



STATEWIDE PERSONNEL
— S Y S T E M —

Request Compensation Change

August 2023



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Request Compensation Change Business Process

Process Overview

The **Request Compensation Change** business process is used to update the compensation for all employee types. The steps in the business process are listed below.

| # | Process Steps | Role | Description |
|---|-----------------------------------|------------------------------|--|
| 1 | Update Compensation | HR Coordinator | Enter compensation changes for a worker. |
| 2 | Attach Supporting Documentation * | HR Coordinator | Attach supporting documentation, if applicable (e.g., MS-345 or MS-27). |
| 3 | Agency Approvals | HR Partner | HR Director approval of compensation change. |
| | | Appointing Authority | Agency Appointing Authority approval of compensation change. |
| | | Budget and Finance Partner * | Agency budget approval of compensation change, if applicable. |
| 4 | DBM CAS Approvals * | Compensation Partner | DBM CAS approval of compensation change (e.g., for Acting Pay C, Advanced Steps, Pay Equity, Misc. Salary Adjustments, Independent Salary Authority, or COLA). |

***NOTE:** Routing is based on the reason selected for compensation change request.

Events and Reasons

You must select a reason when performing a Request Compensation Change request. The tables below list both Agency and central DBM reasons.

NOTE: DBM will perform Mass Annual Increment updates and Salary Plan updates. DBM reasons should not be selected by Agency HR users.

Table 1: Request Compensation Reasons

| Event | Reason | Use |
|--|---|---|
| Request Compensation Change (Agency Reasons) | Allowance Plan Add/Change > Acting Pay A | Temporary Absence of incumbent. |
| | Allowance Plan Add/Change > Acting Pay B | Vacant Position. |
| | Allowance Plan Add/Change > Acting Pay C | Additional duties assigned. |
| | Allowance Plan Add/Change > Clothing Allowance | Clothing Allowance for uniform employees only. |
| | Allowance Plan Add/Change > Contract NTE\$ | Contract not to exceed dollars. |
| | Salary Adjustment > Salary Exception Approval (prev Adv Step) | Use this reason for salary exception approvals. |
| | Salary Adjustment > Miscellaneous Adjustment | Any other adjustment needed that is not currently listed. |
| | Salary Adjustment > COLA/Increment Retro Adjustment | Use this reason when an employee has received an increase in pay retroactively but the employee's compensation record has not been updated with the most recent COLA/ Increment event(s). |
| | Salary Adjustment > Pay Equity Adjustment | Use this reason for the pay equity adjustments as defined by the MOUs |
| | Military Admin Pay Allowance | Use this reason when an employee is on Military Administrative Leave. The state will be pay the difference of pay of the employee's salary. |



| | | |
|--|--|----------------------------------|
| Request Compensation Change (DBM ONLY Reasons) | Increment > Annual Increment * | Annual Increment. |
| | Increment > Executive Annual Increment * | Increment for Executive Service. |
| | Salary Plan Add/Change > Abolish Schedule * | Inactive Schedules. |
| | Salary Plan Add/Change > ASR * | Annual Salary Review. |
| | Salary Plan Add/Change > Bargaining MOU * | For Union Agreements. |
| | Salary Plan Add/Change > COLA * | Cost of Living Adjustment. |
| | Salary Plan Add/Change > Correction/Modification * | Correction/Modifications. |
| | Salary Plan Add/Change > Executive Order * | Changes by Executive Orders. |
| | Salary Plan Add/Change > Need or Requirement * | Required changes by DBM. |
| | Salary Plan Add/Change > PPA * | Pay Plan Amendment. |
| | Salary Plan Add/Change > Salary Reduction * | Salary Reduction. |
| | Salary Plan Add/Change > Salary Structure Neutral * | Structural changes. |
| | Salary Plan Add/Change > Schedule Structure Decrease * | Structural Decrease. |
| Salary Plan Add/Change > Schedule Structure Increase * | Structural Increase. | |

NOTE: Reasons marked with an asterisk (*) in the table above are performed by DBM ONLY. Request Compensation Change reasons performed by DBM ONLY include:

- Mass Annual Increment updates
- Salary plan updates

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 |

Before you begin...

You will need the following information to update compensation for an employee:

- Employees name or employee ID.
- Effective date of compensation update
- Supporting documentation (e.g., completed MS-345 Acting Capacity Pay Request or MS-27 Exception Salary Guide Request forms).

Procedure: Initiate Employee Compensation Change

Use this procedure to enter details for an employee's compensation change.

Retroactive changes needed beyond system capability:

Any retroactive events (i.e., retro reclasses) needed with effective dates beyond the allowed period for system entry, must be processed using the following procedure:

1. Manually calculate the full retro amount owed to the employee, using the re-class date as the effective date.
2. Enter a one-time payment for the amount owed to the employee, using the Request One Time Payment process (use the current date for the Request One Time payment).

Procedure:

1. Search for the employee.

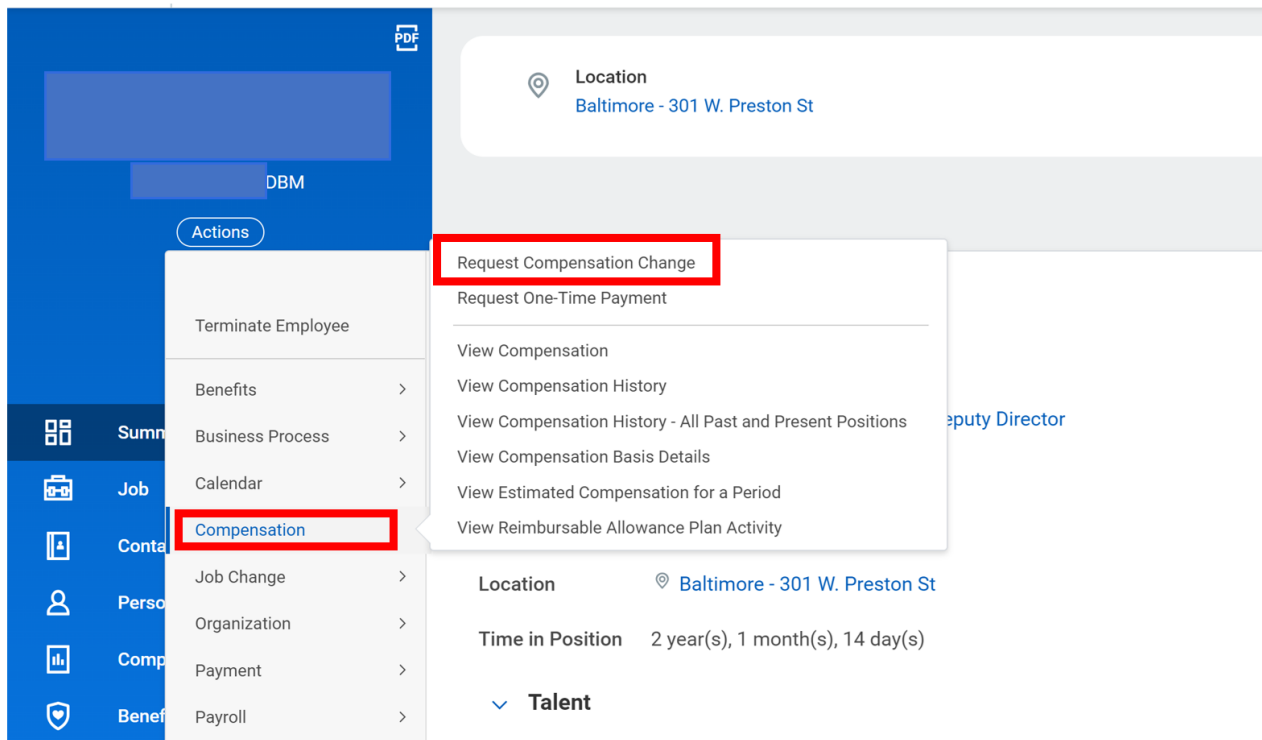


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview icon next to or under the employee's name.

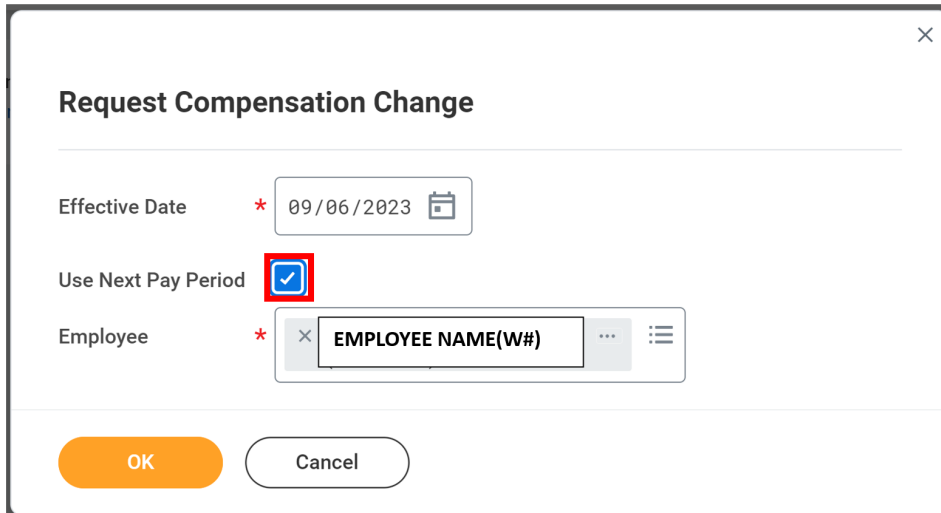
Search Results



The screenshot shows a user interface for an HR system. On the left is a blue navigation sidebar with icons for 'Summary', 'Job', 'Contact', 'Personnel', 'Compensation', and 'Benefits'. The main content area shows search results for an employee. A 'Location' field displays 'Baltimore - 301 W. Preston St'. Below this, a 'DBM' field is visible. An 'Actions' menu is open, listing various options. The 'Request Compensation Change' option is highlighted with a red box. Other options include 'Request One-Time Payment', 'View Compensation', 'View Compensation History', 'View Compensation History - All Past and Present Positions', 'View Compensation Basis Details', 'View Estimated Compensation for a Period', and 'View Reimbursable Allowance Plan Activity'. Below the menu, the employee's 'Location' is confirmed as 'Baltimore - 301 W. Preston St' and their 'Time in Position' is shown as '2 year(s), 1 month(s), 14 day(s)'. A 'Talent' section is partially visible at the bottom.

3. In the menu, hover over Compensation and then click Request Compensation Change.

Request Compensation Change Page – Select Reason

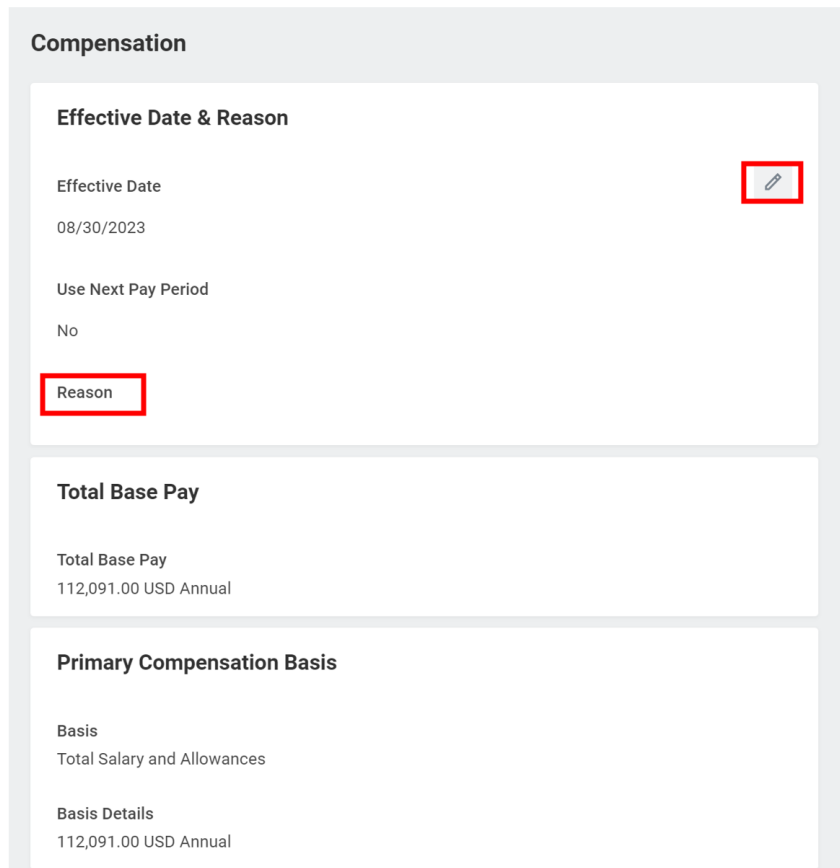


4. Enter or Select the Effective Date. (**Note:** The system defaults a date in the next pay period.) You need to enter the correct effective date for your comp change.

5. Type of use the prompt  to select the Reason.











Information: Refer to **Table 1: Request Compensation Reasons** in the Events and Reasons section above for a list of valid reasons.



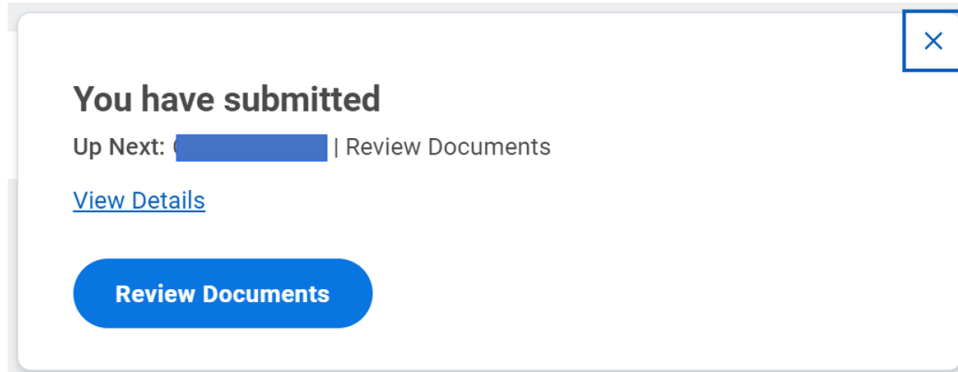


6. Update the appropriate compensation row using the table below:

| If | Then |
|--|--|
| Employee is paid on the Standard Salary Schedule or any schedule that has a Grade Profile and Step... | <ol style="list-style-type: none"> 1. Click the Edit  icon in the Guidelines Row. 2. Select/Enter the Step. 3. Click Save. <p>Note: Compensation defaults are based on the job profile. Choosing Step 10 or above requires additional approvals. Refer to Standard Pay Guidelines and Executive Pay Guidelines for more information.</p> |
| Employee is paid on the Executive Schedule... | <ol style="list-style-type: none"> 1. Click the Edit  icon in the Salary Row. 2. Enter the Amount. 3. Click Save. |
| Employee Type is Contractual – Hourly | <ol style="list-style-type: none"> 1. Click the Add  button in the Hourly row. 2. Enter pay rate in the Amount field. 3. Click Save. |
| Employee Type is Contractual – Contract (i.e., fixed term contractual)..... | <ol style="list-style-type: none"> 1. Click Add  button in the Allowance row. 2. In the Compensation Plan field, type or use prompt to select Contract NTE\$ from the list, if not already selected. 3. Enter the contract not to exceed amount (Contract NTE\$) in the Amount field. 4. Click Save. |
| Enter Acting Capacity Pay for an employee... NOTE: You are entering a bi-weekly “allowance” only and not changing the employee’s Grade or permanent salary | <ol style="list-style-type: none"> 1. Click the Edit  icon to update an existing allowance or Add  button to add a new allowance row. 2. In the Compensation Plan field, click the prompt. Then, select All Compensation Plans in Compensation Package and select the appropriate acting pay compensation plan. 3. Enter the Amount. (Note: This is the difference in biweekly pay due to the employee. Use the MS-345 Acting Capacity form to calculate payment). 4. Expand the Additional Details section. Then enter/select the Actual End Date. 5. Click Save. <p>Note: If you do not see the Acting Pay allowance plan option, submit a Help Desk ticket.</p> |
| Enter Clothing Allowance for an employee... | <ol style="list-style-type: none"> 1. Click the Edit  icon to update an existing allowance or Add  button to add a new allowance row. 2. In the Compensation Plan field, verify or select Clothing Allowance. 3. Enter the Amount. 4. Click Save. |

7. Click the **Submit**  button.

Next Step: Review Documents



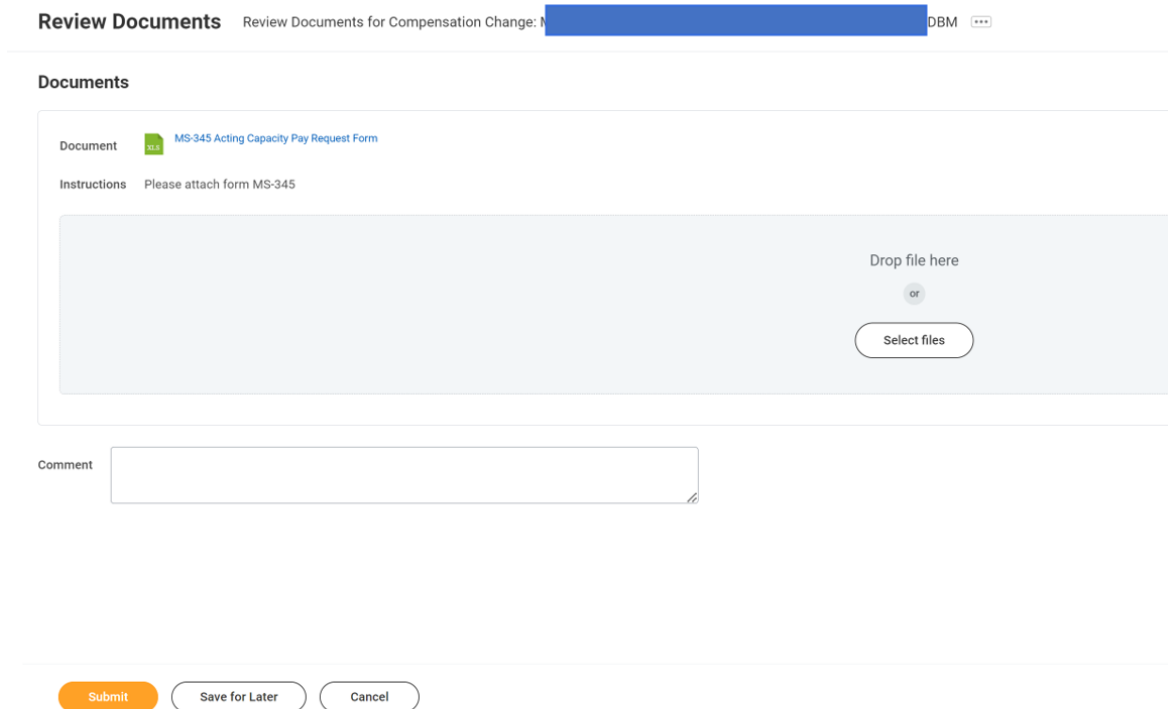
8. The next step in process displays on the Up Next page. Do one of the following:
 - a. If you submitted an Acting Capacity or an Advanced Step request, click the **Review Documents** button to continue.
 - b. For other events, click **Done**. The request will be routed for approval.

9. The System Task is complete.

Procedure: Attach Documentation (for Acting Capacity or Advance Step requests)

If you are submitting an Acting Capacity or an Advanced Step request you need to attach the appropriate form(s) to complete your Request Compensation Change request. You may access this task directly after submitting the initial request or from your inbox. Follow the procedure below.

Procedure:




1. Click the Select Files  button.



Tip: If you have not already completed and saved the form, you can obtain a copy of the form on the Documents page (e.g., the MS-345 Acting Capacity Pay Request form or MS-27 Exception Salary Guide Request form).

To download the file.....

1. Click the document link in the top left corner of the page.
 2. Open the file.
 3. Complete the file and save it to your computer or other file location.
-
2. Search for and upload the file.
 3. Enter a comment for the attachment, if desired.
-
4. Click the **Submit**  button.

Next Step: HR Partner Approval

×

You have submitted

Up Next: HR Partner | Approval by HR Partner or HR Partner
(Agency Level)

[View Details](#)

5. Your transaction has routed for approval. You can see the details of your proposed compensation change by selecting "view details" on the pop up (shown above).



Information: The compensation change must be approved. The approval routing is based on the reason code selected for the compensation change.

6. The System Task is complete.