



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



Group A
2017 NOTICE OF SALARY ADJUSTMENTS
RESULTING FROM EMPLOYEE ASSESSMENT

Instructions: This form is used to notify DER, Pay Services Section, of the Group A 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 from the back of this form in the Salary Adjustment Code field. Send COPY to DER, Pay Services Section (City Hall Room 706) and retain ORIGINAL for your departmental records.

DEPARTMENT / DIVISION				GROUP	PAY PERIOD PROCESSED				DATE HCM COMPLETED	
				A	# , 2017					
LAST NAME	FIRST NAME	MIDDLE INITIAL	EMPL ID	Salary Anniversary Date	Pay Period Effective Date	PAY RANGE	OLD RATE	SALARY ADJUSTMENT CODE *	TOTAL INCREASE PERCENT	NEW RATE / LUMP SUM AMOUNT

THE HCM ENTRIES DESCRIBED ABOVE ARE FOR SALARY ADJUSTMENTS ARE MADE IN ACCORDANCE WITH THE 2017 SALARY ORDINANCE, PART II, SECTION 4 – SALARY ADVANCEMENT AND SALARY ANNIVERSARY DATES.

HCM ENTRIES COMPLETED BY: SIGNATURE TITLE DATE

APPROVED BY (DEPT HEAD/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 employee's biweekly base rate of pay
AU	Group A employee who received a "needs improvement" as documented on the employee assessment 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 from their Salary Anniversary Date retroactive to PP 1 2017.
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 from their Salary Anniversary Date retroactive to PP 1 2017.
D	Employee who is otherwise ineligible for a Pay Progression increase in 2017.
CL	Career Ladder employee who is eligible to receive a Lump Sum non pensionable non base building payment
CU	Career Ladder employee who received a "needs improvement" as documented on the employee assessment form, and is therefore ineligible for a salary adjustment
CD	Career Ladder employee who is otherwise ineligible for a Pay Progression increase in 2017.