

—SPS ALERT—

UPDATED ALERT 223:

Job Aide Updated

Please see the updated job aide for entering Bilingual Pay. Please disregard the previous attachment and use this one going forward.

SPS Alert 223: Changes to Bilingual Pay Effective January 1 2023

Release date: 4/18/23

Changes to Bilingual Pay, Effective January 1, 2023

Due to recent Union negotiations, retroactive changes to impacted employees that earned bilingual pay since January 1, 2023 will be made to the Pay Period Ending April 18, 2023. The bilingual pay changed from \$25 to \$50 max per pay. DBM will be processing all retroactive payments. Any questions regarding retroactive pay should be directed to the DBM Payroll Consolidation Unit.

Effective Wednesday, April 19, 2023, timesheet entries for employees earning bilingual pay will be at the \$50 rate per pay period.

Timesheet Entries:

Effective 4/19/2023: All employees, regardless of exemption status should enter the Bilingual Pay entry on their timesheet **once each week, per pay period, when applicable.**

If the bilingual pay entry is only entered on one week of the pay period, the employee may only receive ½ of the allowed amount in their pay.

It is recommended that employees earning this pay during any pay period enter the Bilingual Pay time entry code on the Wednesday of each week. This will make it easier for supervisors to see and approve. Please review the attached job aid through the link below and share with your employees and supervisors.

[Enter Bilingual Pay for an Employee Mgr User Guide - UPDATED](#)

Report:

Agencies should run this audit report for their employees to make sure they are following the correct procedure for receiving Bilingual Pay.

SPMS Payroll Bilingual Pay Audit - This report will allow agencies to audit bilingual pay amounts by pay period. The date prompts are for Pay Period End dates. The report will show different columns per pay period for contractual and state/regular employees.

- [Enter Bilingual Pay for an Employee Mgr User Guide UPDATED.pdf](#)

