

June 25, 2011 Salary Adjustment Data Review

If your agency receives a bar-delimited file named *Five4Five-agency-date.txt* in your HuRMan files & reports repository folder, the list contains PMIS employees selected and qualified for the June 25, 2011 5% salary increase that is occurring due to the requirement that they begin paying the 5% VRS member contribution. The selected employees will have one of the following qualifying VRS Group/Plan retirement codes in PMIS:

Plan Code	Old/New Group	VRS Plan Description
00	Old	VRS Plan 1
02	Old	VaLORS Plan 1
04	Old	SPORS Plan 1

Please review the calculated new state-salary amount and the included supporting data for accuracy and completeness. ITech will apply the salary increases to PMIS on June 25, 2011. For CIPPS agencies in PMIS, this will enable an automatic update of employee salaries on the Department of Accounts payroll system (CIPPS). PMIS access may not be available until after 1pm on June 25.

Another file, named *Five4Five-12MO-agency-date.txt*, will list those employees whose salary increases will not be processed automatically because the employees are indicated in PMIS as working less than 12 months (employee months worked < 12). The transaction PSE545 should be used to effect the increases for these employees on the appropriate effective date. In situations where there are over 100 employees with the same effective date to be entered, agencies may upload a file for batch (bulk) processing rather than keying in the PSE545 transactions.

The uploaded batch file(s) can be either in Excel or a text file, but all fields must be text datatype – do not drop any leading zeros. Files must contain agency-number, position, and employee-id to ensure accurate employee selection, and must include the effective-date (YYYYMMDD, e.g., 20110625) for each employee record in the file(s) sent for batch updating. Please send only the agency-number, position, employee-id, and the effective-date for each employee record in the file(s) sent for batch updating in order to differentiate the update files from the review files and to assist us in consolidating the update files. The 5% salary increase will be applied to the base state salary in PMIS on the specified effective date. Files must be received 10 days prior to the effective date to ensure timely processing of the salary adjustments. Files for employees working less than 12 months who are actively employed on June 25, 2011 should be submitted to DHRM no later than June 15, 2011 to ensure processing of these salary adjustments on June 25, 2011.

Please send files using the File Upload Utility found at the ITech website <http://web1.dhrm.virginia.gov/itech/> under the Workforce Planning tab in the panel on the left side of this webpage. If needed, please use the Request Access tab also located in the panel on the left side of this webpage to obtain permission to use the File Upload Utility Workforce Planning tool.

In addition, agencies must be diligent in processing return-to-work actions for employees having overdue leave/STD expiration dates prior to March 25, 2011 in PMIS. If your agency receives a bar-delimited file named *Five4Five-EXC-agency-date.txt* in your HuRMan files & reports repository folder, the list contains PMIS employees who are otherwise eligible for the June 25, 2011 salary increase, but are excluded due to having significantly overdue leave/STD end-dates.

DHRM cannot process salary increases for these employees. Use the “PSL001,agency” transaction to research employees with expired leave/STD and to also research those with leave/STD due to expire in the next 45 days.

The files will be delivered to the applicable agency HuRMan files & reports repository folders on 6/2, 6/9, 6/16, 6/23, 6/26. For review purposes, suggest importing each bar-delimited text file into Excel choosing “Delimited” file type, “Other” type delimiter (the “bar” key is the shifted key over the backslash key), and make the column data format “text” for all of the fields. But before importing, first add column headings to your text file: copy the column heading listed below and use Notepad to open your file, insert a blank row as the first row (place cursor at top left position and press the enter key), and then paste the heading as the first row of the text file.

AGY|POSITION|EMPL-ID|LAST-NAME|FIRST-NAME|OLD-STATE-SAL|NEW-STATE-SAL|SPEC-RATE|NON-STATE-SAL|LV-CODE|LV-EFFT-DT|LV-RETN-DT|STD-CODE|STD-EFFT-DT|STD-RETN-DT|EMPL-MONTHS|EMPL-PCT-TIME|PAYROLL-NUM|PAY-SCHEDULE|VRS-PLAN|STATE-BGN-DT|PRIOR-SERVICE

Additional information regarding the June 25, 2011 Salary Adjustment is available in an FAQ document located on the DHRM website at <http://www.dhrm.virginia.gov/compensation/communication/FiscalYear2012CompensationChangesFAQs.pdf>

Please direct questions or problems regarding the June 25, 2011 Salary Adjustment technical implementation to the DHRM Help Desk via <http://web1.dhrm.virginia.gov/itech/> (Help Desk tab in the left panel of the Web page). Please contact payroll@doa.virginia.gov for questions related to CIPPS payroll processing.