

Last Updated: March 2024

## 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

Core-∭   ⊙ ♡	Menu 🗸 Search	in Menu	Q	۵	Ô	:	Ø
Employee Self Service ~					1 of 5	>	:
Employee Self Service							Î
Core-CT Financials	Pension	Open Enro	liment				
Core-CT HRMS		Starts now until 6/1/2024. your choices. You may re	You have already submitted e-elect. Your final enrollment must				
Core-CT Help		be submitted by 11:59 Ph	A EST, 6/1/2024				
My Reports							
	Time	Payroll	OPEB Start Date				

Select Workforce Administration Tile

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Core-CT HRMS $\sim$				<	3 of 5	>	:
	Workforce Administrator	Manager Self Service	Recruiting				
	1 <u>2</u> 1	6 <u>~</u> 9					
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Select Manage Human Resources Tile

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Workforce Administ	/orkforce Administrator														
	Position Management	Manage Human Resources	Time and Labor												



## Select Manage Job

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Manage Human Resources					:
r	7				
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)

													Create Job A	ction
Job	Actions	Summary												
То у	view and up	odate all job ro	ws, acces	ss this page i	n Correct Hist	tory mode (	select access	modes on the	Search page)					
	1													
E	Effective Date / Sequence	HR / Payroll Status / Job	Action / Reason	Last Updated By / Date	Status	Job Cod	e Position	Regulator Region	y Business Unit	Department	Location	Establishmen ID	Company	Pay Group
		Indicator	C	ancel			Create	Job Actio	n		Conti	nue		
0	)1/06/2017	Active Active	Data Char Gene	Note: If a P Please revi	ayroll is curre iew the transa	ently in proc action speci	ess for this er fic details and	nployee, data update the efi	will not be proc fective date con	cessed until nex rrectly on this p	age.	0R804 uthern -	CT State of	B78 Uct Biweekl
		Primary Job	Char		*Effecti	ive Date	04/04/2024	曲				U	Connecticut	7-Day 2
					Effective Se	quence	D							
						*Action	DTA	Q	Data Change	)				
					*	Reason	USR	Q	SrvcRtg-Uns	atisfactory				

Validate the Effective Date

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- > 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.

<b>Advancing Nex</b>	t Annual	Increment	Date
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Last Updated: March 2024

clicking the button on the left side of the page, then clicking on "Empolyment Data"

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Instance Record	0	April			×[2	2025		~	nal Start Date	09/05/1995	Override
First Start Date	08/27/1999	s	м	т	w	т	F	s	ast Start Date	08/27/1999	
Termination Date				1	2	3	4	5			
Org Instance Service Date	09/05/1995	6	7	8	9	10	11	12			
	28 Years 6 Months 30 Days	13	14	15	16	17	18	19			
Organizational Assignme	nt Data	20	21	22	23	24	25	26			
nstance Record		27	28	29	30						
Last Assignment Start	08/27/1999								ignment Start	08/27/1999	
Next Annual Increment	Ē	<		Cu	rrent D	ate		>	nent End Date		
Date							Hom	ne/Host	Classification	Home	
Layoff Seniority Date	08/27/1999		erride				3	Benefit	s Service Date	09/05/1995	Override
	24 Years 7 Months 8 Days									28 Years 6 Months 30 Days	s
Probation Date	曲										
Longevity Date	10/01/2003							Last Ve	erification Date	İ	
Rusiness Title	F-l ecturer							F	Position Phone		

- > 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 <u>Summary</u> page by either
  - clicking the vext > pushbutton until you are there.
    clicking the button on the left side of the page, then clicking on "Summary"
    Click the vext 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

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Last Updated: March 2024

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

									Previous	Next	>
Salary and Compe	nsation										
Effective Dat	te 04/04/2024					Effective Sequence	1				
Salary Plan											
Salary Admin Pla	NR UNIVS Variable	Q Rate									
Grad	le 099 Variable Rate	Q	_			Grade Entry Date	08/22/2003	Ħ			
Ste	p	Q				Step Entry Date		曲	]		
Includes Wag Progression Rul	e No		_			L			1		
Compensation											
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Pay Components										1 m	ow
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Amount Controls	S Changes	Conversion	Show All								_
*Rate Code ↑↓	Seq ↑↓		Compensat	tion Rate ↑↓	Currency	↑↓ Frequen	cy î↓	F	Percent ↑↓		
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CTBASE Q Calculate Compensation	0				USD	Q BCT	Q		4	-	

- 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

Default Pay Components

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

Calculate Compensation

pushbutton in order to reset the

- compensation rates.
- Navigate to the <u>Summary</u> page by either
- Click the submit pushbutton.