

This year, each agency will be given the choice on how best to handle their July 1, 2012 salary increases (a.k.a., pay rate changes) in the Employee Work Center (EWC).

Instructions have been developed, along with a list of frequently asked questions, worksheets and a user guide on how to Request Base Pay Changes in the Employee Work Center. This information is available today on the LINK web page under User Guides:

http://www.das.state.ne.us/personnel/user_guides.html

The options available include:

- 1) July 1 increases can be individually updated in EWC using the "Request Base Pay Change" process. Instructions for this process are included on the LINK website under the User Guides section. IMPORTANT NOTE: The previously established business process for pay changes will remain in place. What this means for code agencies is an approval by AS - State Personnel and State Budget Division will be required for each pay change. We are alerting both entities to watch for these approvals and finalize them as quickly as possible.
- 2) July 1 increases can be uploaded through a mass update procedure done by AS State Personnel. If you decide on this option, AS State Personnel will centrally update your salary increases. There is some work required on your behalf which includes updating the appropriate worksheet(s) for your agency which are also available on the LINK website.

As you begin the process of managing your July 1 pay rate changes and have questions, feel free to contact:

Deb Tatro	402.471.4115
Loraine Epperly	402.471.4456
Dovi Mueller	402.471.4465