SHARP Message #446

DATE: 05/18/01
AUTHOR: CONNIE GUERRERO
SUBJECT: 1.5% GENERAL INCREASE FOR CLASSIFIED EMPLOYEES
MESSAGE TEXT:

In accordance with implementation of the Governor's Pay plan for FY 2002, on Sunday, June 17, 2001, a 1.5% general increase will automatically be given to all classified employees in the SHARP system. All classified employees will have an effective dated row of June 10, 2001, inserted into their job data. This row will include the action/reason code combination of PAY/COL and the compensation rate for their current step adjusted by the general increase. This includes those employees who are on steps above range. This update does not include classified employees at Regents Institutions. These agencies will process their own employees. In addition, employees who are on an unpaid leave of absence will not be updated. These employees will be updated on a case by case basis when/if they return to active status at some point in the future.

Please ensure that all job data rows that are effective dated prior to June 10, 2001 have been added before Sunday, June 17, 2001. This includes promotions, demotions, transfers, terminations and any other transactions that require a job data row to be added to an employee's work history. All rows dated greater than June 10, 2001 should not be entered until after the general increase has been loaded on June 17, 2001.

Step increases for employees who are eligible during the May 27, 2001 to June 9, 2001 pay period will be added to employees' job data on Sunday, June 10, 2001. As a reminder, step movement is frozen during Fiscal Year 2002 starting with the pay period that begins on June 10, 2001. However, employees that are due step movement on June 10, 2001 will still be eligible for this step increase since they have not received a step increase in Fiscal Year 2001. Staff in the Division of Personnel Services will provide agencies with a list of employees that are due a step increase on this date and upon approval these employees will be processed manually by the Division of Personnel Services.

Return to SHARP Message Page

Page last modified on: