



Brian P. Kemp  
Governor

Gerlda B Hines, CPA  
State Accounting Officer

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## MEMORANDUM

**TO:** Agency Human Resource Officers and Directors

**FROM:** Gerlda B. Hines, State Accounting Officer *LBH*

**RE:** Governor's 4% / \$3K COLA Increase

**DATE:** June 3, 2024

**EFFECTIVE: Immediately**

On May 7, 2024, Gov. Brian P. Kemp signed House Bill 19 that includes a 4% / \$3,000 Cost of Living Adjustment (COLA) structure pay increase for Fiscal Year 2025.

To reduce the administrative burden of processing these adjustments, the State Accounting Office (SAO) will use 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 28 - June 21, 2024, 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 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.

Please take note of the dates indicated below:

June 3

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

June 21

**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 25

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

June 26

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 26.

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>. A Job Aid and an FAQ document will be posted.

**Who can I contact for questions?**

SAO Customer Service Center - HCM

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