SHARP Message #474

DATE: 11/30/2001
AUTHOR: Connie Guerrero
SUBJECT: 12-9-01 1.5% General Increases instructions
MESSAGE TEXT:

In accordance with implementation of the Governor's Pay plan for FY 2002, all classified employees will receive a 1.5% general increase effective December 9, 2001. An effective dated row of December 9, 2001, will automatically be inserted into their job data on Sunday, December 16, 2001. The December 9, 2001 job data 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 or equal to December 9, 2001 are added before Sunday, December 16, 2001. This includes promotions, demotions, transfers, terminations and any other transactions that require a job data row to be inserted to employee work history. Do not enter rows dated greater than December 9, 2001 until after the general increase has been loaded on December 16, 2001.

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