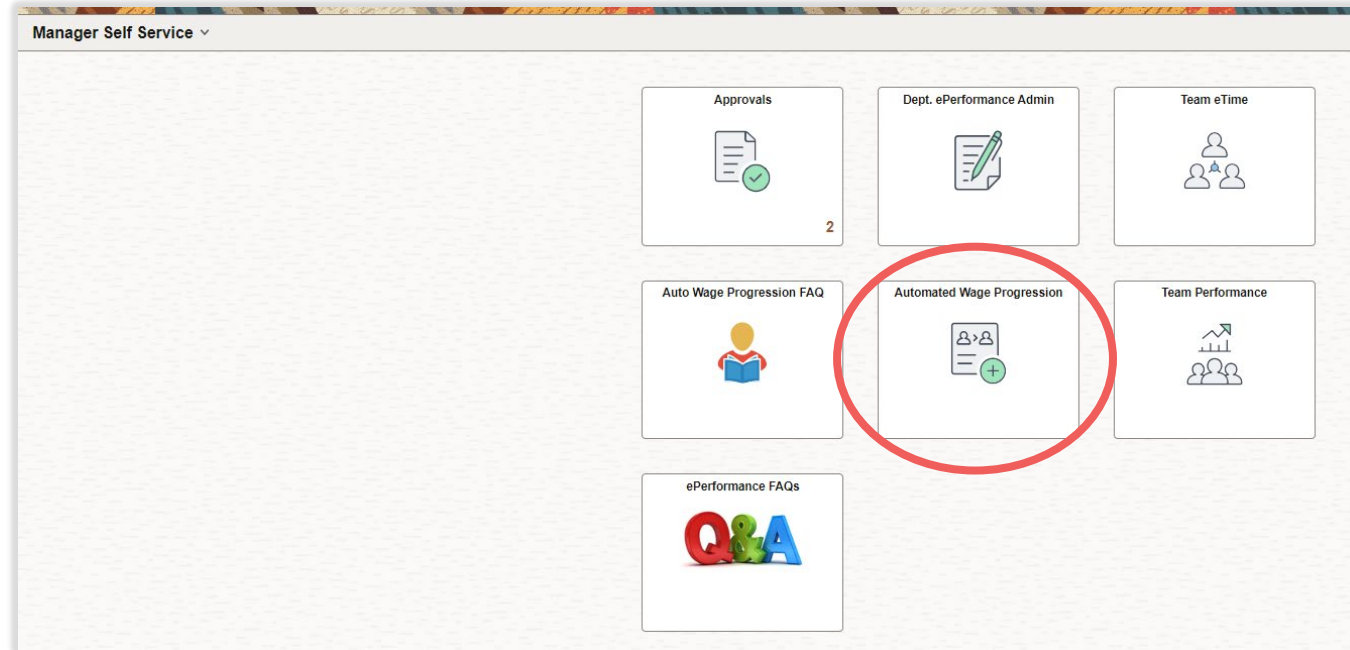# Automated Wage Progression Extension

- Bargaining Units with step advancement language referencing pay periods in paid status can now use Automated Wage Progression!

- A *new tab* has been added to the Review Steps Increases page to track pay periods in paid status.

- Pay period adjustment added on the Step Adjustment to adjust pay periods in paid status.
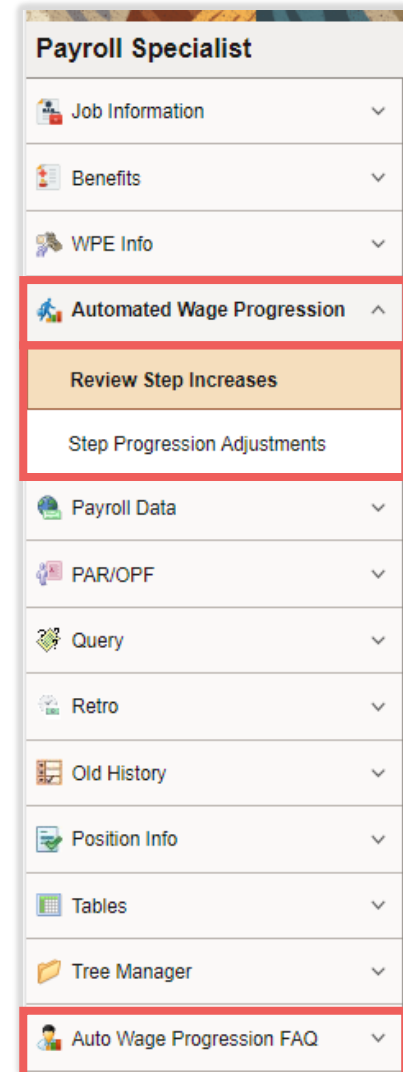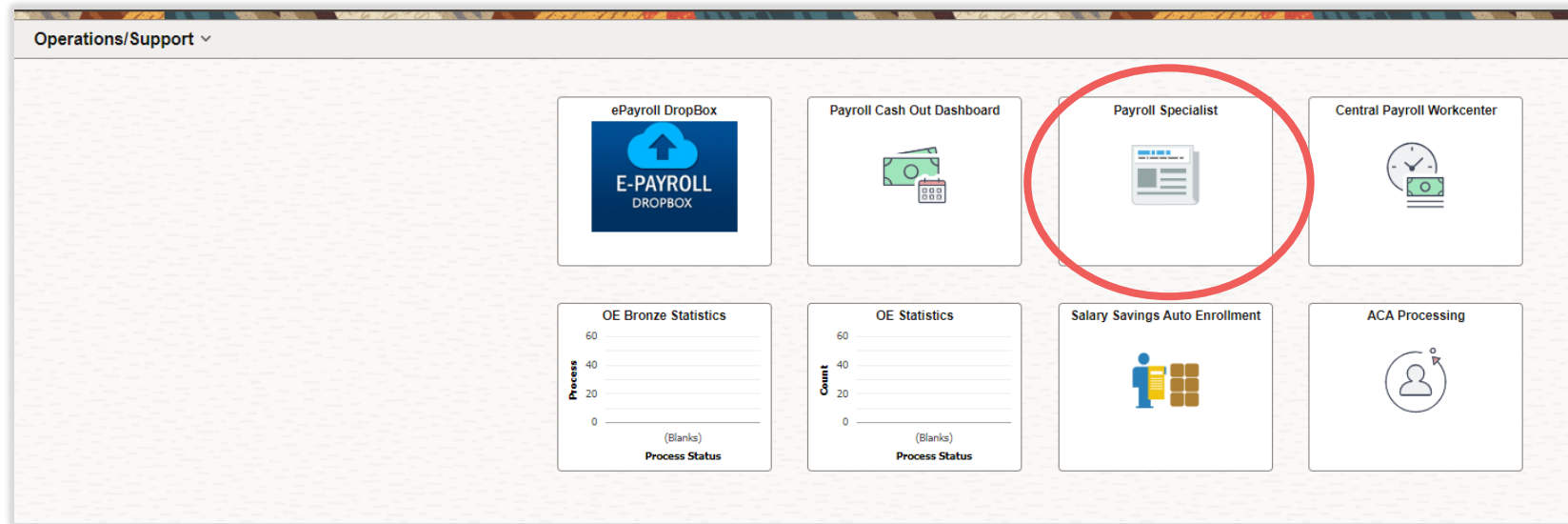
1. Manager Self Service Homepage > Automated Wage Progression Tile

2. Navigation Menu > Workforce Administration > Labor Administration > Automated Step Progression > Review Step Increases

3. Operations/Support Homepage > Payroll Specialist Tile

- Automated Wage Progression menu and Auto Wage Progression FAQ menu found on the left-hand menu list.

Pay Periods Tab

Wage Progression Employees

Search Criteria

Step Due Date	Department
Supervisor ID	Wage Progression Status
Empl ID	Last Name

Search

1-10 of 10 | View All

Step Information | Department Info | **Pay Periods** | Step Hours | Event Information

	Empl ID	Rcd#	Name	Job Code	Title	Step	Next Step	Wage Progression Status	Stop Step Increase	Comments	Step Due Date	Completed Date
1	A2299	2	Doe,J	47114	BG Captain I	18	0	On Max Step	☐		04/06/2024	
2	A7639	0	Doe,J	47113	BG Engineer	17	0	On Max Step	☐		04/06/2024	
3	A9817	0	Doe,J	47114	BG Captain I	18	0	On Max Step	☐		04/06/2024	
4	B1396	0	Doe,J	47120	Heavy Fire Equip Operator	15	16	Accruing Hours	☐		05/04/2024	
5	B8086	1	Doe,J	47114	BG Captain I	18	0	On Max Step	☐		05/18/2024	

Review Step Increases Page: Pay Periods

The **Pay Periods** tab provides information for employees whose step progression is based on elapsed pay periods.

	Empl ID	Rcd#	Name	Override Count	Accumulated Pay Periods	Elapsed Pay Periods	Pay Periods Till Next Step
1	A2299	2	Doe,J	0.00	4.00	4.00	9.00
2	A7639	0	Doe,J	0.00	4.00	17.00	9.00
3	A9817	0	Doe,J	0.00	4.00	4.00	9.00
4	B1396	0	Doe,J	0.00	2.00	2.00	11.00

Tabs: Step Information | Department Info | **Pay Periods** | Step Hours | Event Information | 1-10 of 10 | View All

Override Count: Manual adjustment to the accumulated pay periods.

Accumulated Pay Periods: Pay periods *in paid status* since the employee's last wage progression event.

Elapsed Pay Periods: Number of pay periods since the employee's last wage progression event.

Pay Periods Till Next Step: Pay periods *in paid status* needed to qualify for the next step.

Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

ePerformance / Auto Wage Progression Adjustment Request

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Department			Department ID
Union Code	Job Code	Title	Position No.

ADJUSTMENT TYPE

Effective Date	Adjustment Type	Adjustment Action	Date / Hours / PP Adjust Amount
	☐ Wage Progression ☐ ePerformance / WPE ☐ Job Status	☐ Event Date Override ☐ Hours Adjustment ☐ Pay Period Adjustment ☐ Remove Stop Status (Wage Progression Only)	

ADJUSTMENT REASON

Department Comments

Department Contact (Print & Sign)	Mail Code	Phone Number	Date

- Manual adjustments due to retroactive payroll adjustments are done by submitting an ePerformance/Wage Progression Adjustment Form.
- **EMACS website:**
- EMACS-HR > Work Performance
- **In EMACS:**
- Auto Wage Progression FAQ > Wage Progression Training Docs

Step Progression Adjustment Page Update

- View adjustment history for an employee on the Step Progression Adjustment page.

- Once a pay period adjustment has been loaded, it will be included in the Override Count.

Automated Wage Progression Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Pay Period Ends	New Pay Period Begins
				eTime Deadline Previous Pay Period	Payroll Friday	Post Confirm Processes Run
	Wage Progression Updated -- View Pending Steps		Pay Day for Previous Pay Period / Pending Steps Loaded to Job		Pay Period Ends	

- **WP_STEPS_PENDING**
  - Based on date entered, returns employees projected to receive a step on that effective date through 4 pay periods following that date.
    - Date entered must be the current pay period or a future effective date.

- **WP_STOP_STATUS**
  - List of employees with auto steps stopped by department, who stopped the step, and comment left when steps were stopped.
  - **IMPORTANT!** If auto steps were stopped for an employee and the employee now qualifies to receive a step advancement, the department needs to submit a Step Advancement Request form to EMACS-HR.

- **SB_WP_FIRE_PP_CHECK**
  - Lists employees with one or more pay periods not counted toward the employee's next step. This list should be reviewed to determine if a previously unpaid pay period is now in paid status. If an adjustment needs to be made to the accumulated pay periods, submit an Auto Wage Progression Adjustment Request to EMACS-HR.

Questions?