

MEMORANDUM

TO: TeamWorks Agency Payroll Officers & Technicians

FROM: State Accounting Office

RE: FY2025 4% / \$3K COLA Increase: Additional Pay Processing

DATE: June 17, 2024

EFFECTIVE IMMEDIATELY

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

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 25 – 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:

ERNCD	Desc
0A1	0A1Temp Assign-Lower Job 2.5%
0A2	0A2Temp Assign-Equiv Job 5%
0A3	0A3Temp Assign-Higher Job 10%
0B1	0B1Supv Same Job/Grade 5%
0B2	0B2Supv Same Job/Grade 10%
0C1	0C1Bi/Multiling Interpretr 5%
0C2	0C2Bi/Multiling Interpretr 10%
0E1	0E1Shift Differential 5%
0E2	0E2Shift Differential 10%
0F2	0F2Pilot Pay Transport 10%
0F3	0F3Pilot Pay Heavy 5%
0F4	0F4Pilot Pay Rotary 5%
1T2	1T2RetentionSupplement 10%
1U1	1U1Night or Weeknd Dif GBI 5%
1U2	1U2Night & Weeknd Dif GBI 7.5%
1X1	1X1 Driver Examiner 5%

4B1	4B1 Licensed Trades Part Tm 5%
4B2	4B2 Licensed Trades Full Tm 10%
5B1	5B1 DOL Intro GAAP 2%
5B2	5B2 DOL Inter GAAP 2%
HIT	High Intensity Team 5%
SET	Security Emerg Resp Team 10%
SMT	Security Mgmt Resp Team 10%
SOC	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 27. 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 as shown in the figure below.

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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-10571	
		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					ITP121	SS1	\$337.84	\$346.18	0	\$0.00	01-JUL-2023		
0B2	Earnings Code Totals for DeptId:						\$337.84	\$346.18	0.00				
0B2	Earnings Code Totals For Company:						\$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.

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

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This report will display the reason for the error.

Company ██████████				STATE OF GEORGIA				Report ID: PY571E				
				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	Gip	Old Rate	New Rate	Oth Hrs	Hrly Rate	Effective Date	Error Message
0B2	██████████	0	0	2140901	PSP195	SS1					01-JUL-2023	Employee status is Leave of Absence
				2180901	PSM061	SS1					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?

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