

Post 7/1/26 LI Processing Instructions

Purpose

This document provides important processing reminders and instructions for eligible employees that received a 7/1/26 Legislative Increase (LI). Included in this document are details about how the LI Mass Program processes the LI action and how the program calculates the new salary. General instructions for Leave of Absence (LOA) and salary corrections impacting the 7/1/26 LI are also provided.

Important Notes and Reminders

- Review ALL records for accuracy after the LI Mass Program is run, especially any employee with a future dated salary impacting action and employees that have transferred from another agency.
- Be mindful of payroll dates and deadlines.
- ALWAYS review the employee actions in PA20 before processing any PCR action.
- Do NOT attempt to process a new salary impacting action or insert any salary impacting action with an effective date prior to 7/1/26. This would be considered an insert. Inserting an action will result in the 7/1/26 action being overwritten. This WILL cause payroll impacting issues and can prevent an employee from being paid.
- Submit tickets to BEST ASAP. Please follow instructions for ticket requirements listed in the [OM/PA Ticket Request Guide \(Job Aid GN-9\)](#) available on the OSC website. Five or more employees can be submitted by spreadsheet.
- Approved PCRs are required for any salary change or correction.
- Any questions about LI position funding are to be directed to your OSBM partner.

- Mass Salary Action Spreadsheets must be submitted to BEST no later than 8/17/26 to ensure they are processed for August payroll.

How the LI Program Works and Calculates the New Salary with Examples of Select Actions

How the LI Mass Program Works

- When the LI Mass Program is run, all eligible employees will receive a 7/1/26 Salary Adjustment (ZC) Legislative Increase (22).

Before the LI Mass Program is run:

Image

Overview Actions (0000)

Pers.No.

Name

EEGroup SHRA Employees PersA

EESubgroup FT S-FLSAOT Perm

Select to

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E..
02/01/2025	12/31/9999	ZE	Range Revision (NC)	05	LM No Salary Adjustment	3	▲
07/01/2024	01/31/2025	ZC	Salary Adjustment (NC)	22	Legislative Increase	3	▼
07/01/2023	06/30/2024	ZC	Salary Adjustment (NC)	22	Legislative Increase	3	

After the LI Mass Program is run:

Image

Overview Actions (0000)

Pers.No. [Redacted]
Name [Redacted]
EEGroup **A** SHRA Employees PersA [Redacted]
EESubgroup **B1** FT S-FLSAOT Perm
Select 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E..
07/01/2026	12/31/9999	ZC	Salary Adjustment (NC)	22	Legislative Increase	3	▲
02/01/2025	06/30/2026	ZE	Range Revision (NC)	05	LM No Salary Adjustment	3	▼
07/01/2024	01/31/2025	ZC	Salary Adjustment (NC)	22	Legislative Increase	3	
07/01/2023	06/30/2024	ZC	Salary Adjustment (NC)	22	Legislative Increase	3	

How the LI Mass Program Calculates the New Salary

- The 7/1/26 salary is calculated on 6/30/26 salary for eligible employees. Most employees will receive a 3% increase. Note that 3% of the 6/30/26 salary equals the amount \$1,285.

Image

Overview Basic Pay (0008)

Payments and deductions

Personnel No. [] Name []

EEGroup A SHRA Employees PersA []

EESubgroup B1 FT S-FLSAOT Perm Statu Active

Choose 01/01/1800 to 12/31/9999 STy. []

3% of \$42,827 is 1,285
1,285 + 42,827 is \$44,112

STy	Start Date	End Date	T.	PSA	PS group	Lv	Amount	Curr...	Annual salary	Curr...
0	07/01/2026	12/31/9999	18	01		03	3,676.00 USD		44,112.00 USD	
0	02/01/2025	06/30/2026	18	01		03	3,568.92 USD		42,827.00 USD	
0	07/01/2024	01/31/2025	18	01		04	3,568.92 USD		42,827.00 USD	

- New Hires, Reinstatement-Return to Work, and Temp to Perms dated 7/1/26 or later do not receive an LI action.
- If an eligible employee is separated, no action is needed because the system will recalculate.
- No special processing is required for employees on, or reinstated from LOA because this action does not impact IT0008 (Basic Pay).

General Instructions for Actions Impacting the 7/1/26 LI:

LOA PCR's Effective Prior to 7/1/26

Agency Action

BEST Action

(Z3) Leave of Absence

Agency must submit a ticket to BEST requesting the LOA or Reinstatement from LOA action to be inserted.

BEST will insert the LOA or Reinstatement from LOA action.

(Z2) Reinstatement from LOA

**Non-LI Salary
Impacting PCRs
Effective 7/1/26
and Later
(Overpayment)**

Agency Action

BEST Action

(ZC) Salary
Adjustment

(Z2) Reinstatement*

(Z7) Non-Beacon to

Beacon

(Z1) Promotion

(Z8) Transfer

*Note: Does not
include

(Z2) Reinstatement
from any LOA

Agency must submit a ticket to BEST
with PCR number of original action. A
new PCR is not required.

If the salary impacting action after the LI creates an
overpayment, BEST can change the salary back to
the amount on the original PCR.

**Non-LI Salary
Impacting PCRs
Effective 7/1/26 and
Later
(Underpayment)**

Agency Action

BEST Action

(ZC) Salary Adjustment

(Z2) Reinstatement*

(Z7) Non-Beacon to
Beacon

(Z1) Promotion

(Z8) Transfer

*Note: Does not include
(Z2) Reinstatement from
any LOA

1. Create a new, fully approved, PCR
with the new correct salary.

BEST will correct the salary amount on IT0008 and
instruct the agency to set PCR to complete.

2. Agency must submit a ticket to
BEST to correct the salary.

**Salary Corrections
for New Hire
Actions Effective
7/1/26 and Later**

Agency Action

BEST Action

(ZO) New Hire

(Z7) Non-Beacon to
Beacon

1. Create and work Salary Adjustment - Correct
New Hire Salary PCR.

2. Submit a ticket to BEST if there is a future
dated action ahead of the New Hire action or if
hard stop error is encountered.

If ticket is submitted due to a future action
or hard stop error, BEST will review and
provide instructions to the agency.

Appointment Change Reminder

Agency Action

BEST Action

(Z9) Appointment Change (11) Probation to Perm Must be current date N/A

Note: For any action not listed, please submit a ticket with details to BEST and instructions will be provided.

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