

FY2024 Cost of Living Adjustment (COLA) Pay Increase Processing

Schedule of Events:

First day to begin updating Mass Entry pages.	May 30, 2023
Last day to update Mass Entry pages. Note: AGENCIES THAT MISS THIS DEADLINE WILL BE REQUIRED TO MANUALLY ENTER EMPLOYEE REVIEW ROWS.	June 23, 2023
Job Data is updated by the mass entry program and processed in the nightly batch for the HCM Production database.	June 27, 2023
Error and Successfully Processed Reports will be available.	June 28, 2023

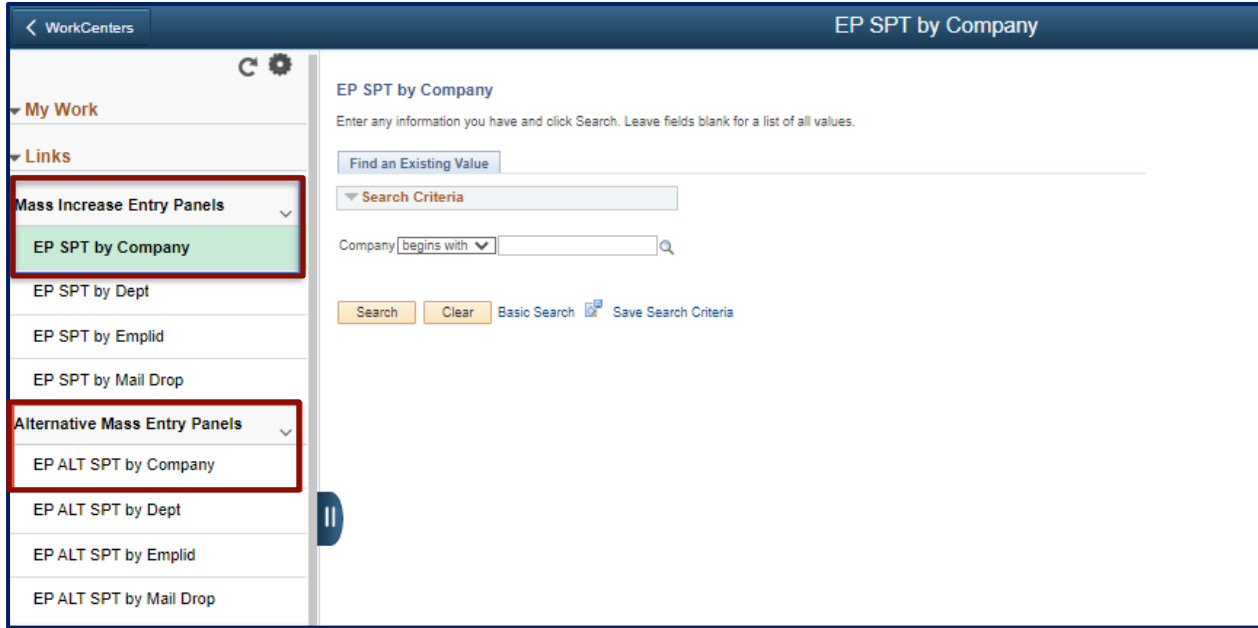
Navigation: Begin by navigating to the **Mass Entry Pages**.

- Click on the **Base Compensation WorkCenter** tile.



By default, under the **Mass Increase Entry Panels** section, located in the left navigation pane, the **EP SPT by Company** page appears by default.

Most agencies that use the **'SWD'**, **'SRE'** and the other state administered salary plans will use this page to review their employees. Users may also review a more targeted list of employees by navigating to the **Dept, EmplID** or the Mail Drop views.



Note: Agencies that have employees on the Teacher Salary plans (DOE, DJJ, etc.) or that use their own specific salary plans (including the Courts, Law, General Assembly) may need to navigate to the **Alternative Mass Entry Panels** to review those employees.

- Enter your **Company** (or DeptID, EmplID, etc.)
- Click the **Search** button to view your list of employees.

Note: For this event, you will not enter a performance rating. These fields will be grayed out. These will be processed on their normal schedule at the end of the calendar year.

Upon initialization of this tool, all currently active salaried employees eligible for the COLA increase will appear in the Mass Entry Pages with the **Increase Recommendation** field defaulted with a 'Y'. This means that this employee will be included in the processing of the \$2k pay increase.

Name	ID	Empl Rcd#	*Rating Status	Overall Rating	Rating Source	Increase Recommendation	Originator	Last Updated
[Redacted]	[Redacted]	0	Incomplete	0.00	No Rating	Y		05/01/2023
[Redacted]	[Redacted]	0	Incomplete	0.00	No Rating	Y		05/01/2023

The amount of the increase and the employee's New Comp Rate will be visible on the **Amounts by Company** tab.

- Click on the **Amounts by Company** tab.

The screenshot shows the 'EP SPT by Company' interface with the 'Amounts by Company' tab selected. The 'Company' field is redacted. The table below shows employee data with 'PBI' and 'New Comp Rate' columns highlighted in red boxes.

Name	Old Comp Rate	PBI	Structure	PBLSP	Job	New Comp Rate
[Redacted]	1,607.750000	83.333333				1,691.083333
[Redacted]	1,608.061033	83.333333				1,691.394366

Note: The increase amount is displayed under the **PBI** column, but the increase will be processed as a Pay Rate Change (PAY) / Cost of Living Adjustment (COLA).

If any employee is marked with an 'N' under the **Increase Recommendation** field, the increase will be removed and no longer displayed. The **New Comp Rate** will be equal to the current **Comp Rate** and no Job Data row will be processed for this employee.

The screenshot shows the 'EP SPT by Company' interface with the 'Ratings by Company' tab selected. The 'Company' field is redacted. The table below shows employee ratings with the 'Increase Recommendation' column highlighted in a red box.

Name	ID	Empl Rcd#	*Rating Status	Overall Rating	Rating Source	Increase Recommendation	Originator	Last Updated
[Redacted]		0	Incomplete	0.00	No Rating	Y		05/11/2023
[Redacted]		0	Incomplete	0.00	No Rating	N		05/11/2023

The screenshot shows the 'EP SPT by Company' interface with the 'Amounts by Company' tab selected. The 'Company' field is redacted. The table below shows the same data as the first screenshot, but with the 'PBI' and 'New Comp Rate' columns highlighted in red boxes, indicating that only the 'N' recommendation row is displayed.

Name	Old Comp Rate	PBI	Structure	PBLSP	Job	New Comp Rate
[Redacted]	1,607.750000	83.333333				1,691.083333
[Redacted]	1,608.061033					1,608.061033

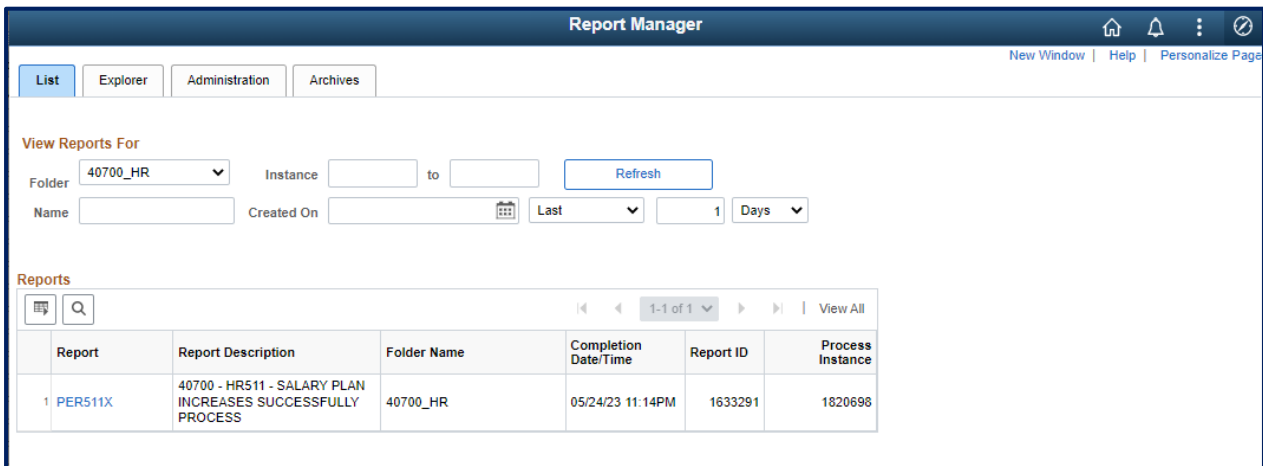
Important: If any employee is determined by the agency to not be eligible for the increase, the **Increase Recommendation** field must be set to **'N'** prior to June 23rd.

If there are any changes to an employee’s Job Record and any new hires prior to July 1 picked up by this tool, these pages should be updated with the most recent information. Agencies should review these changes just to verify.

Processing Notes

The process to insert the Pay Increase rows onto Job Data will be processed the evening of **Jun 27, 2023**. Any agency missing this deadline must make any changes manually in Job Data after that date.

The Process will produce a report called the PER511X (formerly known as the HR [company]0511 report) “Salary Plan Increases Successfully Processed” report. This report will be found in Report Manager the day after we run the process.



This report will display all employees by Department and will report the amount of their increase and their new salary.

Company		STATE OF GEORGIA Salary Increase Processing EMPLOYEES SUCCESSFULLY PROCESSED										Report ID: HR 0511	
Department		page 1										Page No. 1	
Name / EmplID / MailDrop		Perf Evaluations			Old Salary	PBI Inc	SCI Inc	JBI Inc	Total Inc	New Salary	PBLSP	Run Date 05/24/2023 Run Time 22:53:34	
Resp	T&C	Rec.	Inc.	Annual									
M	M	Y		\$80,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$82,000.00	\$0.00			
				Cmp Frq \$3,333.333333	\$83.333333	\$0.000000	\$0.000000	\$83.333333	\$3,416.666666				
				%	2.500	0.000	0.000	2.500	102.500				

This process will also produce an error report, PER510X - Salary Plan Increases Exception List, for any employee that did not successfully process.

< Report Index
Report Manager

List
Explorer
Administration
Archives

View Reports For

Folder: Instance: to

Name: Created On: Last: 1 Days:

Reports

1-1 of 1

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 PER510X	83800 - HR510 - SALARY PLAN INCREASES EXCEPTION LIST	83800_HR	05/24/23 11:14PM	1633257	1820664

Company: ██████████
STATE OF GEORGIA
Salary Increase Processing
SALARY EXCEPTION LIST
Report ID: HR510
Page No. 1
Run Date 05/24/2023
Run Time 22:53:34

Department: ██████████ page 1

Perf Evaluations Inc.

Name / EmplID / MailDrop Resp T&C Rec. Reason

██████████ 0037 M M Y This employee is on leave.

Note: If our process finds a future dated row on Job Data, this process will also error for that employee. Thus, any additional increases the employee may be eligible for cannot be processed until after this date. If any additional pay increases with a July 1st effective date have been entered prior to the processing of the \$2k COLA increase, the process will error for these employees and the \$2K COLA will need to be entered manually.