



TEMPORARY PAY INCREASE

JOB AID PY-13

PY

The purpose of this job aid is to explain how to execute a Salary Adjustment for an employee receiving Acting Pay or a Salary Adjustment for a Temporary In-Range Job Change.

Background and General Information

Employee's base pay/annual salary in infotype 0008 Basic Pay, should not change with a Salary Adjustment action with reason 7 Acting Pay or reason 40 Temp In-Range for Job Change. Instead the agency HR should communicate with the agency payroll to create temporary increase payments in infotype 2010 (*Employee Remuneration Info*) wage type 1424 (*Temporary Higher Duty Pay*).

NOTE: This Temporary Pay Increase only applies to a Salary Adjustment ZC with reason 7 or 40. This Temporary Pay Increase does not apply to a Promotion action Z1 with the reason 03 Acting Promotion.

Processing the Action

The agency HR must process the appropriate Salary Adjustment Action.

Employee Action Request

Existing PCR No.

Personnel No.

Last 4 digits (SSN) First Last

Effective on

Action Type

Reason

Action Type (1) 19 Entries found

Restrictions

Act.	Name of Action Type
Z0	New Hire (NC)
Z1	Promotion (NC)
Z2	Reinstatement/Reemployment(NC)
Z3	Leave of Absence (NC)
Z4	Quick Entry (NC)
Z5	Investigatory W/Pay (NC)
Z6	Suspension (NC)
Z7	Non-Beacon to Beacon(NC)
Z8	Transfer (NC)
Z9	Appointment Change (NC)
ZA	Reallocation (NC)
ZB	Demotion (NC)
ZC	Salary Adjustment (NC)
ZD	Cancel Salary Adjustment(NC)
ZE	Range Revision (NC)
ZF	SeparationPayContinuation(NC)
ZG	Separation (NC)
ZH	Career Progression (NC)
ZM	Band Revision (NC)

Once the correct employee, action, and effective date have been entered the agency HR will select the correct reason for the Salary Adjustment Action.

Employee Action Request

Existing PCR No.

Personnel No.

Last 4 digits (SSN) First Last

Effective on

Action Type

Reason

Reason for Action (1) 23 Entries found

Restrictions

Action Type: ZC
Name of action type: Salary Adjustment (NC)

ActR	Name of reason for action
01	Salary Adjustment
02	Correct New Hire Salary
03	Increase to Minimum
07	Acting Pay
08	Retention Adjustment
09	Trainee/Associate Adjustment
10	Lead Worker Adjustment
11	EPA Supplement Payment
12	In-Range - Higher Level
13	In-Range - Increase Variety
14	In-Range - Equity
15	In-Range - Retention
16	In-Range - Turnover
17	In-Range - Other Labor Market
18	Geographic Differential
19	Site Differential
20	Career Growth Recogn Award
22	Legislative Increase
23	Performance Increase
24	LEO Sworn
25	LEO Step Increase
40	Temp In-Range for Job Change
50	Auto Sal Adj - AOC Only

Reasons 7 & 40 require Payroll Dept. to set up temporary payments in Infotype 2010

After selecting reason 7 or 40, the Annual Salary field for the Salary Adjustment Action should appear unavailable for changes.

Employee Action Request

Initiate WF

PCR Number: []
 Personnel Number: 80001035 Marvin Tillman
 Last 4 digits(SSN): []
 Effective on: 02/27/2020

Action: ZC Salary Adjustment (NC)
 Reason: 07 Acting Pay
 St: []

CURRENT		PROPOSED	
Pers.Area	4601 Natural and Cultural Resources	Pers.Area	4601 Natural and Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	A1 FT N-FLSAOT Perm	EE Subgrp	A1 FT N-FLSAOT Perm
Org. Unit	20010226 CR CDS A&H HIS SITES OR S	Org. Unit	20010226 CR CDS A&H HIS SITES OR S
Job	32000712 Museum Curator I	Job	32000712 Museum Curator I
EE Position	60083605 Museum Curator	EE Position	60083605 Museum Curator

Basic Pay

Current	Proposed
Pay Scale type: 07 General	Pay Scale type: 07 General
Pay Scale Area: 01 Annual Salaries	Pay Scale Area: 01 Annual Salaries
Pay Scale Group: GN09 Level 00	Pay Scale Group: GN09 Level 00
Annual Salary: 31,705.00	Annual Salary: 31,705.00
Hrly Sal: 0.00	Hourly Salary: 0.00
Min: 0.00	Max: 0.00
Next Inc Date: []	Next Inc Date: []

Dates: Last day worked: []

ACA Qualification: ACA Status: []

Measurement Period: From [] To []
 Coverage Period: From [] To []

Callout Box: Base Pay Will Not Change for Salary Adjustments with Reason 7 or 40

After saving, the agency HR must include the notes on the official action notes template. In addition, they must also include the following statement **“The temporary increase of \$XXXX will be added to IT2010 Wage Type 1424.”**

Employee Action Request

Subarea: NC01 7day Norm

EE Group: A SPA Employees
 EE Subgroup: A1 FT N-FLSAOT Perm

Org. Unit: 20010226 CR CDS A&H
 Job: 32000712 Museum Cur
 EE Position: 60083605 Museum Cur

Create note dialog box:

Title of note: Salary Adjustment-Acting Pay-07

Fields to be populated:

- PCR#
- Today's Date
- Initiator Name/PNR-Completing Action
- EE Name/PNR
- Action Eff Date
- Reason for retro, if applicable
- Justification of Salary Adjustment
- Salary change (Current Salary + % = New Salary)
- Qualifications and salary administration policy used
- Address Equity Considerations
- Approvals/Delegation – Indicate OSHR Approval if applicable
- Duration of salary adjustment, if applicable

Callout Box: The temporary increase of \$XXXX will be added to IT2010 Wage Type 1424.

After processing the action, the agency HR should then coordinate with their Payroll Department to enter the employees' temporary pay increase in infotype 2010 wage type 1424. After the temporary pay increase has been satisfied the agency HR must communicate with the payroll department to delimit the Wage Type with the same effective date as the Cancel Pay Action.

Calculating Acting Pay

The agency determines temporary pay increase amount for the employee. The amount is then divided up based on the employee's payroll area.

$$\text{Acting Pay Amount} = \frac{(\text{Annual Salary} \times \text{Acting Pay Percentage})}{\# \text{ of pay periods}}$$

Example: Employee in Monthly Payroll Area

An employee with an annual salary of \$50,000 is to receive an additional 10% for Acting Pay per pay period. The employee is paid on a monthly schedule. To calculate the amount of acting pay, the employee's annual salary is multiplied by the percentage of acting pay. The result is divided by 12. This provides the employee with \$416.66 temporary pay increase per pay period for acting pay.

$$\$416.66 \text{ Acting Pay amount} = \frac{(\$50,000 \text{ annual salary} \times 0.10 \text{ acting pay \%})}{12 \text{ pay periods}}$$

Example: Partial Month Acting Pay

An employee with an annual salary of \$50,000 is to receive an additional 10% for Acting Pay starting February 10, 2020. The employee is paid on a monthly schedule. To calculate the amount of acting pay for the month of February, the employee's annual salary is multiplied by the percentage of acting pay. The result is divided by 12. This provides the employee with a \$416.66 monthly acting pay increase. To account for a partial month, the acting pay increase is then divided by the number of scheduled workdays for the month. In February there are 20 scheduled working days, \$416.66/20 workdays = \$20.83 acting pay per workday. The employee qualifies for acting pay on scheduled working days beginning on February 10. This means that the employee will receive acting pay for 15 days for the month of February. Multiply the amount of acting pay per workday by the number of days the employee works with eligibility, \$20.83 X 15 workdays = \$312.45 Acting pay for the month of February.

Partial Month Acting Pay

$$\left(\frac{((\text{Annual salary} \times \text{Acting Pay \%}) / \# \text{ of Pay Periods})}{\# \text{ of Workdays in the month}} \right) \times \# \text{ of eligible workdays}$$

Example: Employee in Biweekly Payroll Area

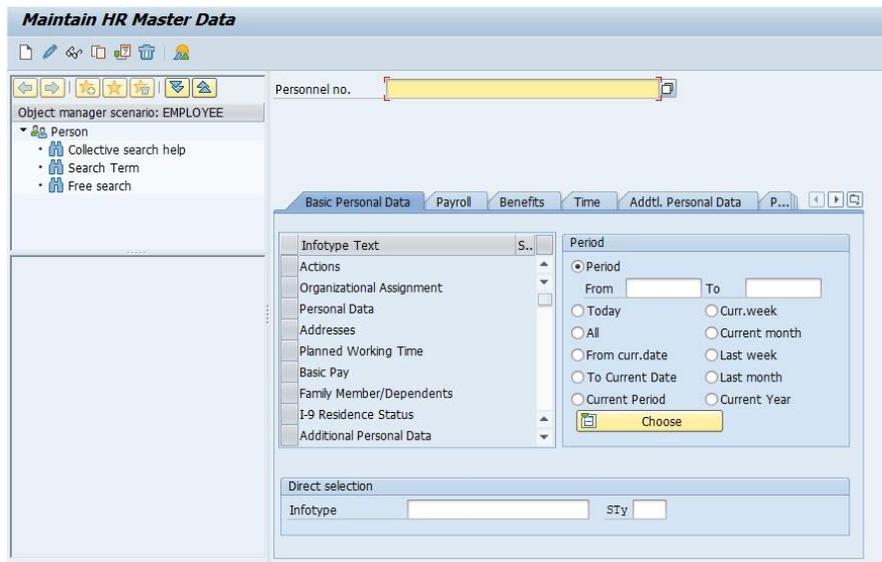
An employee with an annual salary of \$50,000 is to receive an additional 10% for Acting Pay per pay period. The employee is paid on a biweekly schedule. To calculate the amount of acting pay, the employee’s annual salary is multiplied by the percentage of acting pay. The result is divided by 26. This provides the employee with \$192.31 temporary pay increase per pay period for acting pay.

$$\$192.31 \text{ Acting Pay Amount} = \frac{(\$50,000 \text{ annual salary} \times 0.10 \text{ acting pay \%})}{26 \text{ pay periods}}$$

Temporary Increase Payment

Temporary In-Range or acting pay increases are to be entered through Infotype 2010/Wage Type 1424. The Basic Pay (IT0008) base pay/annual salary should not be changed when processing the Temporary In-Range or Acting Pay actions. It is extremely important that the agency HR works with the agency Payroll to schedule the beginning and end of the temporary pay increase. The agency Payroll must create a record in IT2010/wage type 1424 for each payment of the temporary increase. Infotype 2010/Wage Type 1424 is not an infotype for reoccurring payments; however, payments can be future dated. The steps below serve as a guide to explain how to create a Temporary pay increase under acting pay or temporary in-range.

1. Login to SAP GUI.
2. Access PA30.



3. Search for the employee.

4. Enter 2010 in the infotype field and 1424 in the subtype field.

The screenshot shows the SAP 'Maintain HR Master Data' interface for employee Marvin Tillman (Personnel no. 80001035). The 'Direct selection' table at the bottom is highlighted, showing the 'Infotype' field with the value '2010' and the 'STy' field with the value '1424'. Red callout boxes label these as 'Infotype Field' and 'Subtype Field' respectively. The interface also shows a list of infotypes on the left and a 'Period' selection area on the right.

Infotype	Value
Infotype	2010
STy	1424

5. Select the Create Icon .

6. Enter a date. The date should be within the current pay period.
7. Enter the amount to be paid based off your calculation.

The screenshot shows the SAP 'Create Employee Remuneration Info (2010)' form. The form is titled 'Create Employee Remuneration Info (2010)' and has a navigation bar with 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The main form area contains the following fields:

- Personnel No: 80001035
- Name: Marvin Tillman
- EE group: A SPA Employees
- Personnel category: 1501
- Department: Natural and Cultural Resources
- W/S rule: D01M09G01 MTWTFSS,SaS
- Status: Active
- Date: 02/03/2020 (highlighted with a red box and callout: "Date should be within pay period")
- Remuneration info:
 - Wage type: 1424 Temporary Higher Duty Pay
 - Number of hours: []
 - Number/unit: []
 - Amount: [] (highlighted with a red box and callout: "Amount to be paid based off calculation")
 - Currency: USD
 - Extra pay/valuation: [] / []
 - Pay scale group/level: [] / []
 - Position/work center: [] / []
 - Overtime comp. type: Depends on wage type
 - Premium: []
 - Premium Indicator: []
 - Tax area record type: []
 - External document number: []

8. Select the Save Icon  to save the entry.