

—SPS ALERT—

SPS Alert 196: Special Alert for HR, Time and Payroll Support Roles in SPMS

Release date: 2/23/2022

AFSCME Increases and Bonus

- **Salary Increases, January 1 and January 31**

With the retroactive processing of salary adjustments for AFSCME employees effective 1/1/2022 and 1/31/2022 now complete, any compensation change events that are **future dated** in Workday will need another compensation row.

For example, if an employee was at grade ASTD 0012/base and received a retro increment to step 1 effective 1/31/2022, but had a future dated promotion or Acting Pay effective 3/23/2022 already processed in Workday, when the 3/23/2022 date comes, that process will take them back to Base.

If this is the case for your employee(s), you will need to process a second event for the future dated compensation transaction with the new, accurate compensation for this date. **Ensure that you are using the same effective date and reason as the original transaction.** If you need direction processing these compensation changes, please see the job aid for the ***Request Compensation Change*** business process,

https://dbm.maryland.gov/sps/Documents/Request_Compensation_Change-HR-User-Guide.pdf

Remember to review the **Compensation>Pay Change History** for the employee **to verify that their salary increases after each effective date**, unless it's acting pay, where it stays the same.

- **Bonus Criteria, \$1000**

The criteria we used for the AFSCME Bonus that was effective January 31, 2022:

Employee is an AFSCME Bargaining Unit,
With "yes" Bargaining Unit status,
Was employed on 1/31/22,

Employee did not get an earlier bonus in Jan. 2022,
and the
Employee was in a State Regular position

Please check this information on employees that have questions
about the bonus before submitting an SPS Support ticket.
