

# —SPS ALERT—

## SPS Alert 212:

### Special Alert for SPMS:

October 13, 2022

#### REMINDER!

- **IMPORTANT INFO for SPS**  
**Compensation events: Mass Salary Change for November 1, 2022, COLA 4.5%**

All compensation events must be completed **by noon TOMORROW, Friday, Oct. 14, 2022.**

Agencies must **not** process events in Workday that affect employee salaries, including **reclasses and compensation changes** **between Oct. 15 and Nov. 4.** This does **not** include hires, agencies should continue with other events as usual. Events can resume after noon on Friday, Nov. 4.

Agencies should wait to process any **new reclass or compensation** transactions, so that they can take the new 11-1-22 employee salary into consideration before processing in Workday.

Agencies will process the contractual COLAs, please refer to information regarding contractual salary increase processing.

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