

Human Resources EMACS

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

Navigation



 \sim

 \sim

🔏 Auto Wage Progression FAQ

Review Step Increases Page Update

Pay Periods Tab

ch Crite	eria											
	St	ten Due Date			Department	t	1					
	SI	upervisor ID		v	Vage Progression Status	s		~				
		Emplus										
		Emplit			Last Name	3						
	Sear	irch										
	201											
											1 10 -510	
B Q]										< < 1-10 of 10	✓ > >I I Vie
Step Inf	formatio	on Dep	artment Info	ay Periods Step	Hours Event Inform	nation II>					K < 1-10 of 10	♥ > > Vie
Step Inf	formatio	n Dep	artment Info	ay Periods Step Job Code	Hours Event Inform	nation IID	Next Step	Wage Progression Status	Stop Step Increase	Comments	K K 1-10 of 10 Step Due Date	Completed Date
Step Inf Empl I 1 A2299	formatio ID	Rcd#	artment Info Pa	Job Code 47114	Hours Event Inform	nation ∥⊳ Step	Next Step	Wage Progression Status On Max Step	Stop Step Increase	Comments	I 1-10 of 10 Step Due Date 04/06/2024	Completed Date
Step Inf Empl I 1 A2299 2 A7639	formatio ID 9	Rcd#	artment Info Pa Name 2 Doe,J 0 Doe,J	Ay Periods Step Job Code 47114 47113	Hours Event Inform	nation III> Step 11 11	Next Step 7 0	Wage Progression Status On Max Step On Max Step On Max Step	Stop Step Increase	Comments	K < 1-10 of 10 Step Due Date 04/06/2024 04/06/2024 04/06/2024 04/06/2024 04/06/2024	Completed Date
Empl I 1 A2299 2 A7639 3 A9817	formatio ID 9 9	Rcd#	artment Info Pa Name 2 Doe,J 0 Doe,J 0 Doe,J	Job Code 47114 47113 47114	Hours Event Inform	nation III> Step 11 1 1 1	Next Step 0 7 0 8 0	Wage Progression StatusOn Max StepOn Max StepOn Max StepOn Max Step	Stop Step Increase	Comments	Image: Control of the second secon	S S I Vie Completed Date
Bit Q Step Inf Empl I 1 A2299 2 A7639 3 A9817 4 B1396	J formatio ID 9 9 7 5	n Dep Rcd#	Arme Particular Name 0 Doe,J 0 Doe,J 0 Doe,J 0 Doe,J 0	ay Periods Step Job Code 47114 47113 47114 47114 47114 47114 47114	Hours Event Inform Title BG Captain I BG Engineer BG Captain I Heavy Fire Equip Operator	nation ⊮> Step 1 1 1 1 1 1 1 1 1 1 1 1 1	Next Step 0 3 0 4 0 5 16	Wage Progression Status On Max Step On Max Step On Max Step On Max Step Accruing Hours	Stop Step Increase Increase Incres Increase <	Comments	I 1-10 of 10 I Step Due Date 04/06/2024 04/06/2024 04/06/2024 04/06/2024 04/06/2024 04/06/2024	S S I Vie Completed Date

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

E	Image: Step Information Department Info Pay Periods Step Hours Event Information Image: Step Hours									
	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		

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.

Auto Wage Progression Adjustment Request Form Update



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						
Union Code	Job Code	Title	Position No.				

ADJUSTMENT TYPE

Effective Date	Adjustment Type	Adjustment Action	Date / Hours / PP Adjust Amount
	Wage Progression Performance / 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					
Department Contact (1 mit & Sign)	Mail Coue	i none i dinber	Date					

• Manual adjustments due to retroactive payroll adjustments are done by submitting an ePerformance/Wage Progression Adjustment Form.

Page 7

- EMACS website:
- EMACS-HR > Work Performance
- In EMACS:
- Auto Wage Progression FAQ > Wage Progression Training Docs

Step Progression Adjustment Page Update

Joe,J	Er	nployee	Empl ID A5953		Empl Recor	d 1
			Q K < 10	of 2 🗸	> > Vi	ew All
Effe	ctive Date 11/19/202	3				+
Adjustme	ent Data	Q K	< 1 of 1 💙 > >	View	V All	
	*Adjustment Ty	Pay Periods Only	~			
	Event Date Overrie	le				
SB Ho	urs Worked Adjustme	nt				
Pay Peri	iods Worked Adjustme	nt 3				
	Adjustment Reaso	n Test				
v	Vage Progression Stat	us Loaded to Staging				
Job Data						
	Job Code 47114	BG Captain I				
D	epartment 85330	SB County FPD - Valley				
SB J	Job Status Active					
	Sal Plan 935 Gr	ade CAP Step 17		- [
				E	Q	
				5	Step Information	Depar
					Empl ID	Rcd#
				1	A5953	

- 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.

E	! Q								I< < 1-1 of 1 v > > I View All
	Step Information	Departmen	t Info	Pay Periods	Step	Hours Event Information	on ∥⊳		
	Empl ID	Rcd#	Name			Override Count	Accumulated Pay Periods	Elapsed Pay Periods	Pay Periods Till Next Step
1	A5953	1	Doe,J			3.00	3.00	1.00	7.00

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?

