

PY-13 Temporary Pay Increase

Purpose

The purpose of this job aid is to explain how to execute a Salary Adjustment for an employee receiving Acting Pay or a Salary Adjustment for a Temporary In-Range Job Change.

Background and General Information

Employee's base pay/annual salary in infotype 0008 Basic Pay, should not change with a Salary Adjustment action with reason 7 Acting Pay or reason 40 Temp In-Range for Job Change. Instead, the agency HR should communicate with the agency payroll to create temporary increase payments in infotype 2010 (Employee Remuneration Info) wage type 1424 (Temporary Higher Duty Pay).

Note: This Temporary Pay Increase only applies to a Salary Adjustment ZC with reason 7 or 40. This Temporary Pay Increase does not apply to a Promotion action Z1 with the reason 03 Acting Promotion.

Processing the Action

The agency HR must process the appropriate Salary Adjustment Action.

Image

Employee Action Request

Menu



Existing PCR No.

Personnel No.

80001035

Last 4 digits (SSN)

First

Last

Effective on

09/23/2025

Action Type

ZC

Reason

Reason for Action (1)



Restrictions



Action Type	Name of action type	ActR	Name of reason for action
ZC	Salary Adjustment (NC)	01	Salary Adjustment
ZC	Salary Adjustment (NC)	02	Correct New Hire Salary
ZC	Salary Adjustment (NC)	03	Increase to Minimum
ZC	Salary Adjustment (NC)	07	Acting Pay
ZC	Salary Adjustment (NC)	08	Retention Adjustment
ZC	Salary Adjustment (NC)	09	Trainee/Associate Adjustment
ZC	Salary Adjustment (NC)	10	Lead Worker Adjustment
ZC	Salary Adjustment (NC)	11	EPA Supplement Payment
ZC	Salary Adjustment (NC)	12	In-Range - Higher Level
ZC	Salary Adjustment (NC)	13	In-Range - Increase Variety
ZC	Salary Adjustment (NC)	14	In-Range - Equity
ZC	Salary Adjustment (NC)	15	In-Range - Retention
ZC	Salary Adjustment (NC)	16	In-Range - Turnover
ZC	Salary Adjustment (NC)	17	In-Range - Other Labor Market
ZC	Salary Adjustment (NC)	18	Geographic Differential
ZC	Salary Adjustment (NC)	19	Site Differential



Once the correct employee, action, and effective date have been entered the agency HR will select the correct reason for the Salary Adjustment Action. Applicable Reasons include 7 (Acting Pay) or 40 (Temp In-Range for Job Change).

Image

Reason for Action (1)



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ZC	Salary Adjustment (NC)	19	Site Differential	
ZC	Salary Adjustment (NC)	20	Career Growth Recogn Award	
ZC	Salary Adjustment (NC)	22	Legislative Increase	
ZC	Salary Adjustment (NC)	23	Performance Increase	

After selecting the valid Reason code, the Annual Salary field for the Salary Adjustment Action should appear unavailable for changes. The base pay will not change for Salary Adjustments with Reason code 7 or 40.

Image

The screenshot displays the 'Employee Action Request' form. At the top, there is a 'Menu' dropdown and an 'Initiate WF' button. The form is divided into several sections. The top section contains fields for 'PCR Number', 'Personnel Number' (80001035, Marvin Tillman), 'Last 4 digits(SSN)', 'Effective on' (09/23/2025), 'Action' (ZC), 'Reason' (07), and 'Acting Pay'. Below this, there are two columns for 'CURR...' and 'PROPOS...' information, including 'Pers Area' (4601, Natural and Cultural Resources), 'Subarea' (NC01, 7day Norm), 'EE Group' (A, SPA Employees), 'EE Subgroup' (A1, FT N-FLSAOT Perm), 'Org. Unit' (20010226, CR CDS A&H HIS SITES OR S), 'Job' (32000712, Museum Curator I), and 'EE Position' (60083605, Museum Curator). The 'Basic Pay' section is at the bottom, with a red box highlighting the 'Annual Salary' field (31,705.00) and the 'Hourly Salary' field (0.00). The 'Pay Scale type' is set to '07 General', 'Pay Scale Area' to '01 Annual Salaries', and 'Pay Scale Group' to 'GN09 Level 00'. The 'Min' and 'Max' fields are both set to 0.00, and the 'Next Inc Date' field is empty.

After saving, the agency HR must include the notes on the official action notes template. In addition, they must also include the following statement **"The temporary increase of \$XXXX will be added to IT2010 Wage Type 1424"**.

Image

Employee Action Request

Menu

PCR Number: 1000005746
Personnel Number: 80001035 Marvin Tillman
Last 4 digits(SSN):
Effective on: 09/23/2025 Chng 09/23/2025

Action: ZC Salary Adjustment (NC)
Reason: 07 Acting Pay

CURRE...

Pers.Area: 4601 Natural and Cultural Resources
Subarea: NC01 7day Norm

EE Group: A SPA Employees
EE Subgroup: A1 FT N-FLSAOT Perm

Org. Unit: 20010226 CR CDS A&H HIS SITES OR S
Job: 32000712 Museum Curator I
EE Position: 60083605 Museum Curator

Basic Pay

Pay Scale type: 07 General
Pay Scale Area: 01 Annual Salaries
Pay Scale Group: GN09 Level: 00

Annual Salary: 31,705.00 Hrly Sal: 0.00

Create note

Title of note: Salary Adjustment-Acting Pay-07

Salary Adjustment-Acting Pay-07
PCR#
Today's Date
Initiator Name/PNR-Completing Action
EE Name/PNR
Action Eff Date
Reason for retro, if applicable
Justification of Salary Adjustment
Salary change (Current Salary + % = New Salary)
Qualifications and salary administration policy used
Address Equity considerations
Approvals/Delegation - Indicate OSHR Approval if applicable
Duration of salary adjustment, if applicable
The temporary increase of \$XXXX will be added to IT2010 Wage Type 1424.

After processing the action, the agency HR should then coordinate with their Payroll Department to enter the employees' temporary pay increase in infotype 2010 wage type 1424. After the temporary pay increase has been satisfied the agency HR must communicate with the payroll department to delimit the Wage Type with the same effective date as the Cancel Pay Action.

Calculating Acting Pay

The agency determines temporary pay increase amount for the employee. The amount is then divided up based on the employee's payroll area.

Image

$$\text{Acting Pay Amount} = \frac{(\text{Annual Salary} \times \text{Acting Pay Percentage})}{\# \text{ of pay periods}}$$

Example: Employee in Monthly Payroll Area

An employee with an annual salary of \$50,000 is to receive an additional 10% for Acting Pay per pay period. The employee is paid on a monthly schedule. To calculate the amount of acting pay, the employee's annual salary is multiplied by the percentage of acting pay. The result is divided by 12. This provides the employee with \$416.66 temporary pay increase per pay period for acting pay.

Image

$$\$416.66 \text{ Acting Pay amount} = \frac{(\$50,000 \text{ annual salary} \times 0.10 \text{ acting pay \%})}{12 \text{ pay periods}}$$

Example: Partial Month Acting Pay

An employee with an annual salary of \$50,000 is to receive an additional 10% for Acting Pay starting February 10, 2020. The employee is paid on a monthly schedule. To calculate the amount of acting pay for the month of February, the employee's annual salary is multiplied by the percentage of acting pay. The result is divided by 12. This provides the employee with a \$416.66 monthly acting pay increase. To account for a partial month, the acting pay increase is then divided by the number of scheduled workdays for the month. In February there are 20 scheduled working days, $\$416.66 / 20 \text{ workdays} = \$20.83 \text{ acting pay per workday}$. The employee qualifies for acting pay on scheduled working days beginning on February 10. This means that the employee will receive acting pay for 15 days for the month of February. Multiply the amount of acting pay per workday by the number of days the employee works with eligibility, $\$20.83 \times 15 \text{ workdays} = \$312.45 \text{ Acting pay for the month of February}$.

Partial Month Acting Pay

Image

$$\left(\frac{((\text{Annual salary} \times \text{Acting Pay \%}) / \# \text{ of Pay Periods})}{\# \text{ of Workdays in the month}} \right) \times \# \text{ of eligible workdays}$$

Example: Employee in Biweekly Payroll Area

An employee with an annual salary of \$50,000 is to receive an additional 10% for Acting Pay per pay period. The employee is paid on a biweekly schedule. To calculate the amount of acting pay, the employee's annual salary is multiplied by the percentage of acting pay. The result is divided by 26. This provides the employee with \$192.31 temporary pay increase per pay period for acting pay.

Image

$$\text{\$192.31 Acting Pay Amount} = \frac{(\$50,000 \text{ annual salary} \times 0.10 \text{ acting pay \%})}{26 \text{ pay periods}}$$

Temporary Increase Payment

Temporary In-Range or acting pay increases are to be entered through Infotype 2010/Wage Type 1424. The Basic Pay (IT0008) base pay/annual salary should not be changed when processing the Temporary In-Range or Acting Pay actions. It is extremely important that the agency HR works with the agency Payroll to schedule the beginning and end of the temporary pay increase. The agency Payroll must create a record in IT2010/wage type 1424 for each payment of the temporary increase. Infotype 2010/Wage Type 1424 is not an infotype for reoccurring payments; however, payments can be future dated. The steps below serve as a guide to explain how to create a Temporary pay increase under acting pay or temporary in-range.

There are 8 steps to complete this process.

Step 1. Login to SAP GUI.

Step 2. Access PA30.

Step 3. Search for the employee

Step 4. Enter 2010 in the infotype field and 1424 in the subtype field.

Image

Maintain HR Master Data

Menu



Personnel no.

80001035

Name

Marvin Tillman

EEGroup

A

SPA Employees

PersA

4601

Natural and Cultural Resources

EESubgroup

A1

FT N-FLSAOT Perm

CostC

4699999999

CULTURE RESOURCES



Basic Personal Data

Payroll

Benefits

Time

Addtl. Personal Data

Planning Data



Infotype Text

Statu

Actions



Organizational Assignment



Personal Data



Addresses



Planned Working Time



Basic Pay



Family Member/Dependents



I-9 Residence Status



Additional Personal Data



Period

☒ Period

From

To

☐ Today

☐ Current Week

☐ All

☐ Current Month

☐ From Today

☐ Last Week

☐ Until Today

☐ Last Month

☐ Curr. Period

☐ Current Year



Choose

Direct selection

Infotype

2010

STy

1424

Step 5. Select the Create Icon.

Step 6. Enter a date. The date should be within the current pay period.

Step 7. Enter the amount to be paid based off your calculation.

Image

Create Employee Remuneration Info (2010)

Menu



Person

Personnel No Name
EE group SPA Employees Personnel ar Natural and Cultural Resources
WS rule MTWHF-8,SaS-O Status Active
Date

Remuneration info

Wage type Temporary Higher Duty Pay

Number of hours

Number/unit

 /

Amount

Currency

USD

Extra pay/valuation

 /

Pay scale group/level

 /

Position/work center

 /

Overtime comp. type

Premium

Premium Indicator

Tax area record type

External document number

Step 8. Select the Save Icon to save the entry.

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