2018 PAY PROGRESSION

VER 1.2
Who are we?

Who are you?
DOCUMENTS YOU SHOULD HAVE:

• Group A & B 2018 Notice of Salary Adjustment
  • 2 items

• Group A & B 2018 Guidelines
  • 2 items

• Group A & B 2018 Payroll Instructions
  • 2 items

• Group A 2018 Employee Assessment

• Group B 2018 Performance Appraisal

• 2018 Pay Progression PowerPoint

9 Documents total
CONTACT US

HCM and Policy:
• DERPAYSERVICES@MILWAUKEE.GOV

Certifications and Eligible Lists:
• DERCERTIFICATION@MILWAUKEE.GOV

Hire Notifications & Pre-employment:
• HIRENOTIFY@MILWAUKEE.GOV

Compensation, Classification, & Job Studies:
• DERCLASSIFICATION@MILWAUKEE.GOV
CONTACT US - CONTINUED

DER Auxiliary Resource Program usage Request:

• DER_AUX_NOTIFY@MILWAUKEE.GOV

Auxiliary Resource time card submission:

• DER_AUX_PAYROLL@MILWAUKEE.GOV
2018 PAY PROGRESSION TOOLKIT

• PowerPoint will be available online in the 2018 toolkit

• All documents for 2018 pay progression will be available online in the 2018 toolkit within the next day or so
AGENDA

• Salary Anniversary Date (SAD) & General Comments
• Highlight the changes & important reminders of Group A & B
• Calculations
• Forms
• Payroll Adjustments
• Other HCM related discussions
• Questions
DEFINITION: ELIGIBLE EMPLOYEE

1. Passed Probation

2. And completed the review period (26 pay periods)

3. And achieved a favorable rating on their performance evaluation or annual assessment
SALARY ANNIVERSARY DATES (SAD) AND GENERAL COMMENTS

• Ensure all Salary Anniversary Dates are accurate in HCM

• This expedites the review and approval process
  • If the Job Entry date is incorrect work with DER Pay Services to get it updated
• Use general comments when SAD does not correlate with Job Entry Date
How is a Salary Anniversary Date established?

- SAD is set exactly one year to the day after appointment to current job title
- Adjust it for unpaid time
  - Set SAD forward 1 pay period for every 10 full, unpaid work days
GROUP A

Group A review period

• 26 pay periods prior to pay period in which SAD falls

Employees completing probation in 2018

• Eligible employees who would be increased to the maximum or at the maximum of their pay range would not be eligible for a lump sum in 2018.
GROUP A - CONTINUED

Timing of Increase

- Eligible employees (including those passing probation in 2018) receiving a biweekly increase would receive the increase in the pp in which the SAD falls

Lump Sum payment period

- 26 pp preceding the SAD – NEW!!!
GROUP B

Group B Rosters

• Will be created for departments based on PP 17 2018 data
• A complete list of all Group B data
GROUP B - CONTINUED

Group B review period

• If the SAD falls between PP 1-20 2018, review period is pp# 21 2017 to pp# 20 2018
• If the SAD falls between PP 21-26 2018 (or completing probation during this time), the review period will be 26 pp’s following the pp in which the SAD fell in 2017.
  • This is different than Group A
Employees completing probation in 2018

• Eligible employees completing probation in pp 21-26 2018 who are receiving a lump sum; the lump sum would cover the pp in which the SAD falls through pp 26 2018
Lump Sum payment period

• Eligible employees off probation (or completed probation by pp# 20 2018)
  • Will receive a Lump Sum based on pp 20-26 2018

• Eligible employees completing probation in pp 21-26 2018
  • Will receive a Lump Sum from the pp in which their SAD falls through pp 26 2018
GROUP B - CONTINUED

Lump Sum - continued

- 2018 Lump Sums are to be processed in pp 2 2019 to be received on the paycheck received in pp 3 2019

- Employee must work and be on paid status through the end of PP#26 2018 to be eligible for 2018 Group B Lump Sum
CALCULATIONS - GROUP A

Basis of Calculations:

• Group A is based off of the biweekly rate of pay.

• When rounding remember to carry your calculation out 6 places and then round off to 2 decimal places.

• See page number 7 of group A payroll instructions for complete calculation examples.
CALCULATIONS – GROUP A CONTINUED

Use the following formula’s for calculating Group A pay progression:

• **Biweekly Increase**
  - Current Rate X 1.02 = X,XXX.XXXXXX
  - Rounded off = $X,XXX.XX

• **Lump Sum**
  - Current Rate X .02 = XX.XXXXXXX
  - Rounded off = $XXX.XX (A)
  - A X 26 PP = Lump Sum Amount
CALCULATIONS – GROUP B

Basis of Calculations:

• Group B is based off of the biweekly midpoint of the salary range.

• When rounding remember to carry your calculation out 6 places and then round off to 2 decimal places.

• See page number 8-9 of group B payroll instructions for complete calculation examples.
Use the following formula’s for calculating Group B pay progression:

- **Biweekly Midpoint**
  - Minimum + Maximum = $X,XXX.XX / 2 = BW midpoint
  - Round off to 2 decimal places
  - Ex. PG 2DN: 1,634.62 + 2,288.38 = 3,923.00 / 2 = $1,961.50 (biweekly midpoint)

- **Calculate Midpoint Salary Adjustment:**
  - BW midpoint X Increase Percentage Amount = Salary Adjustment
  - Ex. $1,961.50 X .02 = 39.230000 = $39.23
CALCULATIONS – GROUP B CONTINUED

• Biweekly Increase
  • Current Rate + Midpoint Salary Adjustment = X,XXX.XX
  • Ex. 1,765.39 + 39.23 = $1,804.62

• Lump Sum (Over the Max)
  • Midpoint Salary Adjustment X # of PP Lump Sum Owed = Lump Sum Amount
  • Ex. 39.23 X 7 = $274.61
    • Midpoint Salary Adjustment = $39.23
    • SAD = 4/20/14 = Lump Sum due pp 20-26 2018 (7 PP)
PAY PROGRESSION FORMS

Employee Assessment (Group A)
• No Change

Performance Appraisal (Group B)
• No Change
• If you need assistance with the review process, contact DER
• If you are using a non DER prepared form for the review process, DER must re-confirm the form you are using each year.
Notice of Salary Adjustment (NOSA):

- No longer need to report ineligible employees or pay period’s with no increases.
- Should continue to report “U” status’s; those that score out “Needs Improvement” or “Unsatisfactory”.
PAY PROGRESSION FORMS - CONTINUED

Group A NOSA

- Complete & Submit in Excel
  - E-mail to DERPAYSERVICES@MILWAUKEE.GOV once entries completed (pre-approval is not needed)
- No signatures are required
  - Department Head approved the Assessment
- Has auto-formula for “check figure” of new rate of pay
  - Must type in actual new bi-weekly rate and/or lump sum amount in column “New BW Rate or Lump Sum Amount”
Group B NOSA

- Complete & Submit in Excel at least 1 week prior to due date for pre-approval to DERPAYSERVICES@MILWAUKEE.GOV.
- No signatures are required
  - Department Head approved the Performance Appraisal
Group B NOSA – continued

• DER Pay Services will review for accuracy and confirm with departments Pay Progression budgets for 2018, then return approved NOSA’s to departmental payroll staff via e-mail
• New salary adjustment codes, see back of form
• Has auto-formula for “check figure” of new rate of pay
  • Must type in actual new bi-weekly rate and/or lump sum amount in column “New BW Rate or Lump Sum Amount”
PAYROLL ADJUSTMENTS

• Comptroller’s Payroll Administration will place the 2018 Pay Progression payroll adjustment instructions online on their payroll administration website as soon as they are ready.

• Approximately February 2018
SURVEY 2018

• Payroll & HR survey for 2018 coming to your e-mail soon
• Will be from Survey Monkey
• Looking for 100% participation
• Anonymous
• Help determine comfort levels and where training is needed
• Seeking feedback – what we do well, what you need more of from us
QUESTIONS ON PAY PROGRESSION?
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THANK YOU!!