

Updating Approved Salary Plans on Position Overview

There are rare occasions when an agency seeks to extend the maximum salary limit on specific positions in order to recruit and retain incumbents. This Job Aid will address the process to update an Alternate Salary Plan and Grade on a Position.

Prior to DHRM changing the salary grade on a Position, the following steps will have been completed:

1. Agency HR identifies the need for an Alternate Salary Plan
2. Agency HR requests DHRM approval of an Alternate Salary Plan, in writing to the DHRM Compensation Team for the respective Business Unit if none exists or an adjustment is required. Request shall include justification for the Alternate Plan, relevant pay factors, and contain a list of impacted positions
3. DHRM approves or denies the Alternate Salary Plan
4. If approved, DHRM will work with PPS to create the Alternate Salary Plan in Cardinal
5. DHRM creates a help desk ticket to track the request
6. PPS completes configuration of the new Alternate Salary Plan in Cardinal and updates the help desk ticket
7. DHRM is notified of completion, verifies that the alternate salary plan is correct for the Business Unit and closes the help desk ticket

After the above steps, the DHRM and Agency user will follow this Job Aid to complete the last three steps in the process:

1. DHRM updates the position(s) to reflect the new Alternate Salary Grade
2. DHRM sends email to HR Agency to notify them of completion of the Alternate Salary Plan/Grade change
3. Agency HR updates the Alternate Salary/Grade Table and Position(s) with step if applicable
4. Update the incumbent's job record with the new compensation rate

For further information on Compensation Changes, see the Job Aid titled **HR351_Updating an Employee's Compensation** Job Aid. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

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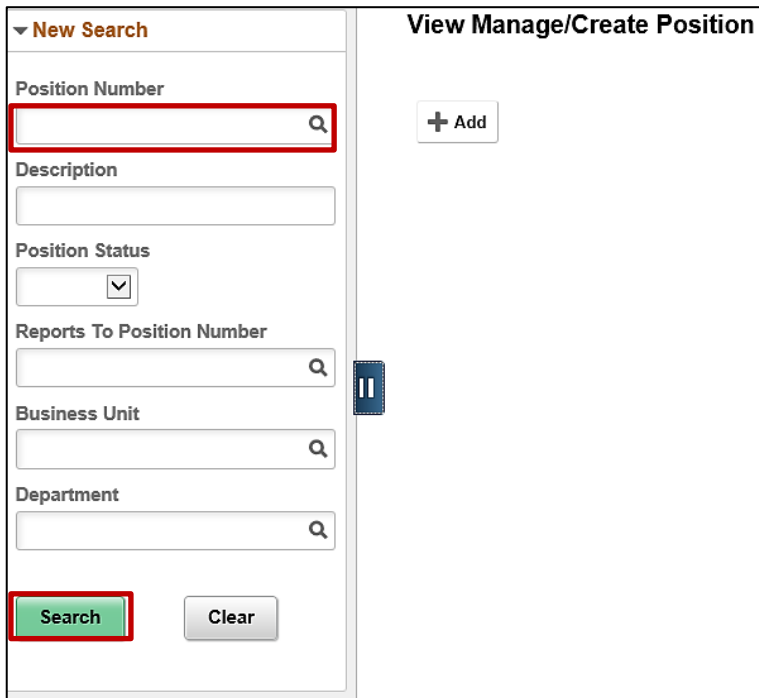
DHRM Updates Position

After PPS configures the new Alternate Salary Plan, DHRM will update the Position.

1. Log into Cardinal using a DHRM HR Operations role.
2. Navigate to the **Position** page using the following path:

Navigator > Organizational Development > Position Management > Maintain Positions Budget > Manage/Create Position

The **View Manage/Create Position Search** page displays.



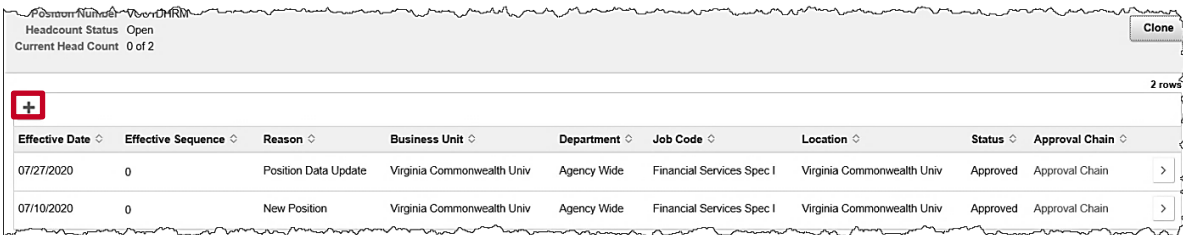
3. Enter the applicable Position Number in the **Position Number** field.
4. Click the **Search** button.

The search results display in the bottom portion of the page.



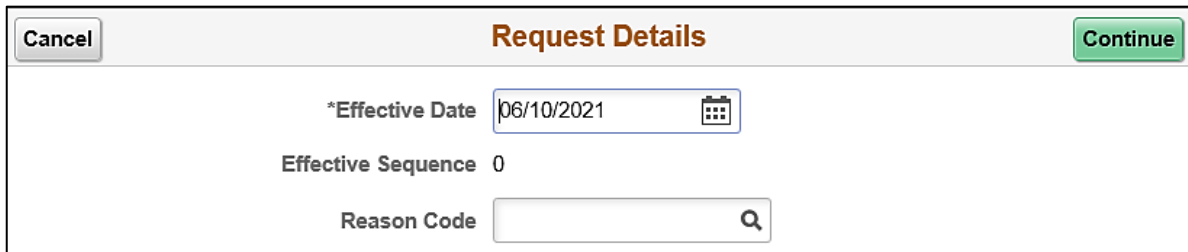
- Select the applicable Position by clicking the corresponding row.

The **Position Details** page displays for the applicable Position.



- Click the **Add a New Row** icon (+) to make the change to the Position.

The **Request Details** page displays in a pop-up window.



- The **Effective Date** field defaults to the current date. Update as needed using the **Effective Date Calendar** icon.

Note: If a respective pay increase regarding this alternate grade is planned, ensure that the effective date is prior to the date of the compensation change.

- The **Effective Sequence** field will default to the next sequential number if other changes have been entered on the Position with the same effective date.
- Select "UPD" using the **Reason Code Look Up** icon.
- Click the **Continue** button.

HR351_Updating Approved Salary Plans on Position

The **Manage Position** page displays with the **Position Data** Step displayed by default.

1 Position Data Visited	Step 1 of 4: Position Data	
2 Specific Information Not Started	Effective Date 06/10/2021	Review Date <input type="text"/>
3 Budget Incumbents Not Started	Effective Sequence 0	*Position Months <input type="text" value="12.00"/>
4 Review and Submit Not Started	Reason Code UPD	Stmnt of Economic Interest Reqd <input checked="" type="checkbox"/>
		VPA Covered <input checked="" type="checkbox"/>

11. Scroll down to the **Salary Plan Information** section.

The remaining sections display.

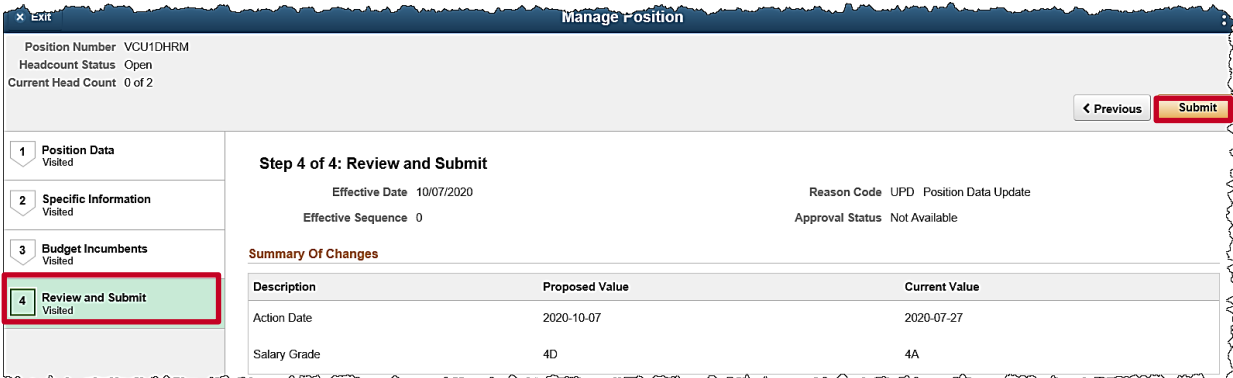
Salary Plan Information							
Salary Admin Plan	<input type="text" value="SW"/>	<input type="button" value="Q"/>	Grade	<input type="text" value="4"/>	<input type="button" value="Q"/>		
Standard Hours	<input type="text" value="40.00"/>			Step	<input type="text"/>	<input type="button" value="Q"/>	
Work Period	<input type="text" value="W"/>	<input type="button" value="Q"/>	Weekly				
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	

12. Review the **Salary Admin Plan** field for the Position.

13. Select the newly added Alternate Salary Plan/Grade value using the **Grade Look Up** icon.

14. Click the **Review and Submit** tab in the navigation panel.

The **Review and Submit** step displays.



The screenshot shows the 'Manage Position' window for position VCU1DHRM. The 'Review and Submit' step is highlighted in the left-hand navigation pane. The main content area displays 'Step 4 of 4: Review and Submit' with the following details:

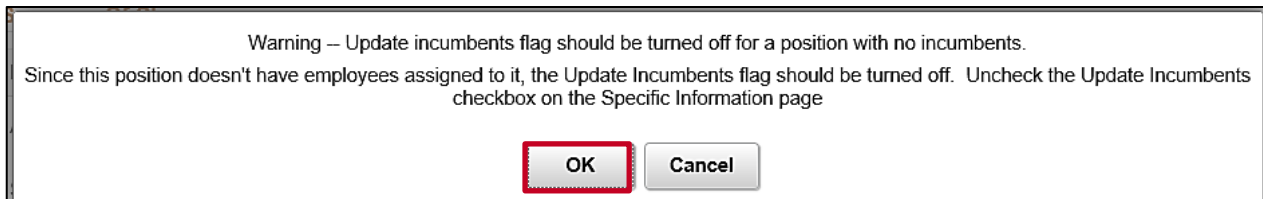
- Effective Date: 10/07/2020
- Reason Code: UPD Position Data Update
- Effective Sequence: 0
- Approval Status: Not Available

A 'Summary Of Changes' table is shown below:

Description	Proposed Value	Current Value
Action Date	2020-10-07	2020-07-27
Salary Grade	4D	4A

15. Review the changes made to the Position and then click the **Submit** button.

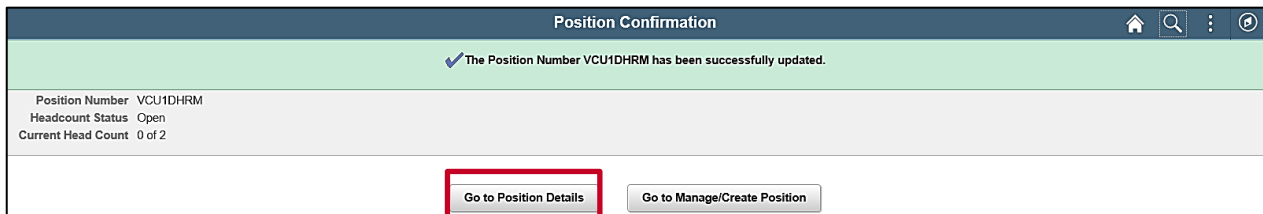
If there are no incumbents in the Position, the following **Warning** displays.



Warning – Update incumbents flag should be turned off for a position with no incumbents.
 Since this position doesn't have employees assigned to it, the Update Incumbents flag should be turned off. Uncheck the Update Incumbents checkbox on the Specific Information page

16. Click the **OK** button.

The **Position Confirmation** displays.



The 'Position Confirmation' dialog box displays a green success message: 'The Position Number VCU1DHRM has been successfully updated.' Below the message, the position details are shown:

- Position Number: VCU1DHRM
- Headcount Status: Open
- Current Head Count: 0 of 2

At the bottom, there are two buttons: 'Go to Position Details' (highlighted with a red box) and 'Go to Manage/Create Position'.

17. Click the **Go to Position Details** button.

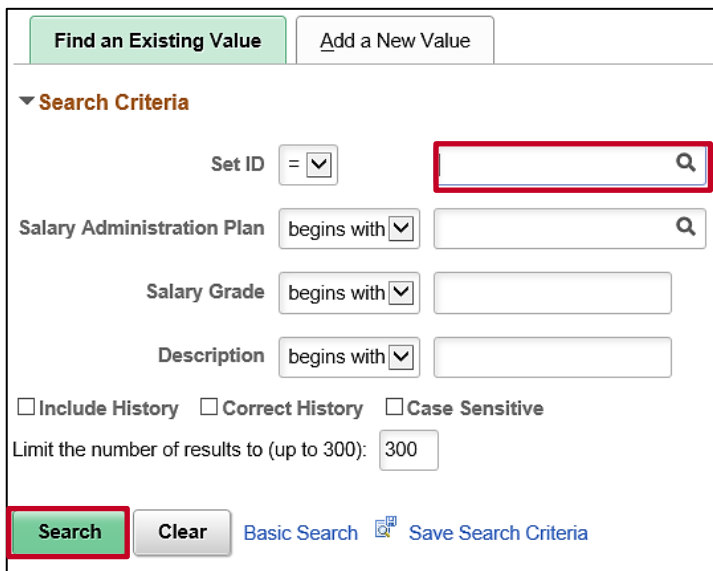
Agency HR Adds or Updates Steps to the Alternate Salary/Grade Table

Note: If your agency is using Salary Steps, follow instructions in the section below to make adjustments to current steps, or to add/remove salary steps. If your agency does not use steps, skip to page 13.

1. Log into Cardinal using an Agency HR Administrator role.
2. Navigate to the **Salary Grades** page using the following path:

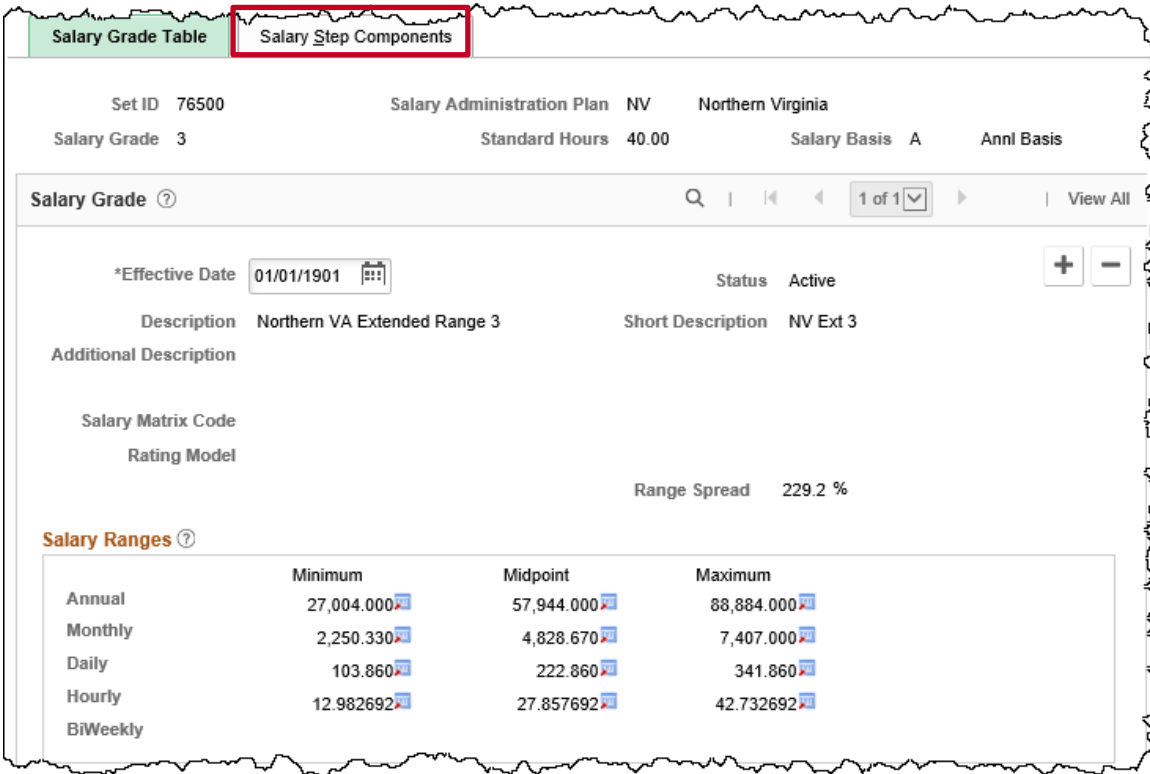
Navigator > Setup HCM > Product Related > Compensation > Base Compensation > Salary Grades

The **Salary Grades Search** page displays.



3. Enter the applicable Agency Set ID in the **Set ID** field.
4. Enter the applicable Alternate Salary Plan in the **Salary Administration Plan** field.
5. Enter the applicable Salary Grade in the **Salary Grade** field.
6. Click the **Search** button.

The **Salary Grades** page displays with the **Salary Grade Table** tab displayed by default.



The screenshot shows the 'Salary Grades' page with two tabs: 'Salary Grade Table' and 'Salary Step Components'. The 'Salary Step Components' tab is highlighted with a red border. Below the tabs, the page displays details for a salary grade:

- Set ID: 76500
- Salary Administration Plan: NV Northern Virginia
- Salary Grade: 3
- Standard Hours: 40.00
- Salary Basis: A
- Annl Basis

Below this information, there is a search bar and a 'View All' link. The main content area shows the following details:

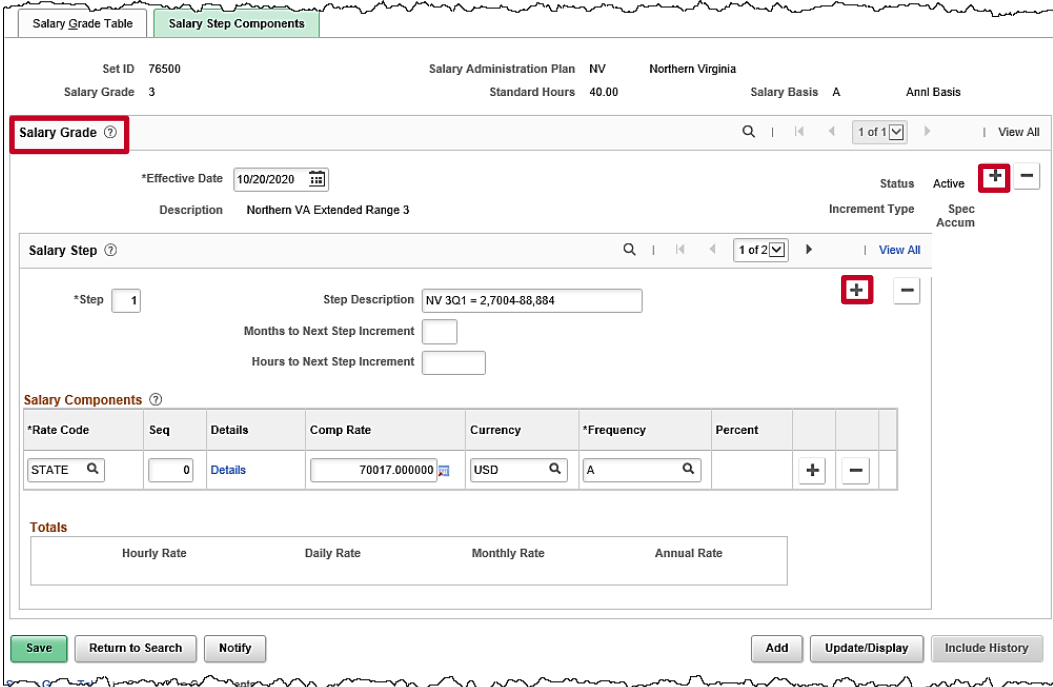
- *Effective Date: 01/01/1901
- Status: Active
- Description: Northern VA Extended Range 3
- Short Description: NV Ext 3
- Additional Description
- Salary Matrix Code
- Rating Model
- Range Spread: 229.2 %

At the bottom, there is a 'Salary Ranges' section with a table:

	Minimum	Midpoint	Maximum
Annual	27,004.000	57,944.000	88,884.000
Monthly	2,250.330	4,828.670	7,407.000
Daily	103.860	222.860	341.860
Hourly	12.982692	27.857692	42.732692
BiWeekly			

7. Click the **Salary Step Components** tab.

The **Salary Step Components** tab displays.

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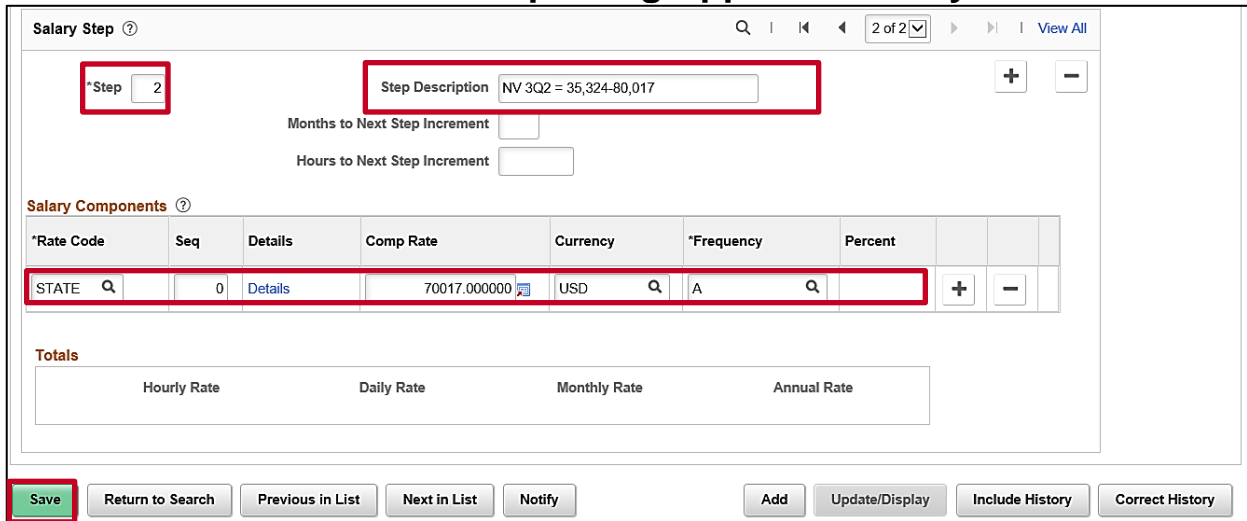
The screenshot shows the 'Salary Step Components' section of the HR351 system. At the top, it displays 'Set ID 76500', 'Salary Administration Plan NV Northern Virginia', 'Salary Grade 3', 'Standard Hours 40.00', 'Salary Basis A', and 'Annl Basis'. Below this, the 'Salary Grade' section is highlighted with a red box. It includes an '*Effective Date' field set to '10/20/2020' with a calendar icon, a 'Status' field set to 'Active' with a red '+' icon, and a 'Description' field set to 'Northern VA Extended Range 3'. The 'Salary Step' section below it shows a table with one row: Step 1, Step Description 'NV 3Q1 = 2,7004-88,884', and a red '+' icon. Below the table is a 'Salary Components' table with columns for Rate Code, Seq, Details, Comp Rate, Currency, *Frequency, and Percent. The first row contains 'STATE', '0', 'Details', '70017.000000', 'USD', 'A', and a '+' icon. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'.

To add an additional step to an existing Salary Grade, continue with Step 8. To add steps to a new Salary Grade, continue with Step 18.

8. Click the **Add a Row** icon (+) within the **Salary Grade** section.
9. The **Effective Date** field defaults to the current date. Update as needed using the **Effective Date Calendar** icon.

Note: If a respective pay increase regarding this Alternate Grade/Step is planned, ensure that the effective date entered here is prior to the planned date of the pay increase.

10. Click the **Add a Row** icon (+) within the **Salary Step** section.
11. Enter the next sequential Step Number in the **Step** field.

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Salary Step ?

*Step 2

Step Description NV 3Q2 = 35,324-80,017

Months to Next Step Increment

Hours to Next Step Increment

Salary Components ?

*Rate Code	Seq	Details	Comp Rate	Currency	*Frequency	Percent
STATE	0	Details	70017.000000	USD	A	

Totals

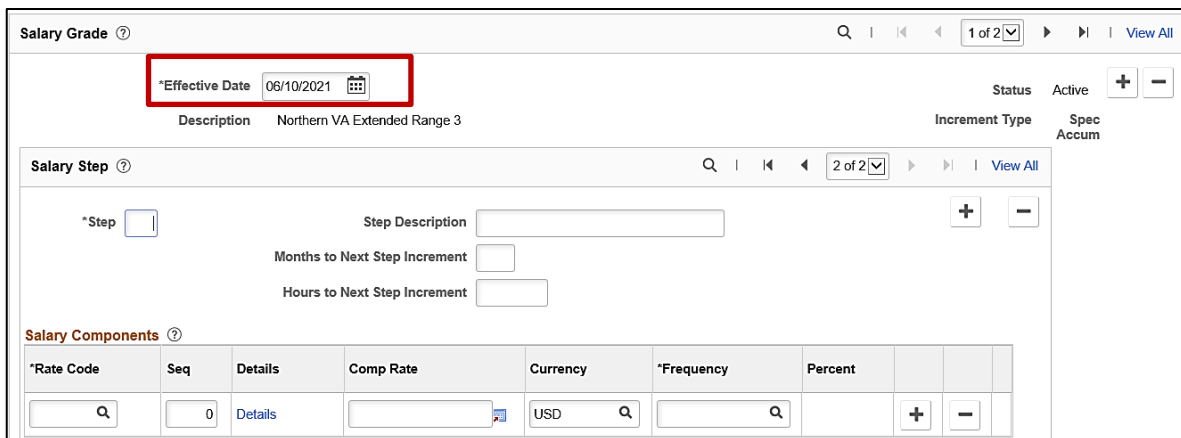
Hourly Rate Daily Rate Monthly Rate Annual Rate

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

12. Enter a description for the Step in the **Step Description** field. (i. e., Min Step amount or Max Step amount)
13. Select "STATE" using the **Rate Code Look Up** icon.
14. Enter the annual salary amount for the Step in the **Comp Rate** field.
15. The **Currency** field defaults to "USD".
16. Select "A" (Annual) using the **Frequency Look Up** icon.
17. Click the **Save** button.

Note: If multiple steps are required, repeat Steps 8 – 17.

Note: If there is a need to add a step to a grade that has never reflected steps, continue to step 18.



Salary Grade ?

*Effective Date 06/10/2021

Description Northern VA Extended Range 3

Status Active

Increment Type Spec Accum

Salary Step ?

*Step 1

Step Description

Months to Next Step Increment

Hours to Next Step Increment

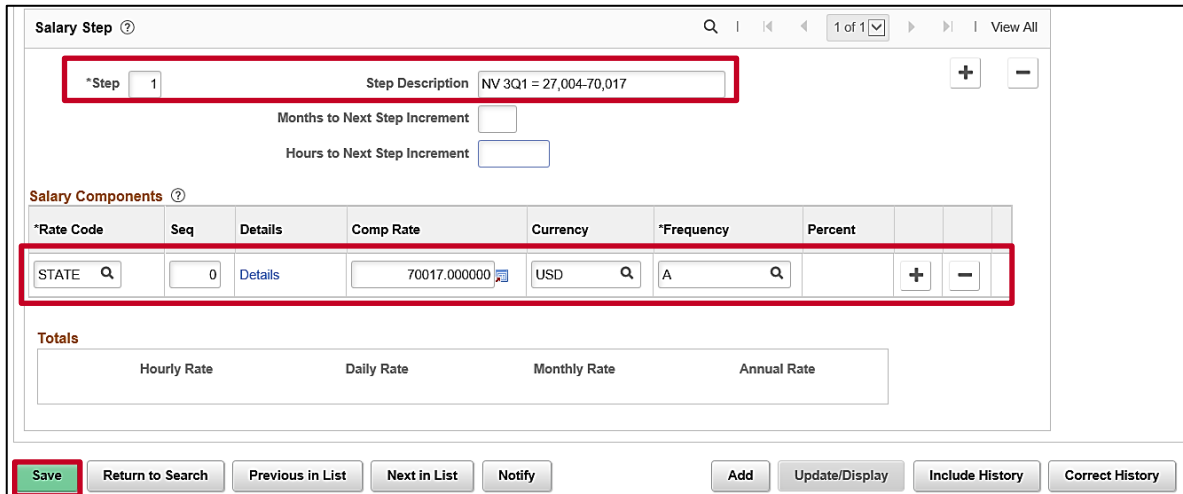
Salary Components ?

*Rate Code	Seq	Details	Comp Rate	Currency	*Frequency	Percent
	0	Details		USD		

18. The **Effective Date** field defaults to the current date. Update as needed using the **Effective Date Calendar** icon.
19. Enter a Step Number of "1" in the **Step** field.
20. Enter a description for the Step in the **Step Description** field.

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21. Select "STATE" using the **Rate Code Look Up** icon.
22. Enter the annual salary amount for the Step in the **Comp Rate** field.
23. The **Currency** field defaults to "USD".
24. Select "A" (Annual) using the **Frequency Look Up** icon.



The screenshot shows the "Salary Step" form. At the top, there is a search bar and navigation controls. Below that, the "Step" field is set to "1" and the "Step Description" is "NV 3Q1 = 27,004-70,017". There are fields for "Months to Next Step Increment" and "Hours to Next Step Increment".

The "Salary Components" section contains a table with the following data:

*Rate Code	Seq	Details	Comp Rate	Currency	*Frequency	Percent
STATE	0	Details	70017.000000	USD	A	

Below the table is a "Totals" section with fields for "Hourly Rate", "Daily Rate", "Monthly Rate", and "Annual Rate".

At the bottom of the form, there are several buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", "Update/Display", "Include History", and "Correct History". The "Save" button is highlighted with a red box.

25. Click the **Save** button.
- Note:** If multiple steps are required, refer to Steps 10 – 17 above.

Agency HR Updates Position

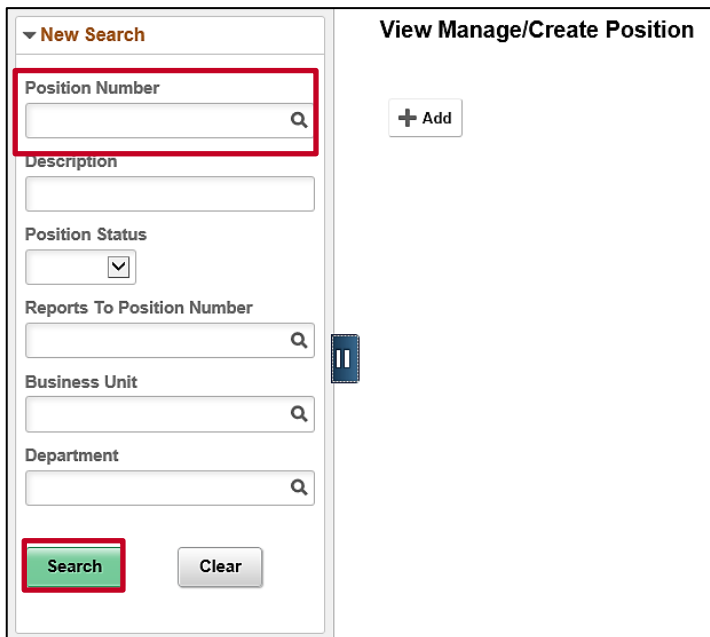
After DHRM updates the Position with the new Alternate Salary Plan and the Agency HR updates the Alternate Salary Plan/Grade table, the Agency HR will update the Position with the new Step in the Alternate Salary Plan.

Note: If a change is made to a position that an employee currently occupies (incumbent) the next step would be to be inserted into the affected job record and the compensation changed using the Pay Rate Change action code. See Job Aid titled **HR351_Updating an Employee's Compensation** for further details. This job aid can be found on the **Cardinal** website under **Learning**.

1. Log into Cardinal using an Agency HR Administrator role.
2. Navigate to the **View Manager/Create Position** page using the following path:

Navigator > Organizational Development > Position Management > Maintain Positions Budget > Manage/Create Position

The **Manage/Create Position Search** page displays.



The screenshot shows a search interface for 'View Manage/Create Position'. On the left, there is a search form with the following fields: 'Position Number' (highlighted with a red box), 'Description', 'Position Status' (dropdown), 'Reports To Position Number', 'Business Unit', and 'Department'. At the bottom of the form are 'Search' (highlighted with a red box) and 'Clear' buttons. On the right, there is a '+ Add' button and a blue pause icon.

3. Enter the applicable Position Number in the **Position Number** field.
4. Click the **Search** button.

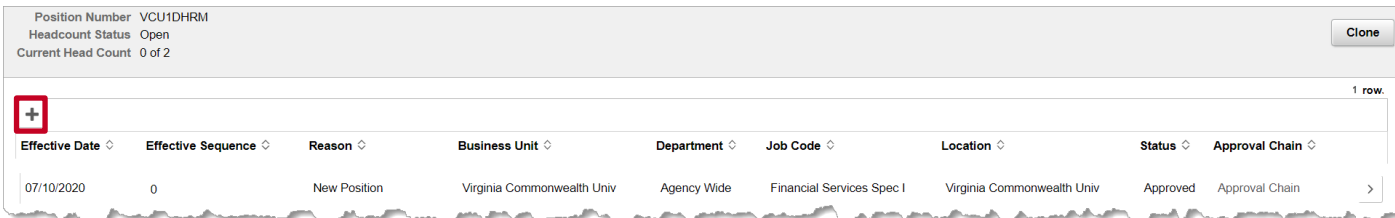
HR351_Updating Approved Salary Plans on Position

The search results display in the bottom portion of the page.

5. Select the applicable Position by clicking the corresponding row.

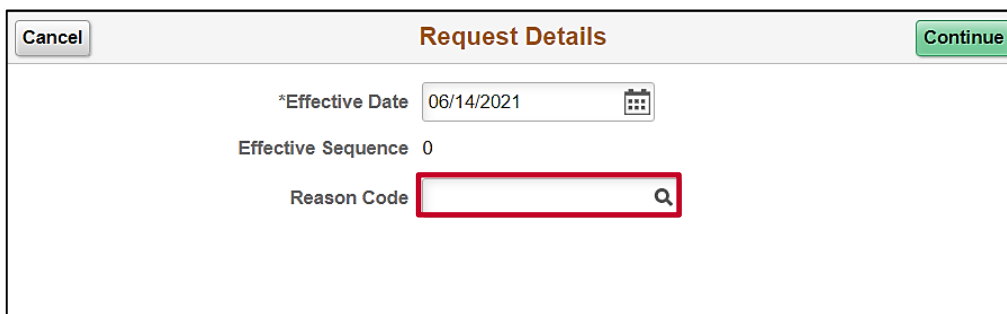


The **Position Details** page displays for the applicable Position.



6. Click the **Add a New Row** icon (+) to make the change to the Position.

The **Request Details** page displays in a pop-up window.



7. The **Effective Date** field defaults to the current date. Update as needed using the **Effective Date Calendar** icon.

Note: If a respective pay increase regarding this alternate grade is planned, ensure that the effective date is prior to the date of the compensation change.

8. The **Effective Sequence** field will default to the next sequential number if other changes have been entered on the Position with the same effective date.
9. Select the **Reason Code Look Up** icon to select the applicable reason for the change.
10. Click the **Continue** button.

The **Manage Position** page displays with the **Position Data** Step displayed by default.

Position Number VCU1DHRM
Headcount Status Open
Current Head Count 0 of 2

1 Position Data
Visited

2 Specific Information
Not Started

3 Budget Incumbents
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Position Data

Effective Date 06/14/2021 Review Date

Effective Sequence 0 *Position Months 12.00

Reason Code UPD Stmnt of Economic Interest Req'd

VPA Covered

Position Information

*Position Status Max Head Count 2

*Status Status Date 07/10/2020

Action Date 06/14/2021 SOC Code / Extension

Alternate Work Schedule Job Sharing Permitted

Key Position Available for Telework No

Budgeted Position *EEO-4 Job Category Officials and Administrators

Confidential Position No Workers' Comp

11. Scroll down to the **Salary Plan Information** section.

The remaining sections display.

1 Position Data
Visited

2 Specific Information
Not Started

3 Budget Incumbents
Not Started

4 Review and Submit
Not Started

*Reg Region Country

*Department Agency Wide Dot-Line

Location Virginia Commonwealth Univ Security Clearance

Reports To

Supervisor Level Supervisor Position

Appointed Category

Salary Plan Information

Salary Admin Plan Grade

Standard Hours Step

Work Period Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>

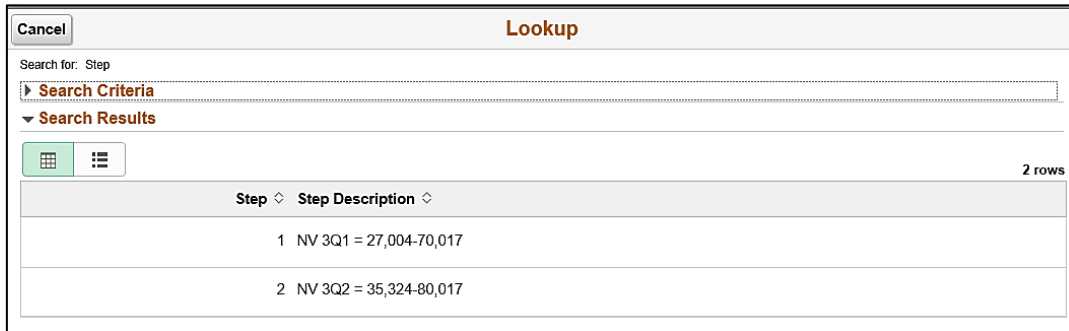
► **Specific Information**

► **USA**

Note: The **Salary Admin Plan/Grade** fields are grayed out and can't be changed.

12. Select the applicable Step using the **Step Look Up** icon.

The following page displays in a pop-up window.



Cancel Lookup

Search for: Step

Search Criteria

Search Results

2 rows

Step	Step Description
1	NV 3Q1 = 27,004-70,017
2	NV 3Q2 = 35,324-80,017

13. Select the step required for the position update.

Once selected, the following displays at the top of the page.

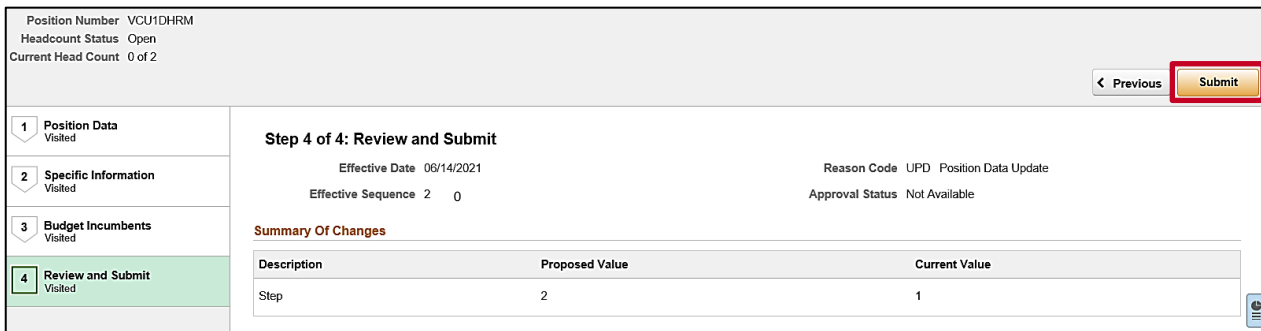


Position Number VCU1DHRM
 Headcount Status Open
 Current Head Count 0 of 2

Next >

14. Click the **Next** tab in the right-hand corner of the page until the **Review and Submit** page is displayed.

The **Review and Submit Step** displays.



Position Number VCU1DHRM
 Headcount Status Open
 Current Head Count 0 of 2

Previous Submit

Step 4 of 4: Review and Submit

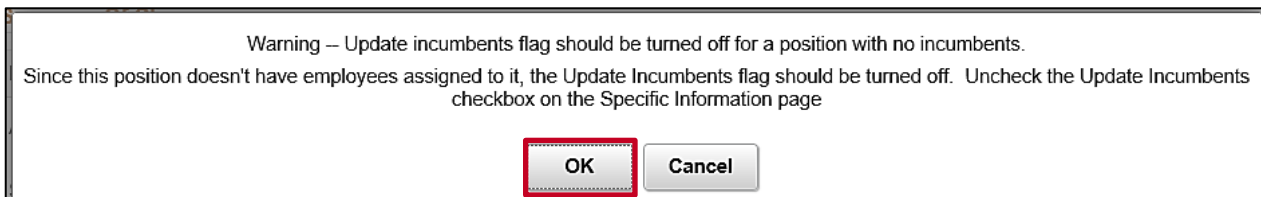
Effective Date 06/14/2021 Reason Code UPD Position Data Update
 Effective Sequence 2 0 Approval Status Not Available

Summary Of Changes

Description	Proposed Value	Current Value
Step	2	1

15. Review the changes made to the Position and then click the **Submit** button.

If there are no incumbents in the Position, the following **Warning** displays.



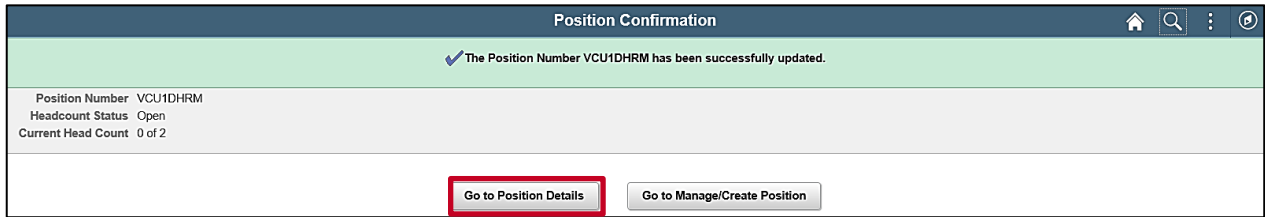
Warning – Update incumbents flag should be turned off for a position with no incumbents.
 Since this position doesn't have employees assigned to it, the Update Incumbents flag should be turned off. Uncheck the Update Incumbents checkbox on the Specific Information page

OK Cancel

16. Click the **OK** button.

HR351_Updating Approved Salary Plans on Position

The **Position Confirmation** displays.



Position Confirmation	
✓ The Position Number VCU1DHRM has been successfully updated.	
Position Number	VCU1DHRM
Headcount Status	Open
Current Head Count	0 of 2
Go to Position Details Go to Manage/Create Position	

Note: Update the incumbent’s job record with the new compensation rate. For further information on How to Complete a Compensation Change, see the Job Aid titled **HR351_Updating an Employee’s Compensation** Job Aid. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.