

Advancing Next Annual Increment Date

Last Updated: September, 2015



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 Data' form for an employee named Gopher Bolt (Empl ID: 900005116). The form is divided into several sections:

- Work Location:** Includes fields for *Effective Date (07/09/2015), Effective Sequence (0), HR Status (Active), and Job Status (Active). It also features a *Reason dropdown menu set to 'SrvcRtg-Unsatisfactory' and a *Action dropdown menu set to 'Data Change'.
- Position Information:** Includes fields for Position Number (00104381), Position Entry Date (01/01/2013), and a checkbox for Position Management Record.
- Regulatory Region:** Includes fields for *Regulatory Region (USA), Company (RET), *Business Unit (RETPY), *Department (OSC15417), Department Entry Date (01/01/2013), *Location (RETRP0000), and Establishment ID (OSC005).
- Other Information:** Includes fields for Last Start Date (01/01/2013) and Expected Job End Date.

The form also includes a 'Go To Row' button, a 'Find' button, and a 'Current' status indicator. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Update/Display, Include History, and Correct History.

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

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

Employment Information

Gopher Bolt
Person of Interest

Empl ID: 900005116
Empl Record: 1
Other Payee

Organizational Instance ?

Organizational Instance Rcd: 1
Original Start Date: 01/01/2013 [B1] ☒ Override
Last Start Date: 01/01/2013
First Start Date: 01/01/2013
Termination Date: [B1]
Org Instance Service Date: 01/01/2013 [B1] ☒ Override
Provider ID: [B1]

Years	Months	Days
2	6	8

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date: 01/01/2013
Assignment End Date: [B1]
Home/Host Classification: Home
Layoff Seniority Date: 01/01/2013 [B1] ☒ Override
Benefits Service Date: 01/01/2013 [B1] ☒ Override
Probation Date: [B1]
Longevity Date: 01/01/2013 [B1]
Business Title: [B1]

First Assignment Start: 01/01/2013
Next Annual Increment Date: [B1]

Years	Months	Days	Time Reporter Data
2	6	8	
2	6	8	

Last Verification Date: [B1]
Position Phone: [B1]

USA

Job Data Employment Data Benefits Program Participation

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

- 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
Assignment End Date: [B1]
Home/Host Classification: Home
Layoff Seniority Date: 01/01/2013 [B1] ☒ Override
Benefits Service Date: 01/01/2013 [B1] ☒ Override
Probation Date: [B1]
Longevity Date: 01/01/2013 [B1]
Business Title: [B1]

First Assignment Start: 01/01/2013
Next Annual Increment Date: 07/09/2016 [B1]

Years	Months	Days
2	6	8
2	6	8

Last Verification Date: [B1]
Position Phone: [B1]

USA

Job Data Employment Data Benefits Program Participation

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						

Current Date

- Click Save button


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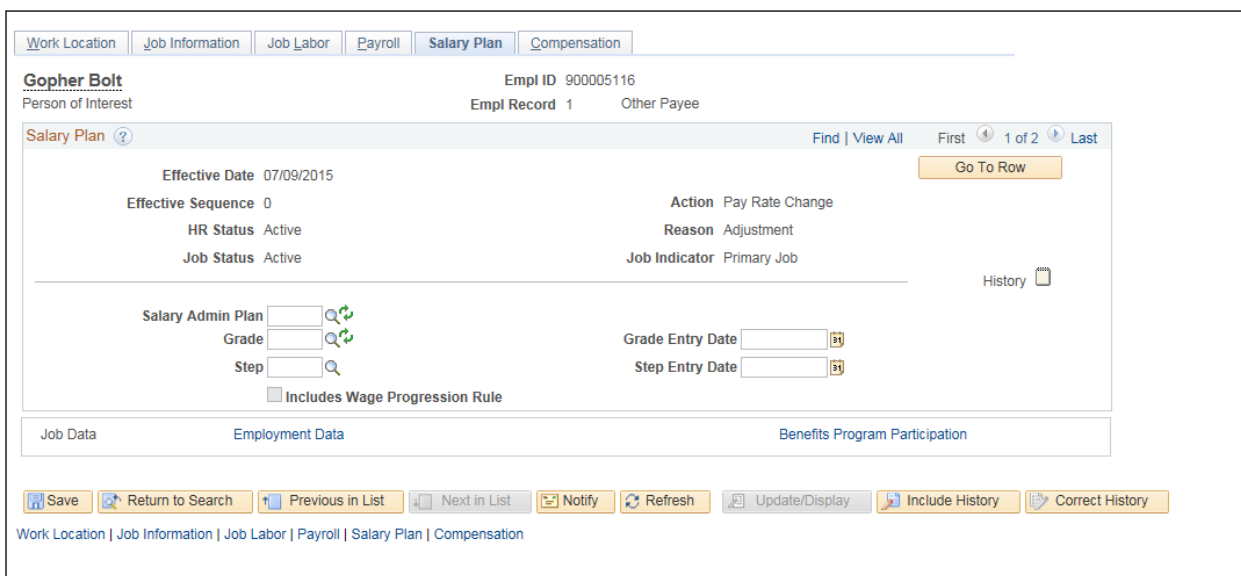


If this action was not taken prior to the Mass Salary Increase and the employee did receive a step increase, Agency HR Specialists must reset the employee's Salary Step back to the original Step. Perform the following steps to reset the employee's step information:


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

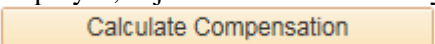
1. Search for Employee ID in the **Empl ID** field
2. Click the  button on the top right corner in order to add a new effective dated row dated (the same date as the mass salary anniversary date row), effective sequence 1 with the Action of 'Pay Rate Change' and the Reason of Adjustment.
3. Validate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