



Brian P. Kemp  
Governor

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State Accounting Officer

May 30, 2023

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## Governor's \$2K COLA Increase

**EFFECTIVE:           Immediately**

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

To reduce the administrative burden of processing these adjustments, the State Accounting Office (SAO) will utilize the Mass Entry Pages in the **Base Compensation** WorkCenter to review and process this increase for all eligible, salaried employees for those agencies using TeamWorks Human Capital Management.

The Mass Entry pages will be opened from May 30 until June 23, 2023, to provide ample time to review employees eligible for the increase and to make any adjustments in the system prior to processing.

As announced, some job classes in certain programs may be eligible for additional increases. This process will NOT include those increases and will need to be processed manually on or **after** the initial COLA increase is processed. Adjustments to additional pay based on these new increases will also need to be entered manually.

The entry and processing of Annual Performance Ratings will **NOT** be included in this event. For agencies that do not use e-Performance, the manual entry of performance ratings will not be required.

**May 30**

**First day to begin updating Mass Entry Pages**

**June 23**

**Last day to make adjustments on the Mass Entry Pages**

AGENCIES THAT MISS THIS DEADLINE MAY BE REQUIRED TO SUBMIT A DATA CHANGE REQUEST IN ORDER TO MAKE CORRECTIONS.

Data Change Request form can be found here:

<https://sao.georgia.gov/teamworks/hcm/hcm-forms>

**June 27**

Mass Processing of Pay Increase will be processed in evening batch processes.

June 28

Successfully Processed and Error Reports are distributed to agencies. Begin verification of data and/or processing exceptions.

As previously stated, additional pay increases that employees may be eligible for must be manually entered **ON or AFTER** June 28<sup>th</sup>.

For more detailed information on this process, please review additional documentation on SAO's website: <https://sao.georgia.gov/teamworks/hcm/hcm-news-and-announcements>. A Job Aid and an FAQ document will be posted.

### **Who can I contact for questions?**

SAO Customer Service Center - HCM  
404-657-3956  
888-896-7771  
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