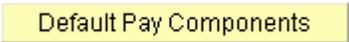


In-Grade Pay Increase

In-grade pay increases offer appointing authorities the option to move classified regular employees in the Executive Branch from one step to another step on the same pay grade. The increases may be permanent or temporary, depending on the reason for the action. Agencies must receive prior approval from the Division of the Budget and the Division of Personnel Services. Executive Directive 04-353

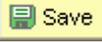
How To: Enter a permanent in-grade increase

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
Expected Results:	Job Data search page displays.
STEP 2:	Enter the Employee ID in the EmplID field. Click 
Expected Results:	Work Location page displays.
STEP 3:	Click  to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
STEP 4:	Change the Effective Date if appropriate.
Expected Results:	The field updates after tabbing out or clicking on another field.
STEP 5:	Select Pay Rate Change from the drop down list next to the Action field
Expected Results:	Pay Rate Change displays in the Action field and the Reason field becomes blank
STEP 6:	Select In-Grade Pay Increase from the drop down list next to the Reason field
Expected Results:	Reason displays
STEP 7:	Click on the Salary Plan tab and enter the new step.
Expected Results:	Due to default processing the step entry date updates after saving.
STEP 8:	Click on Compensation page and click  to update the pay rates. Verify information is correct.
Expected Results:	New pay rates display

In-Grade Pay Increase

STEP 9: Click on the Benefits Program Participation link. Enter the **Annual Benefits Base Rate** amount.

Expected Results: Correct Annual Benefits Base Rate displays

STEP 10: Click 

Expected Results: