Processing Temporary Service in a Higher Class

Last Updated: May 2024

This job aid was created to guide you through the process of assigning an employee to Temporary Service in a Higher Classification (TSHC). It does not address the policies and procedures used for TSHC assignments outside of Core-CT. For further information regarding the statewide policy, please refer to DAS General Letter 29 which can be found on the DAS website.

Please note that the following must have occurred prior to placing an employee on Temporary Service in a Higher Classification in Core-CT:

1. The employee must have been performing the higher-level duties for at least 30 days. Payment for TSHC does not occur until the 31st consecutive calendar day or working day as determined by the applicable collective bargaining agreement or Management Personnel Policy retroactive to the date of assumption of the higher-level duties and responsibilities.

Significant changes to the Core-CT procedure for TSHC:
- The TSHC appointment will be served in the existing, higher-level position. This is true even when the position is filled, and the permanent incumbent continues to be paid after the start of the employee's TSHC assignment.
- The permanent, lower-level position will be held. Note that it will appear as vacant on reports. Agencies must be careful to ensure the position remains available for the employee's return.
- The TSHC appointment will be served in the employee's permanent employment record.
- A transaction to record the 30-day waiting period is no longer required.

Nav Bar:

Fluid Dashboard:
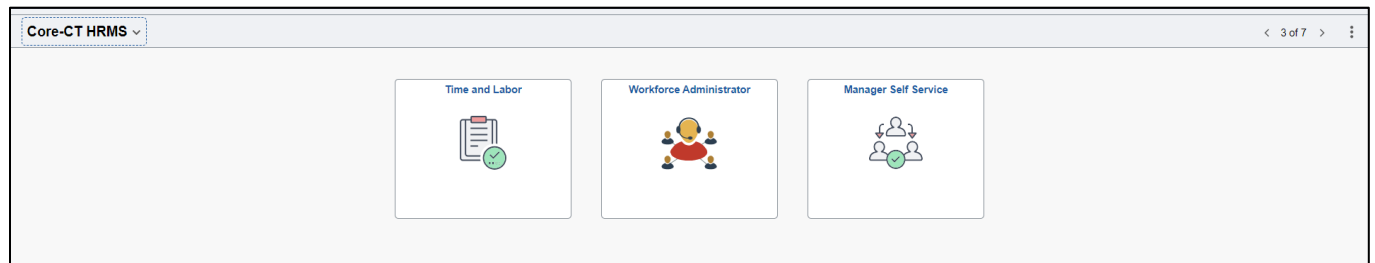
Procedures for making a TSHC Appointment:
After the employee has performed higher duties for the requisite period of time, the TSHC appointment must be entered into Job Data. Using the Fluid Dashboard, navigate to**: Main Menu > Core-CT HRMS > Workforce Administrator > Manage Human Resources > Manage Job.**

In the employee's active record:
1. Create Job Action effective the date that the TSHC began.

2. Enter the Action/Action Reason, "Data Change/Start Temporary Service Higher Class" (DTA/STS).
3. Press Continue
4. Navigate to the Work Location Tab
   a. Enter the position number in which the employee is serving TSHC.
5. Navigate to the Job Information Tab.
   a. Change the Employee Class to "Temp Serv in a Higher Class" (TSHC)
   b. Review the Job Code field to be sure it reflects the higher class.
   c. Review the Standard Hours field to be sure they reflect the higher class.
6. Navigate to the Additional Job Info Tab
   a. Enter the permanent, lower-level job code in the "Permanent Job Code" field.
   b. Enter the permanent, lower-level position number in the "Permanent PCN" field.
7. Navigate to the Job Labor Tab.
   a. Enter the union code of the lower level, permanent job class, if necessary.
8. Navigate to the Salary and Compensation Tab:
   a. Ensure the higher-level Salary Admin Plan and Grade appear as expected.
   b. Enter the appropriate Step based on your manual salary calculation. (Note: In accordance with General Letter 29, the employee's base rate of compensation is calculated as if a promotion occurred.)
      i   If a step plan, select the Default Pay Components button to default the compensation rate of the higher-level job classification.
      ii If a range plan, enter the appropriate, higher level Compensation Rate and click on the Calculate Compensation button.
9. Navigate to the Employment Data Tab:
   a. Click on the USA Tab and Enter the final day the employee is to serve TSHC in the Appointment End Date field.
10. Click on the Time Reporter Data Link found on the right-hand side of the page (A new tab will open):
   a. Ensure values are appropriate.
   b. IMPORTANT: If the employee is in a Rotating Averaging schedule and the TSHC assignment is beginning on any day other than a Friday, the Rotating Averaging flag on Time Reporter Data must be set to "N" effective the Friday immediately preceding the start of the employee's TSHC assignment. The Rotating Averaging flag on Time Reporter Data can then be changed back to "Y" effective the Friday of the following week. Failure to do so will cause Time Administration to fail for the entire BATCH.
11. Close the Time Reporter Data window, submit the Job Data transaction and return to the Job Summary to enter a note in the Notepad. Include the salary calculation and any other pertinent information regarding the higher-level temporary appointment.

   Note regarding Time and Labor: Ensure the employee is in the appropriate Leave Plans and Work Schedule.

Holding the Permanent, Lower-Level Position:
In order to distinguish the permanent, lower-level position from other vacancies, navigate to Using the Fluid Dashboard, navigate to: **Main Menu > Core-CT HRMS > Workforce Administrator > Position Management > Manage Position.**

In the permanent, lower-level position that will be vacated for the duration of the TSHC:
1. Add a Row on Position Details effective the date that the TSHC began.
2. Enter the Action Reason, "Hold Position-TSHC" (HLD).
3. Press Continue
4. On the Position Data Tab, Job Information section, update the Title field to include "HLD-TSHC". For example, if the title is "IT Analyst 1", change it to "IT Analyst 1-HLD-TSHC". Note that the field will highlight in yellow because you changed the default title.
5. Note the change made in the Position Description area.

Entering the Retroactive Compensation Covering the First 30 Days of TSHC Service:
Calculate the difference between what the employee regularly earns in their permanent, last held position and what they will earn serving TSHC effective from the first day the higher-level duties were assigned through the current pay period. This retroactive payment is made through Additional Pay.

To do so, navigate to **NavBar > Menu > Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Create Additional Pay:**
1. Using the Earn Code "RHC" (TSHC Retro Payment) enter the payment information:
    a. Enter the Effective Date which is the first day of the pay period you are entering the payment.
    b. Enter the End Date which is the last day of the pay period you are entering the payment.
    c. Enter Additional Sequence (Addl Seq Nbr) which is "1".
    d. Enter the Earnings Amount, which is the amount of the retroactive payment.
    e. Click the "OK to Pay" checkbox.
    f. If the retroactive payment needs to be charged to a specified account code, expand the Job Information section, and scroll down to the Job Data Override section. Enter the appropriate Combination Code. If you do not override the Combination Code, the payment will be charged against the employee's default position value.

When the TSHC ends:
Using the Fluid Dashboard, navigate to: **Main Menu > Core-CT HRMS > Workforce Administrator > Manage Human Resources > Manage Job**

In Job Data:
1. Create a New Job Action effective on the date immediately following the last day the employee served TSHC.
2. Use the Action/Action Reason "Data Change/End Temporary Service Higher Class" (DTA/ETS)
3. Revert the Position Number back to the last held permanent position number.
4. Navigate to the Job Information tab.
    a. Revert the Employee Class back to the appropriate Employee Class.
    b. Ensure all fields (such as Entry Date) are reverted back to reflect the values of the permanent position.
5. Navigate to the Additional Job Information tab.

> a. Remove the lower-level job code from the "Permanent Job Code" field.
>
> b. Remove the lower-level position number from the "Permanent PCN" field.

6. Navigate to the Job Labor tab.
   a. Ensure the Union Code reflects that of the permanent position.
7. Navigate to the Salary and Compensation tab.
   a. Ensure the lower-level Salary Plan and Grade appear as expected.
   b. Enter the appropriate Step, if applicable.
      i. If a step plan, select the Default Pay Components button to default the compensation rate of the permanent job classification.
      ii. If a range plan, enter the appropriate, permanent level Compensation Rate and click on the Calculate Compensation button.

   Note: If any mass salary increases have occurred in the permanent, lower-level classification while the employee was serving TSHC, the salary must be adjusted accordingly at this time.

8. Navigate to the Employment Data tab:
   a. Expand the USA tab. Remove the Appointment End Date.
9. Click on the Time Reporter Data Link found on the right hand side of the page (A new tab will open):
   a. Ensure values are appropriate.
   b. IMPORTANT: If the employee is in a Rotating Averaging schedule and the TSHC assignment is ending on a day other than a Friday, the Rotating Averaging flag on Time Reporter Data must be set to "N" effective the Friday immediately preceding the end of the TSHC assignment. The Rotating Averaging flag on Time Reporter Data can then be changed back to "Y" effective the Friday of the following week. Failure to do so will cause Time Administration to fail for the entire BATCH.
10. After submitting the transaction, navigate back to the Job Actions Summary Page:
    a. Add a new Notepad after saving the transaction
       i. If the salary has changed, due to a mass increase, from the salary prior to the TSHC having been served, provide the reason for the change so the employee's salary history is clearly reflected in Notepad.

Using the Fluid Dashboard, navigate to: **Main Menu > Core-CT HRMS > Workforce Administrator > Position Management > Manage Position.**

In Position Data:
1. Add a row effective on the date immediately following the last day the employee served TSHC.
2. Enter the Action/Action Reason, "Position General Change" (PGC)
3. Press Continue
4. On the Position Data tab, Job Information section, update the Title field to remove the "HLD-TSHC". For example, if the title is "IT Analyst 1-HLD-TSHC", change it back to "IT Analyst 1". Note that the yellow highlight should disappear since the title is reverting to the default title.
5. Note the change made in the Position Description area.

If the employee is going to be permanently reclassified to the higher-level job classification after completing the TSHC assignment:

First, the employee must return to their last held permanent position when the TSHC appointment ends. Update the current salary to reflect any increases given at the lower level during the TSHC assignment and then calculate the compensation rate for the promotion. Then the promotion to the higher-level classification can be made, but only after all parties have approved the reclassification and refill approval of such higher position.

TSHC as a result of a grievance:
Should a sustained grievance result in the need to process a retroactive TSHC action, the following procedure must be followed:
1. Submit the grievance and the salary calculation to the DAS/Statewide HR, HR Policy (Business Rules) Unit for review.
2. Upon notification by DAS/Statewide HR/HR Policy to proceed, submit a Footprints ticket to the Core-CT HR Team including all pertinent details.
   a. The TSHC will be recorded in Job Data under the employee's own, existing permanent position. A transaction to hold the permanent position is not necessary.
   b. On the Job Information tab, the higher-level job code (and Permanent Job Code field) will be recorded. The Permanent PCN field will not need to be populated.

Note regarding temporary assignment to an unclassified position:
This procedure should also be used when a classified employee has been temporarily assigned to an unclassified position to cover the duties of such position in the unclassified employee's absence. Should this occur, use the Action Reason of DTA/STU, Data Change/Start Temporary Unclassified Assignment and DTA/ETU, Data Change/End Temporary Unclassified Assignment. All other instructions remain the same.