

## **PER-85 Mass Salary Adjustment**

### **Purpose**

The purpose of this job aid is to provide instructions for completing the Mass Salary Adjustment Spreadsheet and the information required for ticket requests to process mass salary changes for Permanent and Temporary employees.

Submit the completed spreadsheet (example shown below) as an attachment to BEST Shared Services (BSS) along with the ticket request requirements via email to the following email address: [BEST@ncosc.gov](mailto:BEST@ncosc.gov).

Note: BSS assumes all internal/external approvals have been obtained when a ticket has been submitted.

Mass salary requests will be processed once a month during payroll corrections. (Once a pay period for biweekly employees.)

### **Post Mass Run Instructions:**

Agencies are responsible for verifying that all information in the system is accurate after the mass program has processed.

For questions about the mass program, submit a ticket to OM/PA.

## **Mass Salary Adjustment Program: Permanent Employees**

### **Spreadsheet Requirements:**

- At least 40 employees without future dated actions
  - Be sure to remove any employee with a future dated action from the list except for employees with Leave of Absence actions.
- All entries must have the Same effective date
- Effective date within 60 days
- All entries must have the Same action and reason\*

Please refer to Job Aid PER-30 (Actions Reason Definitions) located on the OSC website. The exact action and reason combination as it appears in the Integrated HR-Payroll System must be included in the ticket request.

### **Ticket Request Requirements:**

Ticket requests must include all required information listed below and be submitted no later than COB the day before payroll initialization. No exceptions.

- Your name and personnel number
- HR-Payroll System Action and Reason
- Effective date of actions
- Completed spreadsheet
  - Column A: EE personnel number
  - Column B: EE name
  - Column C: (Leave blank)
  - Column D: the amount in whole dollars to be added to the employee's salary (not the final total)

Completed Spreadsheet Example:

Image

|   | A                | B              | C | D                                      |
|---|------------------|----------------|---|----------------------------------------|
| 1 | <b>EE Number</b> | <b>EE Name</b> |   | <b>Amount to be added to EE Salary</b> |
| 2 | 1234567          | John Smith     |   | 5,205.00                               |

Please review the Description section on page 1 for information on submitting a ticket to BEST and reviewing salary changes after mass processing.

## Mass Salary Adjustment Program: Temporary Employees

### Spreadsheet Requirements:

- At least 40 employees without future dated actions
- All entries must have the Same Effective Date
- All entries must be receiving same % increase or dollar amount increase
- The Action and Reason for all entries will be (ZC) Salary Adjustment – (01) Salary Adjustment

### Ticket Request Requirements:

Ticket requests must include all required information listed below:

- Your name and personnel number
- Effective date of actions
- % increase or dollar amount increase
- Completed spreadsheet to include Column A: EE personnel number only

Example:

Image

|   | A                | B              | C | D                         |
|---|------------------|----------------|---|---------------------------|
| 1 | <u>EE Number</u> | <u>EE Name</u> |   | <u>Amount to be Added</u> |
| 2 | 1234567          |                |   |                           |

Please review the Description section on page 1 for information on submitting a ticket to BEST and reviewing salary changes after mass processing.

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