SHARP Message #537

DATE: 7/20/03

AUTHOR: Connie Guerrero

SUBJECT: 1.5% General Increase Instructions

MESSAGE TEXT:

All classified employees will receive a 1.5% general increase effective July 20, 2003. An effective dated row of July 20, 2003, will automatically be inserted into their job data on Sunday, July 27, 2003. The July 20, 2003 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 July 20, 2003 are added before Sunday, July 27, 2003. 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 July 20, 2003 until after the general increase has been loaded on Sunday, July 27, 2003.

Return to SHARP Message Page

Page last modified on: