FY2025 Cost of Living Adjustment (COLA)

Pay Increase Processing

Schedule of Events:

First day to begin updating **Mass Entry** pages.	**June 3, 2024**
Last day to update **Mass Entry** pages. Note: AGENCIES THAT MISS THIS DEADLINE WILL BE REQUIRED TO MANUALLY ENTER EMPLOYEE REVIEW ROWS.	**June 21, 2024**
Job Data is updated by the mass entry program and processed in the nightly batch for the HCM Production database.	**June 25, 2024**
Error and Successfully Processed Reports will be available.	**June 26, 2024**

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 <u>not </u>enter a performance rating and 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 <u>will</u> be included in the processing of the 4% / $3K pay increase.

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.

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.

Important: If any employee is determined by the agency to <u>not</u> be eligible for the increase, the **Increase Recommendation** field must be set to **"N"** <u>prior to</u> June 21.

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, review these changes just to verify. Any employee hired after the tool has been initialized will be added to the page, but will not be automatically set to "Y". Any increase-eligible new employee hired before July 1 will need to be manually set to "Y".

Processing Note

The process to insert the Pay Increase rows onto Job Data will be processed the evening of June 25, 2024. Any agency missing this deadline must make any changes manually in Job Data after that date or submit a Data Change Request Form to make changes.

Also, any additional increases the employee may be eligible for cannot be processed until after this date. If any additional pay increases with a July 1 effective date have been entered prior to the processing of the 4% / $3K COLA increase, the process will error for these employees and the 4% / $3K COLA will need to be entered manually.

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