

Acting Capacity Pay

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Acting Capacity Pay

- Defined
 - Acting Capacity Pay is eligible to an employee when they are performing higher level duties on a temporary basis
- Three types of Acting Capacity
 - Type A – Temporary Absence of Incumbent
 - Type B – Vacant Position
 - Type C – Temporary Assignment of Higher level duties

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- When is a Type B not a Type C?

When it's the duties of the PIN
instead of
the duties of the Project or Task

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- The 9 Rules for Acting Capacity Pay (ACP)
 - 1) All ACPs (whether Type A, B, or C) require a completed MS-345 Acting Capacity Request Form which are submitted into SPS Workday as a Compensation Change. All ACP Type C requests are logged into the CAS database, assigned to a Team and reviewed for sufficiency. Once completed, the ACP Type C request is returned to the Salary Team for approval or denial on the Workday Compensation Change process request.
 - 2) All ACP documentation must be retained either by the Agency (Type A or B) or by CAS (Type C) for a minimum of three (3) years following the end of the ACP end date
 - 3) The Type A or B requests are processed by the agency and not seen by the Salary Team for approval in Workday; unless it is for an Executive Position. These are submitted to CAS (via email) as ACP Type B for approval and signoff. After signoff and approval are received the MS-345 is emailed back to the agency for upload into WorkDay and creation of a Compensation Change.

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- 4) All ACPs have a waiting period
 - Grades 5-10 – 10 continuous working days
 - Grades 11 & above – 20 continuous working days

- 5) All ACPs will either be an initial (First) request or renewal (Second or Third) request

- 6) All ACPs cover a maximum of six (6) months in duration

- 7) All ACPs are paid through each Agency's Exception Time Report process

- 8) The Effective Date of an ACP cannot be earlier than 1 year before the date on which the ACP designation is authorized
(COMAR 17.04.02.07.A)

- 9) The 10 or 20 continuous working days will not be included when a permanent reclassification request is submitted to CAS. The permanent reclassification starts the day after the "date acting capacity pay ends".