

# 2008 Salary Increase Correction Manual

## **Addition or Correction of Job Data, Employee Review and Additional Pay records of employees who were not processed or were processed incorrectly by the January 1, 2008 Salary Increase processes.**

This document will assist you in correcting the records of employees eligible for the January 1<sup>st</sup> salary increases, but who were not correctly processed.

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**For assistance in policy issues relating to salary increases, contact the State Personnel Administration by calling 404-657-3956 or 1-888-896-7771 Option2, then 2.**

**For employees with more complicated circumstances than those addressed in this document, contact an HCM Production Support representative at (404) 657-3956 or 1-888-896-7771 Option 2, then 1**



4. Input the Summary Responsibility Rating (Resp), the Terms and Conditions Rating (T&C) and the Recommendation (Yes or No). Based on the employee's Salary Administration Plan, the page will calculate the appropriate Increase Amount. The Increase Amount value will be calculated based upon the employee's Compensation Frequency (Monthly, Semi-Monthly, etc.).

**Menu**

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**Sal Inc Correction Calculation**

Patric, Job ID: 00910908 Empl Rcd#: 0

**Ratings**

Grade	Step	Resp	T & C	Recommendation	Increase \$	Increase %
010	1	M	M	Y		

**Amounts**

Old Comp Rate	PBI	Structure	PBLSP	Job	New Comp Rate
1,458.333333	29.166667				1,487.500000

**Employee Data**

Comp Freq	Job Code	Sal Plan	Grade	Step	DeptID	Mail Drop
Semimnthly	80445	SWD	010	1	416	416-010005

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Note the values in the New Comp Rate field. This value **MUST** be used when entering rows in Job Data or Additional Pay.

5. To add a Performance Based Increase or General Pay Increase, add a row on Work Location with an Effective Date of 01/01/2008 or the date the employee returned from Leave of Absence (as in the example below – 01/11/2008). Select the Action - Pay Rate Change (PAY) and the Reason – Performance Based Increase (PBI) or General Pay Increase (GPI). Increase the Effective Sequence by 1, if necessary. Go to Compensation page.

*NOTE: Action – Pay Rate Change (PAY) and Reason – Salary Increase (INC) may be the appropriate selection for some employees not on the Statewide (SWD) Salary Administration Plan.*

The screenshot displays the Compensation page for employee Patric, Job (EmpID: 00910908). The main compensation record shows an effective date of 01/11/2008, an effective sequence of 1, and a primary job indicator. The action/reason is Pay Rate Change (Performance Based Sal Increase). The compensation rate is 1,487.50 USD with a semimonthly frequency. Below this, the Pay Components section shows a table with one component: Rate Code NAANNL, Sequence 0, and a rate of 1,487.500000 USD. The interface includes a navigation menu on the left, a top navigation bar with tabs like Work Location, Job Information, and Compensation, and a bottom toolbar with buttons for Save, Return to Search, Previous tab, Next tab, Refresh, Update/Display, Include History, and Correct History.

- a. Enter the exact, complete value of the New Comp Rate field from the Correction Calculation page into the Comp Rate field under the Pay Components section. **DO NOT ROUND.**
- b. Tab out of the field and click Calculate Compensation button to calculate the Compensation Rate. Once you validate the rate click save.

6. EMPLOYEES WITH A “DID NOT MEET EXPECTATIONS” RATING ON JOB RESPONSIBILITIES AND/OR TERMS AND CONDITIONS ARE PROCESSED DIFFERENTLY.

- a. Add a row on Work Location with an Effective Date of 01/01/2008. Select the Action - Pay Rate Change (PAY) and the Reason - No Performance Based Increase (NPI) or No General Increase (NGI) for those hired after 07/01/2007. Increase the Effective Sequence by 1, if necessary.

7. To add an Employee Review row for those with a Performance (PBI), General Increase (GPI), No Performance Increase (NPI) or No General Increase (NGI) rating, go to Compensation-Base Compensation-Salary Planning-Employee Review History-Review Data Page.

Add a row on the Employee Review Entry section using the add row button. Enter a Review Date of 01/01/2008 or the date the employee returned from Leave of Absence (as in the example below – 01/11/2008), Review type of Performance, From/To Dates of 07/01/2006 and 06/30/2007, Next Review Date of 10/01/2008, enter the appropriate Rating Scale and Summary Rating. The Summary Rating is normally the employee's rating on Job Performance (i.e. Responsibilities and Standards).

Select Job Performance from the dropdown list in the Review Factors Ratings section, the tab. Select the appropriate rating from the dropdown list. Add a row in the Review Factors Ratings section using the add button. Select Terms and Conditions from the dropdown list in the Review Factors Ratings section, the tab. Select the appropriate rating from the dropdown list.

Optional Evaluation Type, Reviewer ID, and Comments may be entered if desired.

The screenshot displays the 'Review Data Page' for an employee named Patric, Job. The page is divided into several sections:

- Employee Review Entry:** This section contains the following fields:
  - Eff Date: 01/11/2008
  - Review Type: Performance
  - From/To Date: 07/01/2006 to 06/30/2007
  - Next Review Date: 10/01/2007
  - Department: 416
  - Company: 416 Georgia Training Agency
  - Job Code: 80445
  - Position: 00056167
  - Rating Scale: GASW
  - Review Rating: M
- Review Factors Ratings:** This section includes dropdown menus for selecting factors and ratings, along with buttons to add or remove rows.
- Reviewers:** This section has fields for:
  - Evaluation Type: (dropdown menu)
  - Reviewer ID: (text input with search icon)
  - Comment: (text area)

A left-hand menu is visible, listing various HRMS functions such as Compensation, Salary Planning, and Employee Review. The top right corner of the page includes links for 'New Window', 'Help', and a printer icon.

Save Changes

You have now completed the manual addition of Job Data and Employee Review records.

## II. Correction of Job Data records of employees who were processed incorrectly.

1. Contact the HCM Production Support Desk to delete Job Data rows if necessary. (Example: An employee was processed as a 'Met Expectations', but the Employee Review Rating should have been 'Did Not Meet'.)
2. If necessary to re-enter Job Data rows, go to Section I, Paragraph 4 of this document (Page 2). Follow the instructions for using the Sal Inc Correction Calculation page to calculate increase amounts and enter Job Data and Employee Review rows.
3. If necessary to enter a No Performance Increase (NPI) or No General Increase (NGI) row, go to Section 1, Paragraph 6 (Page 3).

**III. Employees Who Were Processed But Should Not Have Been Processed** (usually because the employee should have had a termination or Leave Without Pay entered with an effective date of 01/01/2008 or earlier)

1. Contact the HCM Production Support Desk to have any necessary Job Data and Employee Review rows deleted. Agencies have "Correction" authority to the Additional Pay page and can delete those rows if necessary.
2. After being informed that the row(s) have been deleted, any appropriate Job Data, Additional Pay or Employee Review rows may be entered.

**IV. Addition or Correction of Additional Pay Records**

1. If the employee did not process:
  - a. Modify any existing Additional Pay earnings code(s) which should be increased based on the employee's new Compensation Rate. If necessary, enter a new Additional Pay row effective the date the employee's Compensation Rate was increased with the new rate for the appropriate earnings code.
2. If the employee's Compensation Rate was corrected:
  - a. Modify any Additional Pay earnings code which should be increased or decreased. Use correction mode to adjust the Additional Pay row with the new rate (based on the corrected Compensation Rate) for the Additional Pay earnings code. The following scenario is based upon the example in Section I of this document of an employee returning from Leave of Absence on 01/11/2008:

i.e.: Update the 0A3 -- 0A3Temp Assign-Equiv Job 10% Earnings code by inserting a 01/11/08 effective dated row. Enter the 'Earnings' amount, check the 'OK to Pay' box and the correct 'Applies to Pay Periods' box(s).