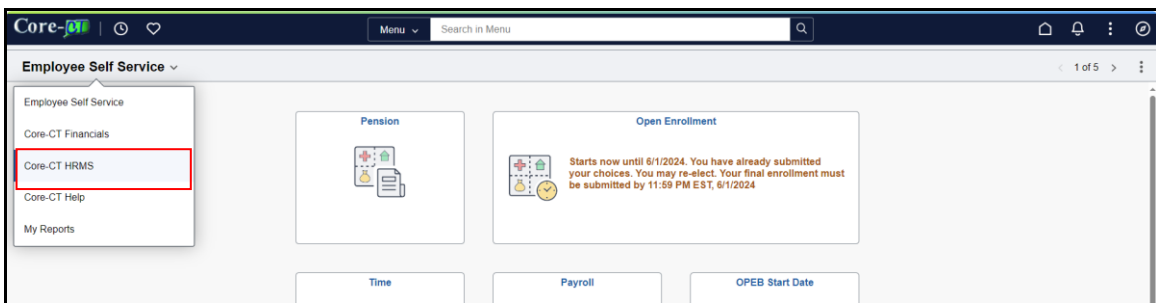


Employees who are Ineligible for a Step Increase

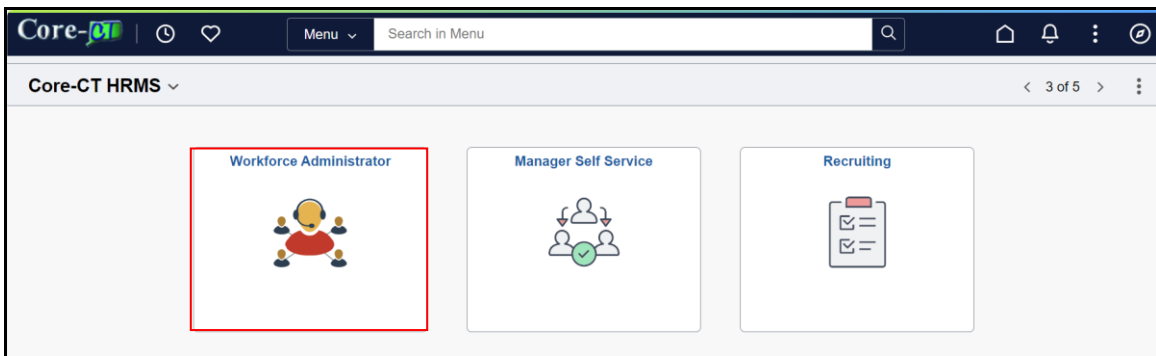
Agency HR Specialists must advance the **Next Annual Increment Date** for those employees who have received an unsatisfactory service rating in order for the Mass Salary Increase program to by-pass the employee for a step increase. The Agency HR Specialist should perform the following steps prior to the Mass Salary Increase running in final mode to make the employee ineligible:

Navigation:

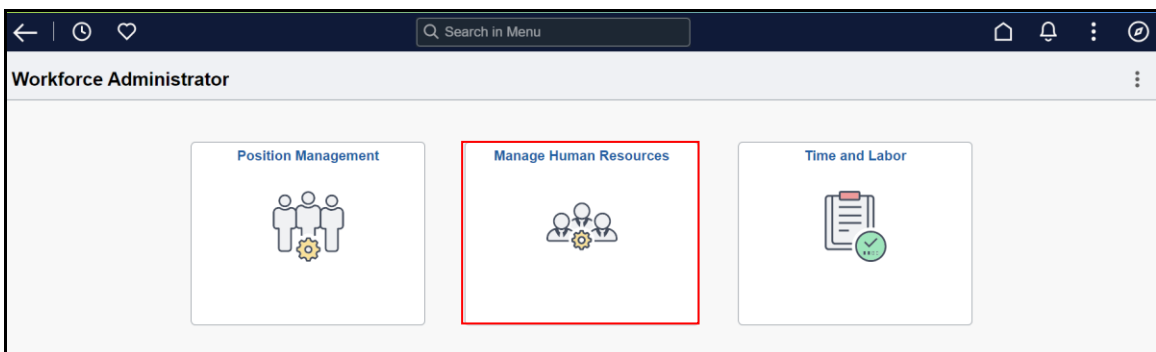
Select **Core-CT HRMS**



Select **Workforce Administration Tile**



Select **Manage Human Resources Tile**

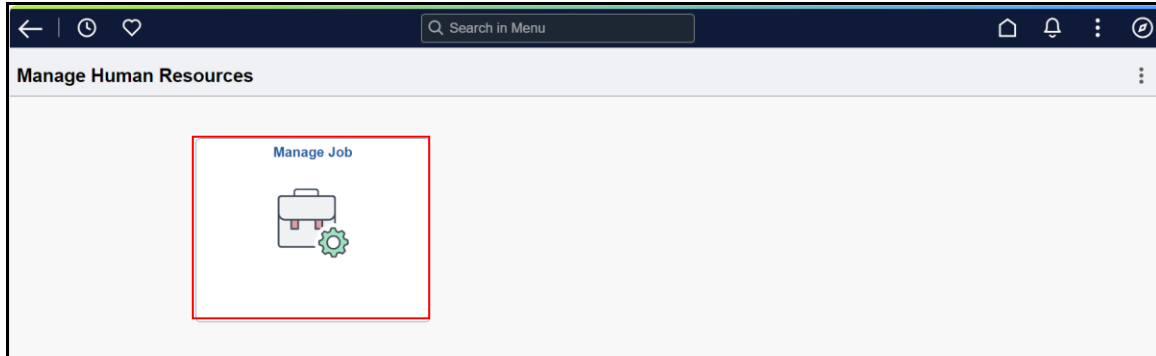


Advancing Next Annual Increment Date

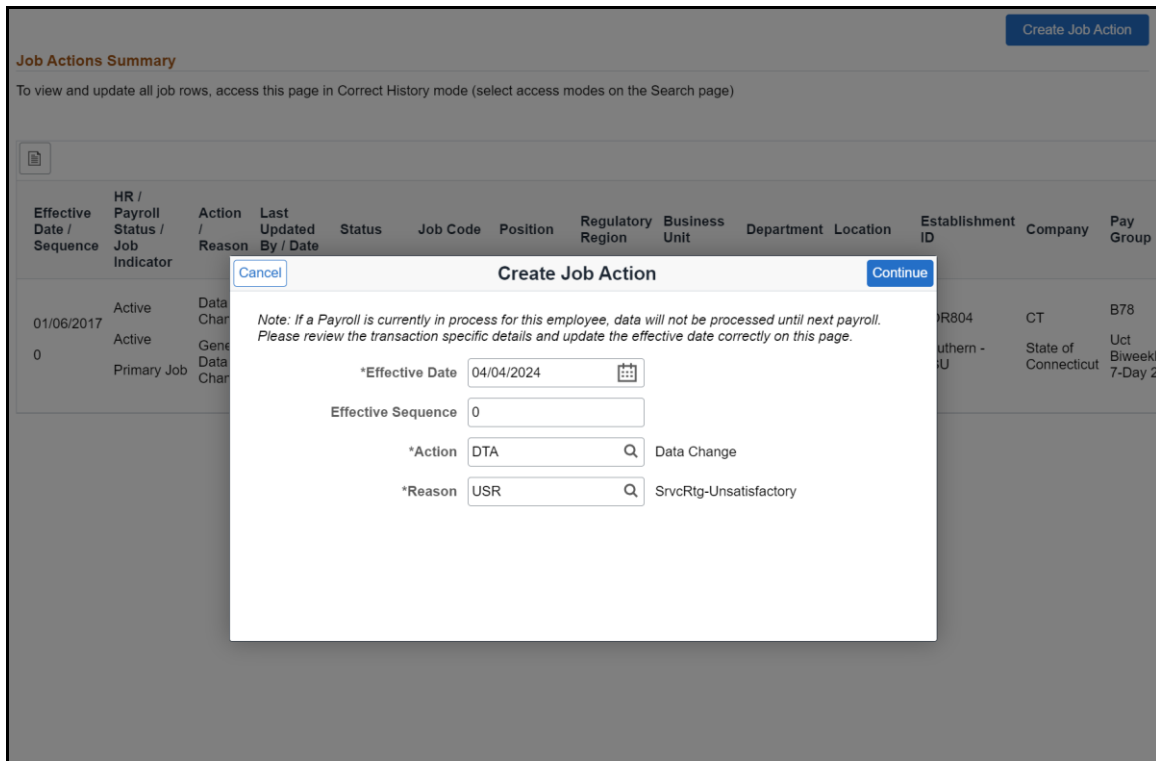
Last Updated: March 2024




Select **Manage Job**



- Search for Employee ID in the **EMPLID** field
- Click the [**Create Job Action**] Button on the top right corner in order to add a new effective dated row (typically the date when the unsatisfactory service rating was issued)




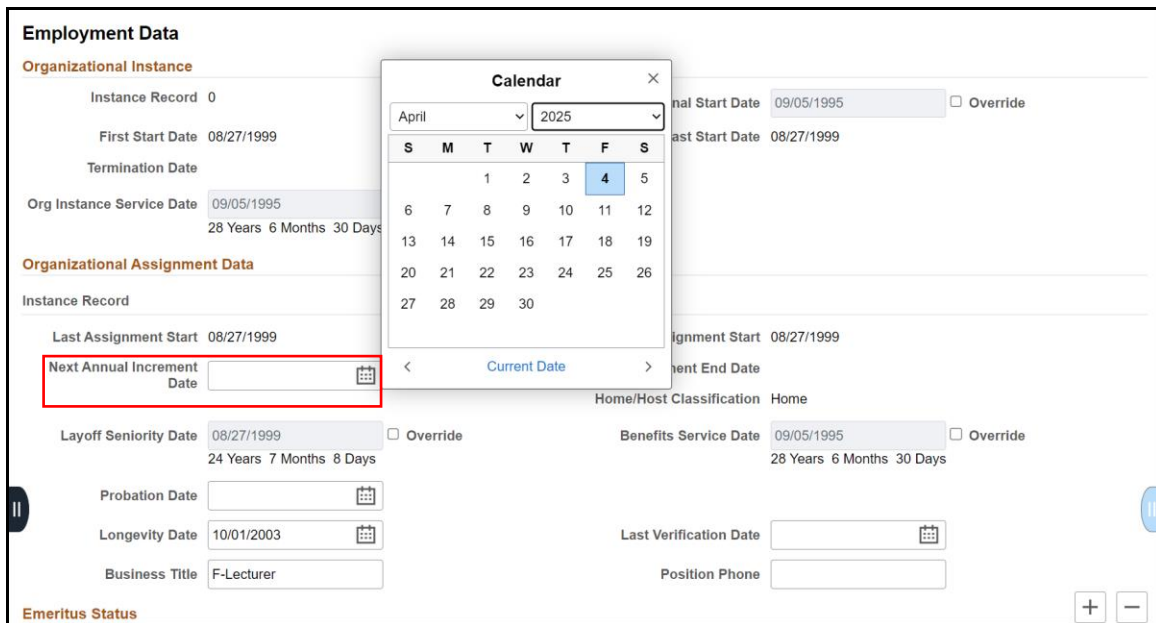
- Validate the **Effective Date**
- Populate the **Action** dropdown with “Data Change” and
- Populate the **Reason** dropdown with appropriate reason
- Navigate to the **Employment Data** page by either
 - clicking the  pushbutton until you are there.

Advancing Next Annual Increment Date



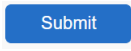
Last Updated: March 2024



- clicking the  button on the left side of the page, then clicking on “Employment Data”



The screenshot shows the 'Employment Data' form. A calendar pop-up is open, showing April 2025. The date 4 is highlighted in blue. The 'Next Annual Increment Date' field in the form is highlighted with a red box. The form contains various date fields and checkboxes, such as 'Override' for 'Original Start Date' and 'Benefits Service Date'.

- Advance the **Next Annual Increment Date** field with the appropriate date
- If the employee is not entitled to the 01/01/2025 annual increment, advance the date to 01/01/2026
- Navigate to the [Summary](#) page by either
 - clicking the  pushbutton until you are there.
 - clicking the  button on the left side of the page, then clicking on “Summary”
- Click the  pushbutton.

If this action was not taken prior to the Mass Salary Increase and the employee did receive a step increase, Agency HR Specialists must reset the employee’s Salary Step back to the original Step. Perform the following steps to reset the employee’s step information: *(Following the same navigation as mentioned above)*

Navigate to: **Main Menu > Core-CT HRMS > Workforce Administration > Manage Human Resources > Manage Job**

- Search for Employee ID in the **EMPLID** field
- Click the **[Create Job Action]** Button on the top right corner to add a new effective dated row (the same date as the mass salary anniversary date row)
- Validate the **Effective Date**

Advancing Next Annual Increment Date

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- Populate the **Effective Sequence** with appropriate sequence
- Populate the **Action** dropdown with “Pay Rate Change” and
- Populate the **Reason** dropdown with “Adjustment”
- Click **Continue**

- At the **Salary and Compensation** page, change the step back to the previous step. Also change the Step Entry Date back to the previous date.

- Next, go to the **Compensation** tab, and click on the



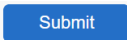
pushbutton. This will reset the compensation rate to the prior step. If the employee is a Part-Time employee, adjust the default biweekly rate to the previous amount and click



pushbutton in order to reset the

compensation rates.

- Navigate to the [Summary](#) page by either

- Click the  pushbutton.