

Employees who are Ineligible for a Step Increase

Agency HR Specialists must advance the **Next Annual Increment Date** for those employees who have received an unsatisfactory service rating in order for the Mass Salary Increase program to by-pass the employee for a step increase. The Agency HR Specialist should perform the following steps prior to the Mass Salary Increase running in final mode to make the employee ineligible:

Navigate to: *Core-CT HRMS >Workforce Administration>Job Information>Job Data*

1. Search for Employee ID in the **Empl ID** field
2. Click the **+** button on the top right corner in order to add a new effective dated row (typically the date when the unsatisfactory service rating was issued)

The screenshot displays the 'Job Information > Job Data' screen for employee Gopher Bolt (Empl ID 900005116). The form is for adding a new effective dated row. Key fields include:

- *Effective Date:** 07/09/2015
- Effective Sequence:** 0
- HR Status:** Active
- Job Status:** Active
- *Action:** Data Change
- *Reason:** SrvcRtg-Unsatisfactory
- Primary Job:** Current
- Position Number:** 00104381 (RP - 170 Survivorship Benefits)
- Position Entry Date:** 01/01/2013
- *Regulatory Region:** USA (USA Regulatory Region)
- Company:** RET (OSC Retirement Payroll)
- *Business Unit:** RETPY (OSC Retirement Payroll)
- *Department:** OSC15417 (State Police Survivor Benefits)
- Department Entry Date:** 01/01/2013
- *Location:** RETRP0000 (OSC Retirement Payroll)
- Establishment ID:** OSC005 (OSC Retirement Payroll)
- Date Created:** 07/09/2015
- Last Start Date:** 01/01/2013
- Expected Job End Date:** (empty)

Navigation tabs at the bottom include: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, Correct History.

3. Validate the ***Effective Date**
4. Populate the ***Action** dropdown with “Data Change” and
5. Populate the ***Reason** dropdown with “SrvcRtg-Unsatisfactory”

Advancing Next Annual Increment Date

Last Updated: September, 2015



- Click on the [Employment Data](#) link

Employment Information

Gopher Bolt Empl ID 900005116
Person of Interest Empl Record 1 Other Payee

Organizational Instance ?

Organizational Instance Rcd 1 Original Start Date 01/01/2013 Override
Last Start Date 01/01/2013 First Start Date 01/01/2013
Termination Date
Org Instance Service Date 01/01/2013 Override 2 6 8
Provider ID

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 01/01/2013 First Assignment Start 01/01/2013
Assignment End Date Next Annual Increment Date
Home/Host Classification Home Years Months Days Time Reporter Data
Layoff Seniority Date 01/01/2013 Override 2 6 8
Benefits Service Date 01/01/2013 Override 2 6 8
Probation Date
Longevity Date 01/01/2013 Last Verification Date
Business Title Position Phone

USA

Job Data Employment Data Benefits Program Participation

- Advance the **Next Annual Increment Date** field one year from ***Effective Date** date
- If the employee is not entitled to the 01/01/2009 annual increment, advance the date to 01/01/2010

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 01/01/2013 First Assignment Start 01/01/2013
Assignment End Date Next Annual Increment Date 07/09/2016
Home/Host Classification Home Years Months Days
Layoff Seniority Date 01/01/2013 Override 2 6 8
Benefits Service Date 01/01/2013 Override 2 6 8
Probation Date
Longevity Date 01/01/2013 Last Verification Date
Business Title Position Phone

USA

Job Data Employment Data

Calendar

July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Click button

Advancing Next Annual Increment Date

Last Updated: September, 2015

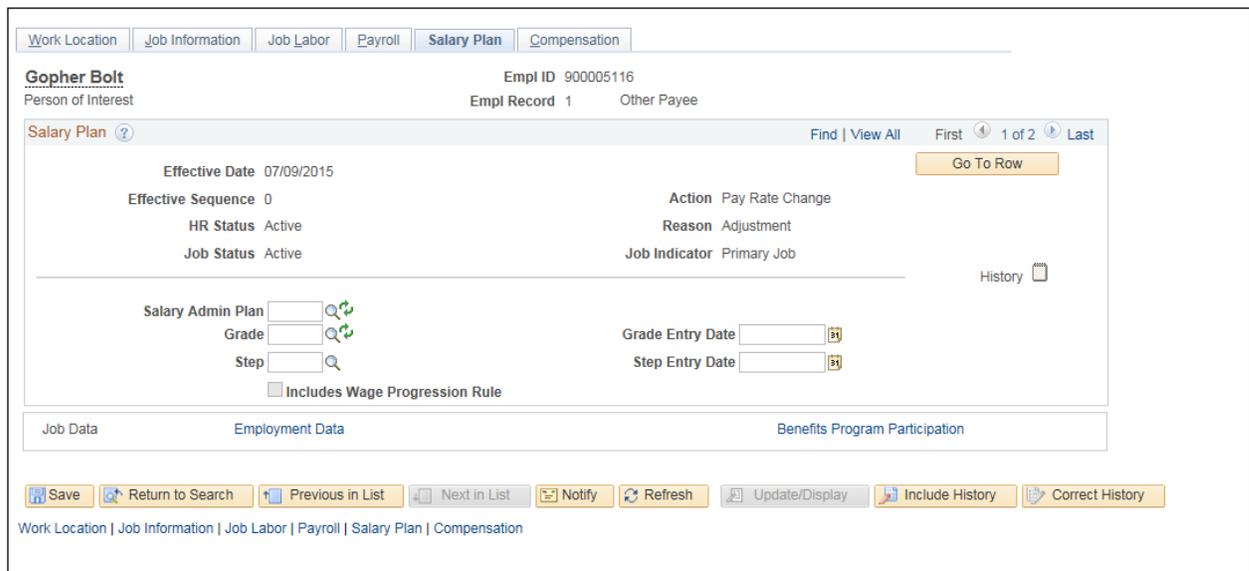


If this action was not taken prior to the Mass Salary Increase and the employee did receive a step increase, Agency HR Specialists must reset the employee's Salary Step back to the original Step. Perform the following steps to reset the employee's step information:

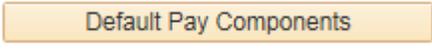
Navigate to: *Core-CT HRMS >Workforce Administration>Job Information>Job Data*

1. Search for Employee ID in the **Empl ID** field
2. Click the  button on the top right corner in order to add a new effective dated row dated (the same date as the mass salary anniversary date row), effective sequence 1 with the Action of 'Pay Rate Change' and the Reason of Adjustment.
3. Validate the ***Effective Date**
4. Populate the ***Action** dropdown with "Data Change" and
5. Populate the ***Reason** dropdown with "SrcvRtg-Unsatisfactory"

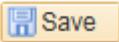
2. Add a new effective dated row dated (the same date as the mass salary anniversary date row), effective sequence 1 with the ***Action** of "Pay Rate Change" and the ***Reason** of "Adjustment"



3. In the **Salary Plan** tab, change the step back to the previous step. Also change the Step Entry Date back to the previous date.

4. Next, go to the **Compensation** tab, and click on the  button. This will reset the compensation rate to the prior step. If the employee is a Part-Time employee, adjust the default biweekly rate to the previous amount and click

 button in order to reset the compensation rates.

5. Once complete, click  button