



AUTOMATED PERIODIC INCREMENT (PID) AND LONGEVITY INCREASES

Personnel Payroll Association

May 28, 2014

Automated Periodic Increment (PID) and Longevity Increases

- »What was the old process?
- »What was our strategy?
- »What is the new process?
- »What's next?



What was the old process?

The screenshot displays the SAP 'Display Basic Pay (0008)' infotype. The interface includes a menu bar (Infotype, Edit, Goto, Wage types, Extras, System, Help) and a toolbar. The main area is divided into several sections:

- Personnel Data:** Personnel No. [redacted], Name [redacted], PersArea 1050 Office of Financial Mgmt, EEGroup 0 Permanent, PSubarea 0001 Non Represented, EESubgroup 01 Monthly(M) OT Exe..., Status Active, Start 05/01/2013 to 10/31/2013, Chng 05/01/2013 00306827.
- Subtype:** 0 Basic contract.
- Pay scale:**
 - Reason 20 Appointment Change, Cap.util.M 100.00
 - PS type 00 Non-Represented, WkHrs/period 87.00 Semi-monthly
 - PS Area 01 Standard Progression, **Next inc. 11/01/2013** (highlighted in red)
 - PS group 62 Level J
- Table:**

W...	Wage Type	Long Text	O. Amount	Curr...	I...	A...	Number/Unit	Unit
1003	Pay Period Salary		2,834.00	USD	I	<input checked="" type="checkbox"/>	0.00	
- Footer:** IV 10/31/2013 10/31/2013 2,834.00 USD

HR Staff entered the employee's established Periodic Increment Date (PID) into the Next Increase field on the Basic Pay infotype (0008) prior to Day 1 of payroll processing.

What was the old process?

The screenshot shows the SAP 'Display Basic Pay (0008)' interface. The main data area includes the following fields:

- Personnel No. [Redacted]
- Name [Redacted]
- PersArea: 1050 Office of Financial Mgmt
- EEGroup: 0 Permanent
- PSubarea: 0001 Non Represented
- EESubgroup: 01 Monthly(M) OT Exe...
- Status: Active
- Start: 11/01/2013 to 12/17/2013
- Chng: 11/15/2013 TIDALSAP
- Subtype: 0 Basic contract

The 'Pay scale' section contains the following details:

- Reason: 01 Periodic Increment
- Cap.util.M: 100.00
- PS type: 00 Non-Represented
- MkHrs/period: 87.00 Semi-monthly
- PS Area: 01 Standard Progression
- Next inc. [Redacted]
- PS group: 62
- Level: I
- Ann.salary: 71,496.00 USD

W...	Wage Type Long Text	O. Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period Salary	2,979.00	USD	I	✓	0.00	

At the bottom, the 'IV' (Increase Date) is set to 12/17/2013, with a corresponding amount of 2,979.00 USD.

During the appropriate payroll period, HRMS would create a new Basic Pay record and advance the employee's pay scale to the next appropriate level, clearing the Next Increase date, and updating the Reason.

What was the old process?

The screenshot shows the SAP 'Display Basic Pay (0008)' interface. The menu bar includes 'Infotype', 'Edit', 'Goto', 'Wage types', 'Extras', 'System', and 'Help'. The main window displays employee data for a person in the 'Office of Financial Mgmt' (PersArea 1050). The employee's start date is 12/18/2013, and their current date is 05/23/2014. The pay scale is 'Standard Progression' (PS Area 01) with a 'Next inc.' date of 11/01/2019. The current wage type is '1003 Pay Period Salary' with an amount of 2,979.00 USD. The SAP logo is visible at the bottom.

W...	Wage Type	Long Text	O.	Amount	Curr...	I...	A..	Number/Unit	Unit
1003	Pay Period Salary			2,979.00	USD	I	✓	0.00	

At some point during the next twelve months, HR Staff would run a report to figure out who received a PID, who was eligible for a PID, and then enter a new date into the record, over and over again...for every eligible employee.

What was the old process?

- » No enterprise business process for when to add the new date
- » Time consuming process
- » Manual data entry subject to human error
- » Employees potentially paid incorrectly
- » State HR could not accurately report enterprise-wide PID data
- » Financial projections for bargaining were assumption based

What was our strategy?

» Cross agency workgroup formed in January 2014 to implement the existing functionality in HRMS based on business rules and develop a new projection report

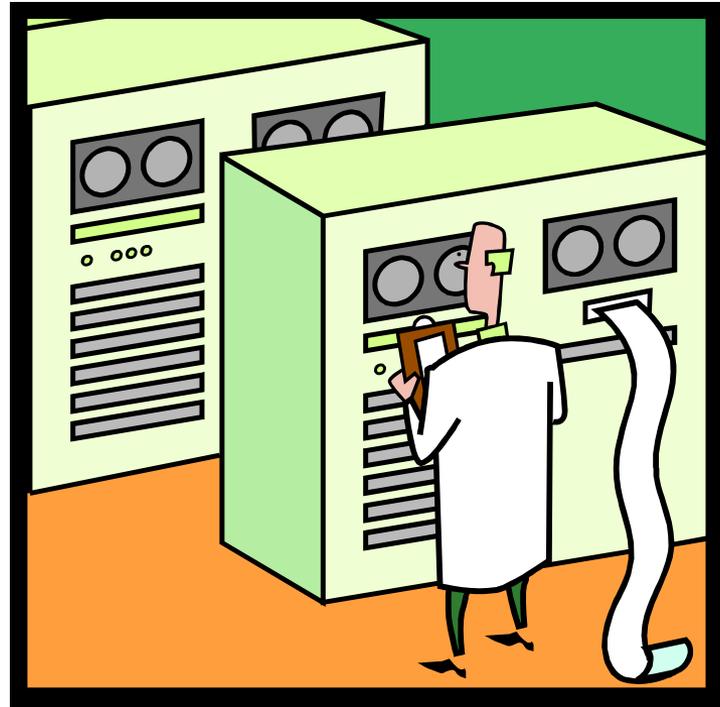
› DOC

› DSHS

› DES

› OFM

- Labor Relations
- Rules
- HR Metrics
- Class & Comp



What was our strategy?

- » April 4, 2014 – Communicated to HR Managers via Washington State Agency Human Resource Managers E-mail Listserv
- » April 7, 2014 – Communicated to HRMS Community via HRMS Communications Listserv
 - › Follow up on April 11, 2014 regarding directly valued employees
- » April 24, 2014 - New automated process began advancing eligible employee's pay range for the their next periodic increment or longevity increase based on pay range tables
- » April 25, 2014 – Reminder sent to HRMS Community via HRMS Communication Listserv

What is the new process?

- » Automation is built on business rules for progression.
 - › The auto updates are based on a table in HRMS which looks at the number of months the employee has been in the current Pay Scale Type, Pay Scale Area, Pay Scale Group and Pay Scale Level.
 - › Longevity is based on 72 months; there is no additional logic built into the auto updates so agencies must still verify an employee's Longevity eligibility date based on rules and contract language.

What is the new process?

	Pay Scale Area	Range	Level		Months	Pay Scale Type
			From	To		
01	Standard Progression	18-99	A	C	12	00 (Non Rep) 01 (WFSE) 02 (WPEA) 03 (IFPTE) 04 (Teamsters) 07 (Coalition) 12 (WAFWP)
01	Standard Progression	18-99	B	D	12	
01	Standard Progression	18-99	C	E	12	
01	Standard Progression	18-99	D	F	12	
01	Standard Progression	18-99	E	G	12	
01	Standard Progression	18-99	F	H	12	
01	Standard Progression	18-99	G	I	12	
01	Standard Progression	18-99	H	J	12	
01	Standard Progression	18-99	I	K	12	
01	Standard Progression	18-99	J	L	12	
01	Standard Progression	18-99	K	L	12	
01	Standard Progression	18-99	L	M	72	

What is the new process?

	Pay Scale Area	Range	Level		Months	Pay Scale Type
			From	To		
06	Special Range C	18-99	C	E	12	00 (Non Rep)
06	Special Range C	18-99	D	F	12	01 (WFSE)
06	Special Range C	18-99	E	G	12	02 (WPEA)
06	Special Range C	18-99	F	H	12	03 (IFPTE)
06	Special Range C	18-99	G	I	12	04 (Teamsters)
06	Special Range C	18-99	H	J	12	07 (Coalition)
06	Special Range C	18-99	I	K	12	
06	Special Range C	18-99	J	L	12	
06	Special Range C	18-99	K	L	12	
06	Special Range C	18-99	L	M	72	
05	Special Range E	18-99	E	G	12	00 (Non Rep)
05	Special Range E	18-99	F	H	12	01 (WFSE)
05	Special Range E	18-99	G	I	12	02 (WPEA)
05	Special Range E	18-99	H	J	12	03 (IFPTE)
05	Special Range E	18-99	I	K	12	04 (Teamsters)
05	Special Range E	18-99	J	L	12	07 (Coalition)
05	Special Range E	18-99	K	L	12	
05	Special Range E	18-99	L	M	72	
07	Special Range G	18-99	G	I	12	00 (Non Rep)
07	Special Range G	18-99	H	J	12	01 (WFSE)
07	Special Range G	18-99	I	K	12	02 (WPEA)
07	Special Range G	18-99	J	L	12	03 (IFPTE)
07	Special Range G	18-99	K	L	12	04 (Teamsters)
07	Special Range G	18-99	L	M	72	07 (Coalition)

What is the new process?

Pay Scale Area		Range	Level		Months	Pay Scale Type
			From	To		
03	Nurses	39EN, 41EN, 48EN (Non Rep)	E	G	12	00 (Non Rep)
03	Nurses		F	H	12	01 (WFSE)
03	Nurses	39E1, 41E1, 48E1, (WFSE, SEIU 1199, Coalition) 39E2, 41E2, 48E2 (Teamsters)	G	I	12	05 (SEIU 1199)
03	Nurses		H	J	12	07 (Coalition)
03	Nurses		I	K	12	04 (Teamsters)
03	Nurses		J	K	12	
03	Nurses		K	L	12	
03	Nurses		L	M	12	
03	Nurses		M	N	12	
03	Nurses		N	O	12	
03	Nurses		O	P	12	
03	Nurses		P	Q	48	
03	Nurses	Q	R	36		
03	Nurses	R	S	36		
03	Nurses	S	T	24		
03	Nurses	T	U	72		

What is the new process?

Pay Scale Area	Range	Level		Months	Pay Scale Type
		From	To		
03 Nurses	45N - 66N (Non Rep)	A	C	12	00 (Non Rep)
03 Nurses	45N1 - 66N1 (WFSE, SEIU 1199, Coalition)	B	D	12	01 (WFSE) 05 (SEIU 1199) 07 (Coalition)
03 Nurses		C	E	12	
03 Nurses		D	F	12	
03 Nurses		E	G	12	
03 Nurses		F	H	12	
03 Nurses	45N2 - 66N2 (Teamsters)	G	I	12	04 (Teamsters)
03 Nurses		H	J	12	
03 Nurses		I	K	12	
03 Nurses		J	K	12	
03 Nurses		K	L	12	
03 Nurses		L	M	12	
03 Nurses		M	N	12	
03 Nurses		N	O	12	
03 Nurses		O	P	12	
03 Nurses		P	Q	24	
03 Nurses		Q	R	36	
03 Nurses		R	S	36	
03 Nurses		S	T	24	
03 Nurses	T	U	72		

What is the new process?

Pay Scale Area	Range	Level		Months	Pay Scale Type	
		From	To			
04	State Patrol	35SP - 57SP	A	C	12	00 (Non Rep) 02 (WPEA) 03 (IFPTE) 07 (Coalition)
04	State Patrol	35SP - 57SP	B	D	12	
04	State Patrol	35SP - 57SP	C	E	12	
04	State Patrol	35SP - 57SP	D	F	12	
04	State Patrol	35SP - 57SP	E	G	12	
04	State Patrol	35SP - 57SP	F	H	12	
04	State Patrol	35SP - 57SP	G	I	12	
04	State Patrol	35SP - 57SP	H	J	12	
04	State Patrol	35SP - 57SP	I	K	12	
04	State Patrol	35SP - 57SP	J	L	12	
04	State Patrol	35SP - 57SP	K	L	12	
04	State Patrol	35SP - 57SP	L	M	72	

What is the new process?

	Pay Scale Area	Range	Level		Months	Pay Scale Type
			From	To		
10	Institution Teachers	41T-58T	01	02	12	00 (Non Rep) 01 (WFSE)
10	Institution Teachers	41T-58T	02	03	12	
10	Institution Teachers	41T-58T	03	04	12	
10	Institution Teachers	41T-58T	04	05	12	
10	Institution Teachers	41T-58T	05	06	12	
10	Institution Teachers	41T-58T	06	07	12	
10	Institution Teachers	41T-58T	07	08	12	
10	Institution Teachers	41T-58T	08	09	12	
10	Institution Teachers	41T-58T	09	10	12	
10	Institution Teachers	41T-58T	10	11	12	
10	Institution Teachers	41T-58T	11	12	12	

What is the new process?

- » The Next Increase override date is **only** necessary when:
 - › A new hire or rehire starts at the first step of their range and should receive their first PID in six months
 - › An employee moves to a new salary range
 - › Special rules or provisions advance or postpone the PID
 - › An employee is eligible for a longevity increase earlier than six years from the appointment date at that range
 - › An employee was previously in a certain salary range in the past and returns to it in the future

What is the new process?

- » Employees excluded from the automated PID/Longevity process:
 - › DOT – Marine Division
 - › WSP – Commissioned Officers
 - › Legislature
 - › Higher Education
 - › Teachers in the “V” Range (Vancouver School District)
 - › Exempt Employees
 - › Directly valued employees in standard progression
 - Must enter a Next Increase Date of 12/31/9999

What is the new process?

- » Reduction in agency's manual entry time for periodic increment and longevity increase dates
- » Improved reporting on projected periodic increments and longevity increases
 - › Periodic Increment and Longevity Increase Projection Report (ZHR_RPTPA803)
- » Improved access to projection data to inform financial projections for collective bargaining and budget preparation

What's Next?

- » New HRMS Report for Historical PID Reporting – July 2014
- » Continued effort to improve reporting in Business Intelligence (BI), Salary Projection System (SPS) and the Compensation Impact Model (CIM)



For more information, please email:
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