

2018
PAY
PROGRESSION

VER 1.2

WELCOME

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**](mailto:DER_AUX_NOTIFY@MILWAUKEE.GOV)

Auxiliary Resource time card submission:

- [**DER_AUX_PAYROLL@MILWAUKEE.GOV**](mailto: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

SAD AND GENERAL COMMENTS - CONTINUED

- **Use general comments when SAD does not correlate with Job Entry Date**

SAD AND GENERAL COMMENTS - CONTINUED

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**

GROUP B - CONTINUED

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

GROUP B - CONTINUED

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.XXXXXX
 - 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.

CALCULATIONS – GROUP B CONTINUED

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. $\$1,961.50 \times .02 = 39.230000 = \underline{\underline{\$39.23}}$

CALCULATIONS – GROUP B CONTINUED

- **Biweekly Increase**

- Current Rate + Midpoint Salary Adjustment = X,XXX.XX
- Ex. $1,765.39 + \underline{39.23} = \$1,804.62$

- **Lump Sum (Over the Max)**

- Midpoint Salary Adjustment X # of PP Lump Sum Owed = Lump Sum Amount
- Ex. $\underline{39.23} \times 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.**

PAY PROGRESSION FORMS - CONTINUED

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”

PAY PROGRESSION FORMS - CONTINUED

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

PAY PROGRESSION FORMS - CONTINUED

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.
- Aproximately 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!!