERRORS										Page No. 1	
												Run Date 05/24/2023	
												Run Time 15:40:40	
Earn Code	Name	EmplID	Rcd#	Deptid	Jobcode	Pay Grp	Old Rate	New Rate	Oth Hrs	Hrly Rate	Effective Date	Error Message	
0B2	[REDACTED]		0	[REDACTED]	2140901	PSPI95					01-JUL-2023	Employee status is Leave of Absence	
				[REDACTED]	2180901	PSM061					01-JUL-2023	Employee status is Leave of Absence	

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