

FAQ's – July 1, 2012 Salary Increases

correction 6/26/12: How will I know when my salary increases have been integrated to the P&FC?

- **NOTE: Timing is of the essence. Remember: do not enter your salary increases if you are a biweekly agency until the B15 payroll. If State Personnel is uploading the increases for you, they will be in the P&FC shortly after Tuesday, July 10.**
- You can review your new pay rates using the Basic Compensation grid in P&FC. Yes, you read that right ... the Basic Comp grid is back; it is available at the following location: State of Nebraska >> Payroll >> Inquiries >> Basic Compensation (it should be the first item in the list).

What if I use Employee Self Service Time Entry in Payroll & Financial Center and have employees who have already requested time off in July either through GLA or have completed a time card?

- Employees who have already requested time off using GLA (Global Leave Administration) will have to either re-submit their leave requests AFTER the July 1 increases have been updated in the Employee Work Center or you will have to manually override their salary rate at the time card level. The reason for this is when employee request time off using GLA, a time card is created and that time card includes the employee's current pay. Therefore, if approved prior to when the mass updates occur, the time card will have the wrong rate of pay for that employee.

What happens if I have an outstanding action for an employee in my EWC Workfeed that has yet to be completed and/or approved and I've elected the mass update change process?

- Any outstanding action (i.e. To Do, Task, or Approval) in progress and not fully completed will not allow the employee's salary to be updated. If an employee is bypassed because of an outstanding action, you must do a manual update in the Employee Work Center using the Compensation Change process. Bottom line; make sure there are no pending items in your Workfeed. We will also be notifying State Personnel and the Budget Office about completing all employee actions prior to the July 1 increase upload process.

What if I have an employee who is on disciplinary probation?

- *correction 6/26/12:* There is no current language in either the NAPE Contract or State Personnel Classified Rules/Regulations that allows agencies to withhold pay increases from those employees on disciplinary probation, therefore, employees in this situation do receive the July 1 increase.

If I have elected the mass update process, will I get an error report if for some reason one of my employee(s) does not update correctly?

- Yes. You will receive an error report from State Personnel for employees who do not update due to a business process change that had NOT been completed. Employees on this error report will have to be manually updated in the Employee Work Center and will go through the established business process with approvals.

Is there another PHRUG scheduled yet?

- Yes. The next PHRUG is scheduled for the afternoon of Wednesday, June 27 at the Lancaster County Extension Center.