

Instructions for Payroll Personnel – Revised February 12th, 2018
2017 Pay Progression for Group B only
Effective PP 20, 2017

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REVIEW PERIOD FOR 2017 PAY PROGRESSION AND TIMING OF PAY PROGRESSION INCREASES:

REVIEW PERIOD:

- For employees not on probation in 2017 (not completing probation in 2017):
 - If the SAD falls between pp 1-20 2017, the review period will be pp#1 through pp#20 2017.
 - If the SAD falls between pp 21-26 2017, the review period will be pp#1 through the pp# the SAD falls in.
- For employees on probation in 2017 (completing probation in 2017): The review period will be 26 pp prior to the Salary Anniversary Date (SAD).

The appointing authority may recommend a modified review period for individuals who have been on a leave of absence for a portion of the review period provided that there is at least six months of actual service in 2017 to review during 2017.

Please note, the review period should include actual service and the SAD should be adjusted by time off payroll as explained in SAD Maintenance (page 3).

TIMING OF BIWEEKLY INCREASES:

- Employees whose SAD falls between pp 1-20 will receive their biweekly increase effective pp#20 2017.
- Employees whose SAD falls between pp 21-26 will receive their biweekly increase effective the pp in which their SAD falls.
 - **Employees must have passed their probation to be eligible for biweekly increases.**

LUMP SUM PAYMENTS:

- Employees whose SAD falls between pp 1-20 2017, will receive a Lump Sum payment based on pp 20-26 2017.
- Employees whose SAD falls between pp 21-26 2017, will receive a Lump Sum from the pp in which their SAD is through pp 26 2017. Ex. Employee's SAD is 11/1/17 or in pp 23 2017, they will receive a Lump Sum from pp 23-26 2017.
 - **Employees must have passed their probation to be eligible for Lump Sum payments.**

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WHO IS ELIGIBLE FOR 2017 PAY PROGRESSION:

Per Common Council File #161034 and #170580, eligible titles include both non-Career Ladder and Career Ladder employees (at the maximum of the Career Ladder range) for Group B. See pages 12-13 for additional clarifications.

WHAT IS A SALARY ANNIVERSARY DATE (SAD)?

Initial SAD should have been established and entered in HCM in 2016. 2016 SADs are to be carried forward and adjusted or re-established per the following:

- A **NON-Career Ladder employee's** salary anniversary date is established after meeting both of the following criteria:
 - Having passed probation in the current job title if necessary, and
 - After completion of 26 pay periods, or a full review period, on payroll in the current job title.
 - Note: Probationary periods do not apply to employees appointed to a position that is exempt from City Service Commission or Fire and Police Commission rules; therefore the salary anniversary date is established after the employee has completed a full review period on payroll in the position.

Example: Employee starts 1/5/2016. They pass probation, complete 26 pay periods on payroll in that title and have no unpaid time. Their Salary Anniversary Date is set as 1/5/2017.

- A **Career Ladder employee's** salary anniversary date is established after meeting both of the following criteria:
 - Having passed probation in the current job title if necessary, and
 - After completion of 26 pp's, or a full review period, after their final career ladder increase.
- **See Table** on pages 12-13 of this document for additional SAD clarifications.

PAY PROGRESSION IMPORTANT FACTORS:

- **Employees must be employed and on paid status for at least 1 day of the pay period of their SAD to be eligible for 2017 pay progression.**
- **Employees separating from service who are eligible for a Lump Sum, must be employed and on paid status through pp#26 2017 to be eligible for their Lump Sum Payment.**
 - The only exception to this is if the employees last paid day is 12/29/17, and their separation date is 12/30/17 or the end of pp#26 2017 – in this case they would be eligible for their Lump Sum payment.
- Career Ladder employees will always be Lump Sum increases, as they are at the max of their Career Ladder range.
- Employees on probation as of their SAD are not eligible for a Lump Sum in 2017.
- Regularly appointed employees whose SAD falls during a Temporary, Emergency, or Provisional (TEP) appointment, will have their TEP interrupted, primary title restored, pay progression given on their primary title, and then have the TEP restored with an updated rate.
- All Group B 2017 Pay Progression must be pre-approved by DER before it is entered in HCM. Due to the large volume DER will need to review in a short amount of time, we ask that these are submitted 2 pp's in advance of the pp they are due to help in getting them reviewed and approved on time.

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SAD MAINTENANCE:

Payroll Clerks are responsible to:

- Monitoring and Tracking any time off payroll for each employee
 - Run public query in HCM
 - Y_DER_STEPDATE_REVIEW
 - This query provides a picture of job entry and step entry dates that are currently on the top row of job data in HCM.
 - Dates should have been updated during 2016 pay progression.
 - The SAD should be adjusted for each 10 full work days' worth of unpaid time in the employee's regular work schedule; excluding any unpaid partial days (this is different than how we maintain the BSD).
 - **Work days** are defined as full days only – partial days off payroll are not counted.
 - **Unpaid days should be tracked** until 10 full days are accumulated, at which time the SAD should be moved forward 14 calendar days (1 Pay Period).
 - An adjustment should be made to the salary anniversary date for employees who have had unpaid absences from work since their last salary anniversary date.
 - **Unpaid FMLA** is treated the same as any other unpaid absence and should be included when determining an adjusted salary anniversary date.
 - **Unpaid Holiday:** If the period of unpaid time includes a holiday and the employee is not paid for that holiday.
 - **Weekend hours:** If employee is regularly scheduled to work on the weekend day, the unpaid time should be included when determining adjustment to SAD.
 - **Suspensions** should **not** be counted in adjusting the Salary Anniversary Date.
 - **Injured Employees:** Time that injured employees are **off payroll** will be included when determining adjustment to SAD.
 - Include notes under the **General Comments** in HCM to provide an explanation of the reason(s) for any changes in the salary anniversary date.
- ***For 2016 pay progression (If SAD was not updated):*** *Employees with Salary Anniversary Dates falling from 12/20-12/31 prior to 2016 (Ex. 12/20/2015, 12/30/2006, 12/23/2013, etc) should have their SAD reset to 1/1/17 for Pay Progression purposes. **This is a onetime adjustment to these 2016 established SAD's; if the SAD needs to be adjusted at any time starting in 2017 going forward, this rule will not apply.***
 - *Insert row in Job Data and a General Comment per instructions.*
 - *Employees whose SAD falls from 12/20-12/31 in 2016 do not need to be reset.*

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HCM ENTRIES FOR SAD MAINTENANCE:

- Enter the salary anniversary date into the employee’s HCM record
 - Navigation
 - Main Menu > Workforce Administration > Job Information > Job Data
 - Salary Plan tab
 - Step Entry Date field
 - Entry
 - Effective Date = First Sunday of the PP in which you are making this entry
 - Action = Data Change
 - Reason = Data Correction–Step Code
 - General Comments
 - Navigation: Main Menu > Workforce Administration > Personal Information > Biographical > General Comments
 - Include notes under General Comments to provide explanation of changes to SAD.
 - **The General Comment must include the dates of unpaid time you are adjusting the SAD by and reason for adjusting it.**

PAY PROGRESSION PERFORMANCE APPRAISAL:

- Notify each employee’s supervisor approximately eight weeks prior to the employee reaching the completion of the review period as described on page #1 that the Employee Performance Appraisal (Group B) is to be completed. The Employee Performance Appraisal should be completed one month prior to the pay progression being due.
- Monitor for completion of each Employee Performance Appraisal no later than the end of the third pay period before the SAD.
 - If supervisor does not comply, contact your HR manager, department head or designee, as per your department’s protocol.
 - Supervisors who do not complete Employee Performance Appraisals for their employees will not be eligible to receive Pay Progression.
- Upon receipt of the completed Employee Performance Appraisal :
 - Group B employees must reach the following to receive the applicable pay increase:

Overall Performance Rating	Average Rating Score	2017 Pay Progression Calculation
Exceptional	4.5 to 5.0	4%
Exceeds Expectations	3.5 to 4.4	3%
Successful	2.5 to 3.4	2%
Unsatisfactory	1.0 to 2.4	0%

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- Verify Employee eligibility for 2017 pay progression.
 - Employees that received Discipline or a PIP during the review period must receive an assessment but are not eligible for 2017 Pay Progression.
 - For Pay Progression administration purposes, “discipline” is defined as having received a written warning, a suspension or being on a PIP during the review period (See table below).
 - For suspensions, the date of the suspension notice will be considered the effective date of the suspension for Pay Progression administration purposes.
 - *Note: Written Warnings are considered disciplinary action for **Group B FLSA Exempt Only***
 - *Note: If the disciplinary action is overturned as a result of a disciplinary grievance process, the employee may be eligible provided that he or she is otherwise qualified.*
 - *Note: If the disciplinary action is held in abeyance, the employee is eligible for Pay Progression.*

Type of Discipline	Pay Progression Group	Eligible for Pay Progression?	New SAD Established?
Written Warning	Group B <i>(FLSA Exempt Only)</i>	NO	NO
Suspension	Group B	NO	NO
PIP - Performance Improvement Plan	Group B	NO	NO

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TEMPORARY, EMERGENCY, OR PROVISIONAL (TEP) APPOINTMENTS:

- Regular employees serving TEP appointments retain the Salary Anniversary Date based on their Regular Certified title.
- If the employee is on a TEP at the time they are due pay progression, their TEP should be interrupted to give them pay progression on their primary job (certified title) if they are due a biweekly or hourly increase.
- *Note: If the employee is due a Lump Sum and they are on a TEP when their SAD arrives, the lump sum amount should be calculated using the certified title's rate of pay and the payment period for group B is based on the group B payment period.*
- HCM Process in Job Data:
 1. Interrupt the TEP by restoring the primary job title:
 - Effective Date = 1st Sunday of PP SAD falls in
 - pp#20 if falls in pp's 1-20 2017
 - Action = Position Change
 - Reason = Restore Title
 - Restore the following primary job info (certified title) including job code, job entry date, union code, bargaining unit, grade date, step date, and comp rate.
 - Change the Empl Class to Regular
 - Save the entry
 2. Insert the biweekly Pay Progression Increase
 - Effective Date = 1st Sunday of PP SAD falls in, one sequence row higher
 - pp#20 if falls in pp's 1-20 2017
 - Action = Pay Rate Change
 - Reason = Annual Merit Increase/Decrease
 - Compensation Tab – Update Comp Rate with new rate of pay
 - Save the entry
 3. Continue the TEP – these are new action/reasons to show we are continuing the TEP appointment, not giving a new one.
 - Effective Date = 1st Sunday of PP SAD falls in, one sequence row higher
 - pp#20 if falls in pp's 1-20 2017
 - Action = Continue
 - Reason = Choose based on TEP
 - Continue Emergency Appt
 - Continue Provisional Appt
 - Continue Temporary Appt
 - Restore the following TEP job info including position ID, position entry date, job code, job entry date, union code, bargaining unit, grade date, step date, and update the TEP comp rate based on the primary job rate of pay (review Salary Ordinance for rules).
 - Change the Empl Class to Temporary, Emergency, or Provisional
 - Save the entry

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CALCULATING RATES FOR SALARY ADJUSTMENTS AND LUMP-SUM PAYMENTS

The amount of salary adjustment for each employee is to be calculated by the payroll clerk, using the formulas on Page's 8-9.

- Pay Progression for eligible employees will be applied in the form of a base-building, pensionable Biweekly Increase, a non-base building, non-pensionable Lump Sum, or a combination of the two.
- **Pay Progression calculations should be completed based on the biweekly *midpoint of the pay range* and added to the employees base comp rate of the employee's Primary Job (Regularly Appointed Certified Title) excluding Emergency, Provisional, and Temporary appointments.**
- Payroll clerks should verify with DER if they find discrepancies. **When in doubt, ask.**

See highlighted **Comp Rate** field below for where you will find the biweekly base rate of pay. The Rate Code field should say COMBIW or COMHR.

The screenshot displays the 'Compensation' section of a payroll system. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below these, the employee's 'Empl ID' and 'Empl Record' are shown. The 'Compensation' section includes fields for 'Effective Date' (11/20/2016), 'Effective Sequence' (0), 'HR Status' (Active), and 'Payroll Status' (Active). It also shows 'Action' (Earnings Distribution Change) and 'Reason' (CHANGE TO EXCEPTION HOURLY PAY). The 'Compensation Rate' is 3,216.615920, and the '*Frequency' is Biweekly. Below this, there are sections for 'Comparative Information', 'Pay Rates', and 'Default Pay Components'. The 'Pay Components' section is expanded, showing a table with columns for '*Rate Code', 'Seq', 'Comp Rate', 'Currency', 'Frequency', and 'Percent'. The first row is highlighted with a red box and a blue arrow pointing to the 'Comp Rate' field, which contains the value 3,069.290000. The second row shows 'FOTPCT' with a 'Comp Rate' of 147.325920 and a 'Percent' of 4.800. At the bottom, there are tabs for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'.

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 COMBIW	8	3,069.290000	USD	B	
2 FOTPCT	0	147.325920	USD	B	4.800

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The formulas for calculating the actual amount of salary adjustments are as shown below. All Group B calculations are based on the **biweekly midpoint of the pay range**; recruitment rates should **not** be used.

- **Biweekly Midpoint:** Minimum of the Pay Range + Maximum of the Pay Range = X,XXX.XX / 2 = Biweekly Midpoint of Pay Range
 - Ex. Pay Range 2DN
 - Minimum = 1,634.62
 - Maximum = 2,288.38
 - Calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$ Midpoint

- **Rounding:** Carry your midpoint rate calculation out to 6 decimal places and then round off to two decimals. Add the rounded midpoint rate to the biweekly base or use as Lump Sum amount for further calculations.

- **Pay Progression Midpoint Salary Adjustment Amount:**
 - Pay Range Midpoint X .02
 - Pay Range Midpoint X .03
 - Pay Range Midpoint X .04
 - Ex. $\$1,961.50$ Midpoint X .03 (3% eligibility) = $58.845000 = \$58.85$ (midpoint salary adjustment)

BIWEEKLY INCREASE

If the new rate after the salary adjustment is calculated results in a rate that falls within the current pay range, enter the new rate in HCM. **Increases are effective the pay period in which the SAD falls.**

Example: Employee's SAD is 11/1/13,

– Eligible for Pay Progression in pp 22, 2017.

Librarian I, PG 2DN: Minimum of \$1,634.62, Maximum of \$2,288.38

Employee is eligible for a 2% increase

Midpoint calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$

2% of Midpoint = $1,961.50 \times .02 = \$39.230000$ rounded = \$39.23

Employee makes \$1,765.39 BW + \$39.23 = \$1,804.62

New biweekly rate effective pp 22 2017 or 10/22/17 = \$1,804.62

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LUMP SUM

If the employee's biweekly base rate of pay prior to any salary adjustment is at or higher than the pay range maximum, will receive a Lump Sum payment, not a biweekly increase in HCM. The payment will cover the pay period of the employees SAD through pp 26 2017. Lump sums are to be processed in pp 2 2018. If the employee separates from service prior to the completion of pp 26 2017, they will not receive their 2017 Lump Sum payment.

- **Note: Career Ladder employees will always be Lump Sum increases**

Example: Employee's SAD is 4/18/17, and is completing probation on this date.

– Eligible for Pay Progression in pp 20, 2017.

Librarian I, PG 2DN: Minimum of \$1,634.62, Maximum of \$2,288.38

Employee is eligible for a 3% increase

Midpoint Calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$

3% of Midpoint = $1,961.50 \times .03 = 58.845000$ rounded = \$58.85

Employee makes \$2,377.63 BW – this is over the maximum of the pay range

3% midpoint amount = \$58.85 lump sum per pp for pp 20-26 (7 pp), assuming employee was paid 40.0 hours straight time per week.

$58.85 \times 7 \text{ pp} = \411.95 Lump Sum

PARTIAL BIWEEKLY INCREASE / LUMP SUM COMBINATION

If the employee is not yet at the pay range maximum but the result of the calculated percentage increase is a rate that is higher than the maximum of the pay range, enter the maximum of the pay range as the new rate in HCM. The employee will receive a lump sum payment for the **difference** between the pay range maximum and the amount that would have resulted after their approved percentage increase salary adjustment. The partial lump sum payment should be processed to be paid in pp 2 2018. The lump sum payment will cover the pay period in which the SAD falls through pp 26 2017.

Example: Employee's SAD is 11/29/17,

-Eligible for Pay Progression in pp 24, 2017.

Librarian I, PG 2DN: Minimum of \$1,634.62, Maximum of \$2,288.38

Employee is eligible for a 4% increase

Midpoint Calculation: $1,634.62 + 2,288.38 = 3,923.00 / 2 = \$1,961.50$

4% of Midpoint = $1,961.50 \times .04 = 78.460000$ rounded = \$78.46

Employee makes \$2,257.80

$\$2,257.80 + 78.46 = 2,336.26$ - **This is over max of Pay Range**

Increase to \$2,288.38 (max of PG) for BW increase eff pp 24 2017

Lump sum: $\$2,336.26 - \$2,288.38 = \$47.88$ per pp for pp 24-26 2017 assuming employee was paid 40.0 straight time hours per week.

$\$47.88 \times 3 \text{ pp} = \143.64 Lump Sum.

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PAY PROGRESSION APPROVAL PROCESS:

- Receive Employee Performance Appraisal and verify eligibility
- Complete Notice of Salary Adjustment (NOSA) – Group B in Excel. E-mail the Excel document to derpayservices@milwaukee.gov and CC the approving officer in place of signature.
 - These should be approved before they are sent
 - Subject line of e-mail: Group B, NOSA, Dept Name, PP#/Year, Submission #
- DER will review and approve Pay Progression requests in accordance with budgetary funding per department and 2017 Pay Progression instructions. Once the review is complete DER will return the approved NOSA's to the department.
- **Once approved NOSA is received by payroll in the department**, enter any applicable pay progression entries in HCM and prepare payroll adjustments for any retroactive pay, if applicable.
- After departmental payroll staff completes the HCM entries, finalize the Group B form by indicating the date the HCM entries were made (top right), and obtain required signatures at the bottom of the form. Return a **COPY** of the final NOSA with all applicable signatures to DER, **department should keep the original**. Scan the document and e-mail to DER pay services. DER will review the HCM entries to complete the review process.
 - You may e-mail it to: derpayservices@milwaukee.gov

HCM ENTRIES

With DER approval, HCM entries are to be made in accordance with the biweekly payroll processing schedule, no sooner than the 2nd Monday of the Pay Period in which they are to take effect.

- Navigation
 - Main Menu>Workforce Administration>Job Information>Job Data
- Work Location Tab
 - Effective Date: 1st Sunday of pay period that includes the employee's anniversary date
 - Action: Pay Rate Change
 - Reason: Annual Merit Increase/Decrease
- Compensation Tab
 - Enter the Comp Rate
 - Click Calculate Compensation
 - Verify Comp Rate is correct
 - Save
- Upon completion of pay progression entries for each pay period, finalize the DER approved Notice of Salary Adjustment (NOSA) form by obtain signatures, and e-mail the signed NOSA to DER – Pay Services Section, derpayservices@milwaukee.gov. **Retain the original for your records**.
 - Subject line of e-mail: Group B, Approved NOSA, Dept Name, PP#/Year, Submission #
- Please use the 2017 Group B NOSA form for 2017 Group B pay progression.
- If Pay Progression is entered timely, retro adjustments will not need to be made.

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PAYROLL ADJUSTMENTS

For complete adjustment instructions see the Pay Progression Adjustment Instructions on the Comptroller's Pay Admin page at <http://city.milwaukee.gov/CityLegacySite/Comptroller/PayrollAdministration.htm#.WLhuykOzWUk> (Look for Adjustment Instructions for 2017.)

- **Citytime Adjustments - Dollars Tab shall be used for retroactive adjustments and lump-sum payments.**
 - Descriptions complete with the phrase "Pay Progression," Lump Sum or Retro, old and new rates of pay, rate of increase, and a Group B descriptor, shall be included.

FULL LUMP SUM AND PARTIAL LUMP SUM PAYMENTS

All such non-base building, non-pensionable full or partial lump sum payments will be processed in pay period #2 2018, and on the paycheck received in pay period #3 2018. The employee must be on payroll through pay period #26 2017 in order to receive their Lump Sum Payment. **Calculations should be made using the pay period in which the employee's salary anniversary date falls through pay period # 26 2017.**

Group B

- Applied to all eligible paid time up to a maximum of 40 straight time hours (**do not include overtime**) per calendar week from the pay period in which the employee's SAD fall through pay period #26 2017.

RETROACTIVE PENSIONABLE, BASE BUILDING SALARY ADJUSTMENTS

Pensionable and base-building salary adjustments shall be processed within one pay period of receipt of the satisfactory Performance Appraisal. With DER pre-approval, these adjustments are retroactive to pp#20 2017 or the pay period in which the employee's SAD falls if between pp# 21-26 2017.

Retroactive payments need only be completed for employees whose salary increase is entered late.

Group B

- Applied to all hours actually paid, including overtime, per calendar week from the pay period in which the employee's SAD falls through the pay period prior to that in which the HCM entry was made (no retro prior to pp#20 2017).

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IS MY EMPLOYEE ELIGIBLE FOR PAY PROGRESSION?

ACTION IN THE PAST 26 PAY PERIODS	PROBATION REQUIRED?	NEW SAD ESTABLISHED?	ELIGIBLE FOR PAY PROGRESSION in 2017?
Regular Appointment from Eligible List	YES	YES	Upon completion of new review period.
Appointment from Promotional Exam Eligible List	YES	YES	Upon completion of new review period.
Promotion after Underfill (CSC Rule IV, Section 6)	YES	YES	Upon completion of new review period.
Promotion without Competitive Exam (CSC Rule IV, Section 9)	YES	YES	Upon completion of new review period.
Promotion after Reclassification (CSC Rule II, Section 4)	Only if recommended by DER as part of classification report & as approved by the CSC.	YES	Upon completion of new review period.
Reallocation (position moved to different pay range or has higher footnoted minimum recruitment rate.	NO	NO- retains established SAD.	YES
Market Job Study (Job Reclassification ~ Pay Restructure – JRC)	NO	NO	YES
Voluntary demotion to position previous held & which employee previously passed probation – One year or less	NO	Adjust SAD by time away from title	Upon completion of review period
Voluntary demotion to position previously held & which employee previously passed probation – More than 1 year	NO	YES	Upon completion of new review period.
Demotion to position employee has not previously held, including demotion due to layoff or career change	YES	YES	Upon completion of new review period.
Transfer to lateral position with same job title and within same Dept or Division	At the discretion of the manager based on change in job duties	YES, if new probationary period. NO, if no new probationary period.	If new SAD, upon completion of new review period. If no new SAD, YES.
Transfer to lateral position with new job title or transfer into different Dept or Division	YES	Yes, after new review period	Upon completion of new review period.

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ACTION IN THE PAST 26 PAY PERIODS	PROBATION REQUIRED?	NEW SAD ESTABLISHED?	ELIGIBLE FOR PAY PROGRESSION in 2017?
Title Change with 3% increase	YES	YES	Upon completion of new review period.
Fixed Term Appointment	Continuous		NOT eligible for Pay Progression
Employee in Career Ladder	YES		If at max of Career Ladder, eligible for Lump Sum
Exempt Appointment	Continuous	YES	Upon completion of 26 pp's on payroll in current title
Received Discipline from SAD 2016-SAD 2017	NO	NO	NO
<i>Rehired to City Service (Non Reinstatement)</i>	YES	YES	<i>Upon completion of new review period.</i>
<i>Reinstatement to same position in same Department/Division within one year of separation</i>	NO	<i>Adjust SAD by time away from title</i>	<i>Upon completion of new review period.</i>
<i>Reinstatement to same position in same Department/Division after one year of separation</i>	<i>Follow CSC rules</i>	YES	<i>Upon completion of new review period.</i>
<i>Reinstatement to different position, or department/division within one year of separation</i>	<i>Follow CSC rules</i>	YES	<i>Upon completion of new review period.</i>
<i>Reinstatement to different position, or department/division after one year of separation</i>	YES	YES	<i>Upon completion of new review period.</i>
RACM Employee whose position is eliminated and is subsequently hired by DCD to do same work as performed in RACM.	MAYBE- Pending review by DER	MAYBE- Pending review by DER	MAYBE- pending review by DER
Employee who received a Pension Offset Adjustment	NO	NO	YES
Temporary / Emergency / Provisional (TEP) Appointments of Regularly appointed employees.	On Certified Title	NO – No time adjustment to the SAD during the Temp/Emerg/Prov appt.	YES - If SAD falls during the Temp/Emerg/Prov appointment, the TEP is interrupted, pay progression added to primary title, and TEP restored
Fire Cadet that doesn't complete original recruit class and restarts with the next recruit class	Continuous	YES, start date of next recruit class	NO, must serve new review period*. *Review period/SAD starts over.

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ACTION IN THE PAST 26 PAY PERIODS	PROBATION REQUIRED?	NEW SAD ESTABLISHED?	ELIGIBLE FOR PAY PROGRESSION in 2017?
Police Aide that doesn't complete original recruit class and restarts with the next recruit class	Continuous	YES, start date of next recruit class	NO, must serve new review period*. *Review period/SAD starts over.
Separating Employees (Retirements, Resignations, etc)			Biweekly Increase: Must be employed and paid for at least 1 day in the pay period of their SAD to be eligible for 2017 pay progression. Lump Sum: Must be employed and paid through pp#26 2017 to be eligible

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QUESTIONS / WHO TO CONTACT

Questions about Pay Progression process or increase amounts should be directed to DER – Pay Services at derpayservices@milwaukee.gov or x8085

Questions to Payroll Administration about retroactive pay adjustments or lump sum payments may be sent via e-mail to ptransmit@milwaukee.gov

Questions about the Annual Employee Assessment, please contact Lindsey O’Connor at loconn@milwaukee.gov or x3394

Questions about the Pay Progression Appeals Process, please contact Lindsey O’Connor at loconn@milwaukee.gov or x3394

DISCLAIMER: The Department of Employee Relations reserves the right to modify the content of this document at any time. The information provided establishes the guidelines for administration of applicable Salary Ordinance provisions. The DER reserves the right to interpret and apply such provisions as authorized by Common Council File # 161034 and #170580