

Acting Capacity Pay Quick Guide

Acting Capacity Pay is an allowance pay that is eligible to an employee when they are performing higher level duties on a temporary basis:

- Type A - Temporary Absence of Incumbent
- Type B - Vacant Position
- Type C - Temporary Assignment of Higher level duties

The type of Acting Pay requested will direct the approval routing for the transaction:

Reclass Reason	HR Partner	Appointing Authority	CAS Support Staff	CAS Partner	CAS Analyst
<i>Acting A</i>	X	X			
<i>Acting B</i>	X	X			
<i>Acting C</i>	X	X		X	



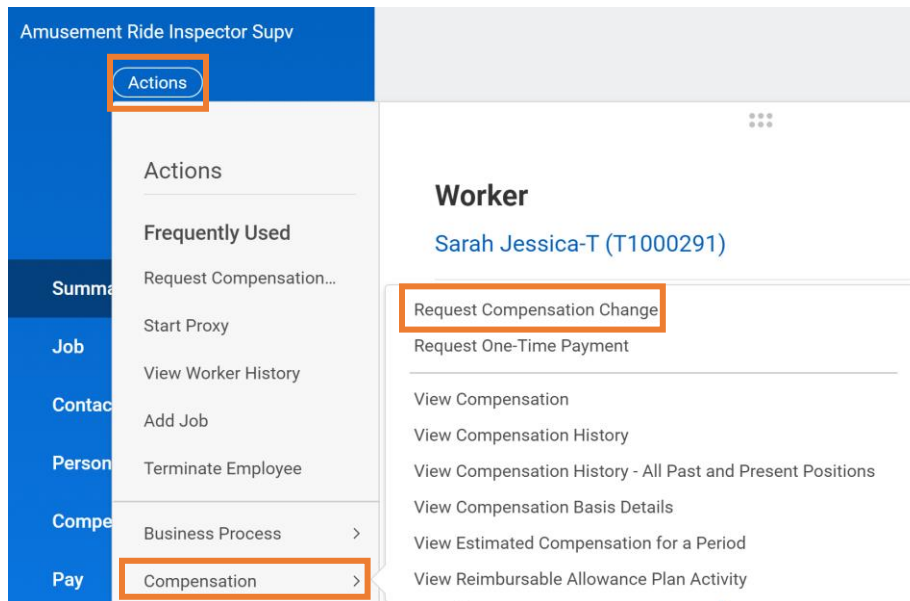
Important Notes:

- **Initial** acting capacity requires a MS-345
- Verify there is only **one** acting pay
- There is a 6 month limit
- Assigning as acting manager alone doesn't trigger acting capacity pay

Requesting an Initial Acting Capacity Pay


Step 1: Navigate the employee's profile to "Request Compensation Change."

Actions > Compensation > Request Compensation Change




Step 2: Enter the effective date of the allowance pay (*the system will default to the next pay period*), then click OK.

Request Compensation Change

Effective Date * 04/01/2021 

Use Next Pay Period

Employee * Sarah Jessica-T (T1000291) ... 

Step 3: Select an accurate *Reason* for this compensation request.

Request Compensation Change > Allowance Plan Add/Change

← Request Compensation Change > Allowance Plan Add/Change

- Allowance Plan Add/Change > Acting Pay A
- Allowance Plan Add/Change > Acting Pay B
- Allowance Plan Add/Change > Acting Pay C
- Allowance Plan Add/Change > Clothing Allowance
- Allowance Plan Add/Change > Contract NTES

Step 4: Scroll to the *Allowance* section of the Request Compensation Change screen. Click the *Add* button.

Hourly

Unit Salary

Allowance

Step 5: Type “acting” in the search prompt OR use the drop down and select “*All Compensation Plans*” to select the correct *Acting Pay* compensation plan.

- ← All Compensation Plans
- Acting Pay
 - Acting Pay - Exempt (Not Shift Eligible)
 - Acting Pay - Exempt (Shift Eligible)
 - Acting Pay - Non Exempt (Not Shift Eligible)
 - Acting Pay - Non Exempt (Shift Eligible)



Important Note: HRCs must specify any details about shift eligibility status and exemption status that are applicable for this Acting pay, by selecting the correct *Request Reason*.

Allowances for Acting Pay

When entering Acting Pay, you will need to select the appropriate allowance type (e.g., for Exempt/Non-exempt employees and Shift Eligible/Not Shift Eligible employees). This is based on the employee's job profile status. The allowance type allows the system to calculate overtime and shift differential correctly. **Note:** Selecting the wrong reason will cause the employee to be paid incorrectly. Refer to the table below.

Table 2: Acting Pay Allowance Reason

Acting Position Job Profile Status	Acting Pay Allowance Reason	Result
Exempt Status: Exempt Shift Eligibility Status: Eligible	Acting Pay-Exempt (Shift Eligible)	While in this acting status, employee will earn compensatory time and be eligible for shift differential for qualifying shifts
Exempt Status: Exempt Shift Eligibility Status: Not Eligible	Acting Pay-Exempt (Not Shift Eligible)	While in this acting status, employee will earn compensatory time and not be eligible for shift differential
Exempt Status: Non-Exempt Shift Eligibility Status: Eligible	Acting Pay-Non Exempt (Shift Eligible)	While in this acting status, employee will earn overtime and be eligible for shift differential for qualifying shifts
Exempt Status: Non-Exempt Shift Eligibility Status: Not Eligible	Acting Pay-Non Exempt (Not Shift Eligible)	While in this acting status, employee will earn overtime and not be eligible for shift differential

Step 6: Enter in the biweekly dollar amount in the prompt. Navigate to the *Additional Details* and expand.

The screenshot shows a form titled "Allowance" with the following fields:

- Compensation Plan:** A dropdown menu showing "Acting Pay - Non Exempt (Shift Eligible)".
- Amount *:** A text input field containing "500.00", highlighted with an orange border.
- Currency *:** A dropdown menu showing "USD".
- Frequency *:** A dropdown menu showing "Bi-weekly".
- Additional Details:** A section with a right-pointing arrow icon, highlighted with an orange box.

Step 7: Enter the same date for both the *Expected End Date* AND *Actual End Date*. Click the check mark in the box and then hit *Submit*.

✓ **Additional Details**

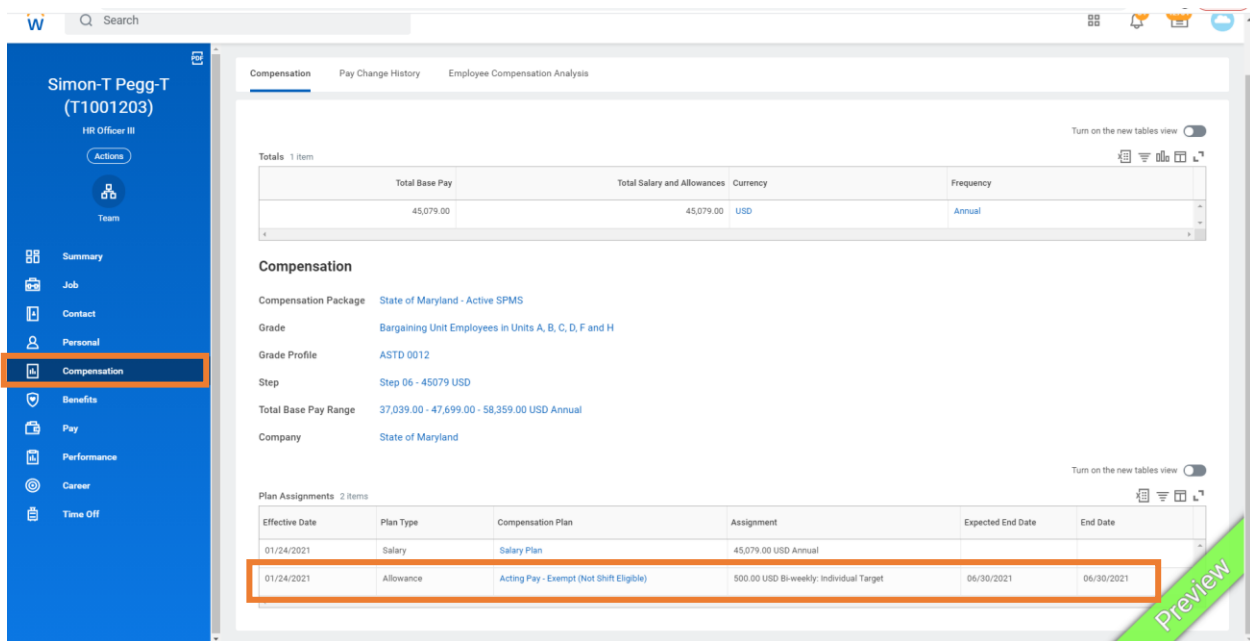
Expected End Date

10/01/2021 

Actual End Date

10/01/2021 

Step 8: After the transaction is completed and approved, you should see the Allowance line active under *Plan Assignments* in the compensation tab on the employee's profile.



Simon-T Pegg-T (T1001203)
HR Officer III

Compensation | Pay Change History | Employee Compensation Analysis

Totals 1 item

Total Base Pay	Total Salary and Allowances	Currency	Frequency
45,079.00	45,079.00	USD	Annual

Compensation

Compensation Package: State of Maryland - Active SPMS

Grade: Bargaining Unit Employees in Units A, B, C, D, F and H

Grade Profile: ASTD 0012

Step: Step 06 - 45079 USD

Total Base Pay Range: 37,039.00 - 47,699.00 - 58,359.00 USD Annual

Company: State of Maryland

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
01/24/2021	Salary	Salary Plan	45,079.00 USD Annual		
01/24/2021	Allowance	Acting Pay - Exempt (Not Shift Eligible)	500.00 USD Bi-weekly, Individual Target	06/30/2021	06/30/2021

Preview



Important Notes:

- NCP should **NOT** be done in lieu of Acting Capacity or vice versa.
- Use Bi-weekly pay rate only in Workday, not Annual
- Use the same Expected and Actual end date
- You may need to modify an ending date or amount (*see below*)

Modify Ending date or Amount

***If any COLAs or Increments are applied **after** entering the Acting Capacity Pay, you will need to review if the Acting Pay amount needs to be adjusted. If an adjustment is needed then follow Modify Ending Date or Amount to adjust the amount using the COLA or Increment date as the effective date.

***After entering any retro compensations, you will need to review if the Acting Pay amount needs to be adjusted. If an adjustment is needed then follow Modify Ending Date or Amount to make the adjustments.

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
04/01/2021	Salary	Salary Plan	54,836.00 USD Annual		
04/01/2021	Allowance	Acting Pay - Non Exempt (Shift Eligible)	500.00 USD Bi-weekly: Individual Target	10/01/2021	10/01/2021

1. Navigate to the employee's Compensation tab and identify the date and reason for the Acting Pay transaction that will be modified.
2. Initiate a *Request Compensation Change* transaction using the same effective date as the original Acting Pay transaction.
3. Select the same reason as the original Acting Pay transaction.
4. Scroll to the *Allowance section* and open it up along with Additional Details.
5. Update the Expected and Actual End dates to the new date.
6. Change the payment amount, if needed. *The difference will be retro in their pay.*



Important Notes:

- **BEFORE** any lateral transfer or termination transactions, acting pay needs to be ended.

- Compensation is not a part of these transaction processes
- Acting Pay would stay attached to the employee and continue to be paid if not removed.
- **DURING** transactions that include a *compensation change* step, such as Reclassification or Non-Conversion transfers, you should delete the Acting Pay, if Workday doesn't take the Acting Pay allowance away.

Available Reports:

- **SPMS Current Acting Capacity** – highlights employees who are currently receiving Acting Capacity Pay
- **SPMS Acting Capacity** – highlights Acting Capacity Pay transactions