



# Post 7/1/2024 LI INSTRUCTIONS

## BEST SHARED SERVICES – HR—PA&OM

PA

### Description:

This document provides important processing reminders and instructions for eligible employees that received a 7/1/24 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 7/1/2024 LI are also provided.

### Important Notes and Reminders:

#### GENERAL

- Review **ALL** records for accuracy after the LI Mass Program is run, especially 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 7/1/24. This would be considered an insert. Inserting an action will result in the 7/1/24 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.

#### JULY 2024 PAYROLL

- Employees in an overpayment situation without a salary correction are considered payroll urgent for July and will receive priority.
- Salary increases are not considered payroll urgent and will be worked, if able, after other payroll urgent tickets. Other tickets will be worked in the order they are received behind payroll errors.
- Please do **NOT** email, call, or message the OM/PA Team for ticket status updates.
- Agencies are to follow the normal ticket process for retro actions and inserts.
- **Biweekly overpayment** tickets must be submitted **by 7/12/24** to ensure they are processed in time for PP415 payroll.
- **Monthly overpayment** tickets must be submitted **by 7/24/24** to ensure they are processed for July payroll.

- **Mass Salary Action Spreadsheets** must be submitted to BEST **no later than 7/17/24** to ensure they are processed for July 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 7/1/24 Salary Adjustment (ZC) Legislative Increase (22).

Before the LI Mass Program is run:

**List Actions (0000)**

Pers.No. [Redacted]  
 Name [Redacted]  
 EEGroup A SPA Employees PersA [Redacted]  
 EESubgroup B2 FT S-FLSAOT Prob  
 Select 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E..
07/01/2023	12/31/9999	ZC	Salary Adjustment (NC)	22	Legislative Increase		3

After the LI Mass Program is run:

**List Actions (0000)**

Pers.No. [Redacted]  
 Name [Redacted]  
 EEGroup A SPA Employees PersA [Redacted]  
 EESubgroup B2 FT S-FLSAOT Prob  
 Select 01/01/1800 to 12/31/9999

Start Date	End Date	Act.	Action Type	ActR	Reason for action	C...	E..
07/01/2024	12/31/9999	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 7/1/24 salary is calculated on 6/30/24 salary for eligible employees. Most employees will receive a 3% increase.

Note that 3% of the 6/30/24 salary shown in the example below equals the amount \$1,116.

**List Basic Pay (0008)**

Payments and deductions

Personnel No: [redacted] Name: [redacted]

EEGroup: A SPA Employees PersA: [redacted] **3% of \$37,190 is \$1,116**

EESubgroup: B2 FT S-FLSAOT Prob Statu: Active **\$1,116 + \$37,190 is \$38,306**

Choose: 01/01/1800 to 12/31/9999 STy: [redacted]

STy	Start Date	End Date	T..	PSA	PS group	Lv	Amount	Curr...	Annual salary	Curr...
0	07/01/2024	12/31/9999	16	01	[redacted]	01	3,192.17 USD		38,306.00 USD	
0	07/01/2023	06/30/2024	16	01	[redacted]	00	3,099.17 USD		37,190.00 USD	
0	07/01/2022	06/30/2023	16	01	[redacted]	01	2,980.00 USD		35,760.00 USD	

- New Hires, Reinstatement-Return to Work, and Temp to Perms dated 7/1/24 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 7/1/2024 LI:**

LOA PCRs Effective Prior to 7/1/24	Agency Action	BEST Action
(Z3) Leave of Absence (Z2) Reinstatement from LOA	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 and also create the LOA continuation record (if applicable).
Non-LI Salary Impacting PCRs Effective Prior to 7/1/24	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 LOA	1. Agency must submit a ticket to BEST requesting the 7/1/24 LI action to be deleted. 2. Create and work the non-LI action. 3. Create and work the new LI action.	BEST will delete the 07/1/24 LI and remind the agency to work the replacement LI action after the non-LI action is processed.
Non-LI Salary Impacting PCRs Effective 7/1/24 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 LOA	1. 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 7/1/24 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 LOA	1. Create a new, fully approved, PCR with the new correct salary. 2. Agency must submit a ticket to BEST to correct the salary.	If the salary impacting action after the LI creates an underpayment, BEST will correct the salary amount on IT0008 and instruct the agency to set PCR to complete.
Salary Corrections for New Hire Actions Effective 7/1/24 and Later	Agency Action	BEST Action
(Z0) 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 a payroll wall error is encountered.	If ticket is submitted due to future dated action or payroll wall error, BEST will process the action and instruct the agency to set PCR to complete.
Salary Corrections for Reinstatement* Actions Effective 7/1/24 and Later	Agency Action	BEST Action
(Z2) Reinstatement* *Note: Does not include Reinstatement from LOA	1. Create a new Reinstatement action with the new, correct salary. 2. Submit a ticket to BEST to correct the salary amount.	BEST will correct the salary amount on IT0008 and instruct the agency to set PCR to complete.

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

Document Control:

Date	New/Revised	Brief Description of Revision	Updated By
6/18/2024	NEW	Created job aid for the Post 7/1/24 LI Process	TW