STATEWIDE PERSONNEL SYSTEM

Lab: Compensation Changes in Workday

Reminder

- This computer lab training is designed for HRCs who have completed the new HRC training and have experience with Request Compensation transactions.

- The computer lab goes beyond the specific step by step directions on how to complete a transaction. Instead, it will focus more on troubleshooting, addressing most common ticket issues, incorporating polices, and impacts to Benefits.

- The lab consists of activities in which it is assumed that the students already have experience on completing the transaction.

- If you require basic or step by step instruction, then this lab may be a little too fast paced for you.

Covered Topics:

- Acting Pay

- Promotion (STOP ACTING)

- Retro Comp

STATEWIDE PERSONNEL SYSTEM

The Request Compensation Change Business Process

Request Compensation Change Business Process

- The Request Compensation Change business process is used to update the compensation for employees, including:
  - Acting Capacity Pay (A,B, and C)
  - Clothing Allowances
  - Contractual Employee Contract Amounts
  - Retroactive Payment Adjustments (e.g., for COLA or Increment)
  - Miscellaneous Salary Adjustments

- DBM Classification and Salary Division performs the following updates using this process:
  - Mass annual increment updates
  - Salary plan updates

Before You Begin….

You will need the following information to complete the process:

- Employee's name or employee ID

W1000589

- Effective date of compensation update

- Supporting documentation (e.g., completed MS-345 Acting Capacity Pay Request form)

STATEWIDE PERSONNEL SYSTEM
—SYSTEM—

Acting Pay Allowances

Acting Capacity Pay (A, B, and C)

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

MS-345

AGENCY SUBMITTING ACTING CAPACITY REQUEST - _____

| ☐ | INITIAL | ☐ | RENEWAL |

SKILLED, PROFESSIONAL AND MANAGEMENT SERVICE POSITIONS:

AGENCY APPOINTING AUTHORITY:	[ ]	TYPE A: TEMPORARY ABSENCE OF INCUMBENT **(use Type C if does not meet min quals)**
AGENCY APPOINTING AUTHORITY:	[ ]	TYPE B: VACANT POSITION **(use Type C if does not meet min quals)**
DBM APPROVAL REQUIRED:	[ ]	TYPE C: TEMPORARY ASSIGNMENT OF HIGHER LEVEL DUTIES

EXECUTIVE SERVICE POSITIONS:

| DBM APPROVAL REQUIRED: | [   ] | TYPE C: ALL EPP TO EPP OR STANDARD TO EPP |

I.   IDENTIFYING INFORMATION

EMPLOYEE	PIN #	WORKER #

PERMANENT CLASSIFICATION TITLE	CODE	GRADE	STEP	SALARY
			biweekly =	$0.00

APPLICATION OF SALARY GUIDELINES

Standard Pay Plans:
Employee is placed in the <u>lowest step</u> which provides 6% increase in pay for one grade
or 12% increase in pay for two or more grades higher than the permanent class.

A **6%** increase to current salary is: [   ]
A **12%** increase to current salary is: [   ]

Executive Pay Plan:
Acting pay is calculated at 7% increase in annual salary for one grade increase
or 14% increase in annual salary for two or more grades higher than the permanent class.

A **7%** increase to current salary is: [   ]
A **14%** increase to current salary is: [   ]

Acting pay is <u>ONLY</u> re-calculated when there has been a change in the salary of the employee's permanent classification.

ACTING CLASSIFICATION TITLE	Acting for PIN #	CODE	GRADE	STEP	SALARY
					biweekly = $0.00
Date Acting Status Began	**Date Acting Pay Eff.**	**Date Acting Pay Ends**		Diff =	$0.00

SPS
STATEWIDE PERSONNEL
— S Y S T E M —

MS-345 (Cont.)

Waiting Period: 10 continuous working days for grade 5 to 10 classes.   Six Months Maximum
                  20 continuous working days for grade 11 and above classes.

II.   REASON FOR DESIGNATING AN EMPLOYEE TO WORK IN AN ACTING CAPACITY

TYPE A: TEMPORARY ABSENCE OF INCUMBENT   **TYPE B: VACANT POSITION**

_____   _____
Name of Absent Employee   Name of Former Incumbent

_____   _____
Reason For Absence   Reason Agency Is Unable To Fill The Vacant Position

TYPE C: TEMPORARY ASSIGNMENT OF HIGHER LEVEL DUTIES   Include signed MS-22 form and organization chart with Type C requests.
Reason or Justification For Assigning Higher Level Duties
_____

III.   RENEWAL, IF APPLICABLE:

_____
Reason For Renewal

IV.   SELECTION PROCESS

A. [ ]   Agency certifies the selected employee meets the minimum qualifications for the acting classification.

   [ ]   Agency requests exception to COMAR 17.04.02.06C(2) because the employee does not meet the minimum qualifications
          for the acting classification. **DBM APPROVAL REQUIRED.**

_____
Justification For Exception Of Minimum Qualification Requirement {attach additional documentation if needed}

B. Justification for selecting the employee designated acting capacity pay. Justification may include experience, training,
   work performance, seniority or the fact that no other competition exists for the job, COMAR 17.04.02.02C(3)(h).

_____

_____

V.   Agency Authorization for Non-EPP Type A and Type B Acting Capacity Requests

_____   _____
Signature of Appointing Authority   Date Authorized

VI.   Department of Budget & Management Authorization For Type C and EPP Acting Capacity Request

_____   _____
DBM Authorized Signature   Date Authorized

Acting Pay Allowance

Compensation

Effective Date & Reason

Effective Date *

04 / 05 / 2018 📅

Reason *

✕ Allowance Plan
Add/Change > Acting Pay A

Allowance

Compensation Plan

✕ Acting Pay - Exempt
(Not Shift Eligible)

Amount *

125.00

Currency *

✕ USD

Frequency *

✕ Bi-weekly

⌄ Additional Details

Expected End Date

06 / 05 / 2018 📅

Actual End Date

MM / DD / YYYY 📅

STATEWIDE PERSONNEL
— S Y S T E M —

Promotions

IMPORTANT NOTES!

- If there is acting pay, it needs to be stopped <u>PRIOR</u> to completing promotion transaction:
  - **Ex:** Acting Pay end date 4/10/18 (last day of pp) Promotion start date 4/11/18 (first day of pp)
  - Ensure that <u>effective date use to end acting pay is the same as the effective date used to start acting pay</u> (Compensation > Compensation tab)

| Company | State of Maryland | | | | |

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
02/01/2018	Salary	Salary Plan	38,880.00 USD Annual		
02/01/2018	Allowance	Acting Pay - Exempt (Not Shift Eligible)	250.00 USD Bi-weekly	06/30/0208	06/30/2018

Retroactive Compensation Changes

Retro Compensation

Steps for a retro compensation change:

1. Identify what compensation adjustment is missing with accurate transaction information:
   a) effective date
   b) adjustment type
2. Create a reverse timeline to identify compensation steps needed to bring employee to correct, current Grade & Step
3. Enter the compensation request transactions in order from oldest to most recent, using the correct progression dates and grade/step assignments

Use the PAY CHANGE HISTORY tab

IMPORTANT NOTE!

<u>No Retro Processing Prior to Date</u>: Workday will not process retro comps prior to that date. This is a WALL. If the effective date is prior to this date, then the retro has to be done manually through payroll input

IMPORTANT NOTE!

Run one or both reports to get this date before starting a retro comp:

Payroll or Timekeeper to run

Tasks and Reports

SPMS No Retro Processing Date by Org

The SPMS No Retro Processing date is set by Workday to stop all retro processing on a worker beyond the date.

SPMS No Retro Processing Date by Worker

The SPMS No Retro Processing date is set by Workday to stop all retro processing on a worker beyond the date.

RETRO COMP ERRORS

If you receive error notifications indicating that other business processes are preventing the retro compensation change to process successfully…

1. Make a note of what transactions are stopping the process with details and dates

2. Put in a ticket to request these processes be rescinded.

3. Complete ALL necessary compensation change transactions

4. Put in a second ticket requesting to put the rescinded transactions back into the system with details and dates needed

See Demonstration

Questions?