Department of Employee Relations
Pay Services Section
200 E. Wells Street, Room 706
Milwaukee, WI 53202-3554

NOTICE OF SALARY ADJUSTMENTS
RESULTING FROM EMPLOYEE ASSESSMENT OR PERFORMANCE EVALUATION

Instructions: This form is used to notify DER, Pay Services Section, of the employees who have a salary anniversary date occurring during each pay period, and of any applicable salary adjustment as a result of a successful employee assessment or performance evaluation. Enter the appropriate code in the Salary Adjustment Note field. Send original to DER, Pay Services Section and retain a copy for your departmental records.

DEPARTMENT / DIVISION	FOR EMPLOYEES WITH SALARY ANNIVERSARY DATES IN PAY PERIOD # , 2016	DATE COMPLETED

LAST NAME	FIRST NAME	MIDDLE INITIAL	EMPL ID	PAY RANGE	OLD RATE	SALARY ADJUSTMENT CODE *	NEW RATE

THE HRMS ENTRIES DESCRIBED ABOVE ARE FOR SALARY ADJUSTMENTS ARE MADE IN ACCORDANCE WITH THE 2016 SALARY ORDINANCE, PART II, SECTION 4 – SALARY ADVANCEMANE AND SALARY ANNIVERSARY DATES.

HRMS ENTRIES COMPLETED BY:	SIGNATURE	TITLE	DATE
APROVED BY (DEPT HEAD OR DESIGNEE):	SIGNATURE	TITLE	DATE

THIS SECTION FOR DER REVIEW

DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE

SALARY ADJUSTMENT CODES

A2	Group A employee eligible for salary adjustment equal to 2% of the pay range minimum, effective retroactively to PP 01
B2	Group B employee eligible for salary adjustment equal to 2% of the pay range midpoint, effective retroactively to PP 14
B3	Group B employee eligible for salary adjustment equal to 3% of the pay range midpoint, effective retroactively to PP 14
B4	Group B employee eligible for salary adjustment equal to 4% of the pay range midpoint, effective retroactively to PP 14
AU	Group A employee who did not achieve good standing status as documented on the employee assessment form, and is therefore ineligible for a salary adjustment
BU	Group B employee who did not achieve a fully satisfactory or outstanding rating as documented on the performance appraisal form, and is therefore ineligible for a salary adjustment
M	Employee who is at or above maximum and is eligible for a lump-sum non pensionable non base building adjustment in PP 27, 2016
MX	Employee near the maximum of the pay range who is eligible for a salary adjustment up to the maximum of the pay range and eligible to receive the difference in a lump-sum non pensionable non base building adjustment in PP 27, 2016
D	Employee who has received discipline (not including written warning for Group A) (including written warning for Group B), or who has been on a Performance Improvement Plan (PIP) during the six month period immediately preceding the salary anniversary date, and who is working towards establishing a new salary anniversary date if successfully completes six months after the date of the discipline or the date of removal from the PIP