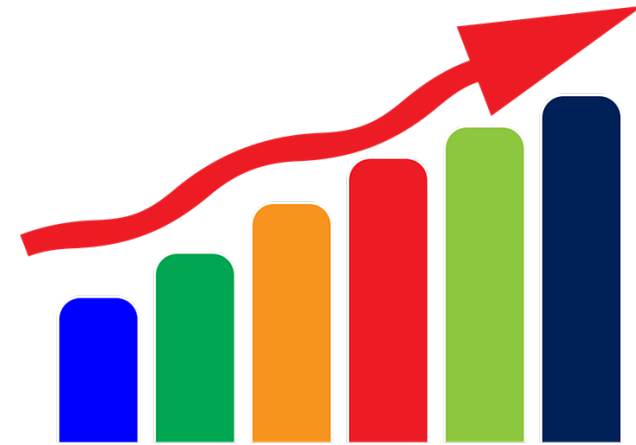**SAN BERNARDINO COUNTY**

Human Resources
EMACS

Automated Wage Progression

Department Administrator Training

Goals for Automated Wage Progression

- Identify employees eligible for step progression at the appropriate time.

- Load employee step progression with minimal human intervention.

Unions Currently Supported

- Attorney
- General
- Nurses
- Probation
- Professional
- Safety
- Safety Management and Supervisory
- Specialized Peace Officer & Specialized Peace Officer – Supervisory

- Emergency Services
- Fire Management
- Fire Auxiliary Services
- General Fire Support
- Specialized Fire Services
- Water and Sanitation
- Exempt
- Non-Represented

Future Enhancements: Support for 935, AOU, and Contracts with Auto Step Language

- Use the new tile on the Manager Self Service Homepage to view Automated Wage Progression Pages.
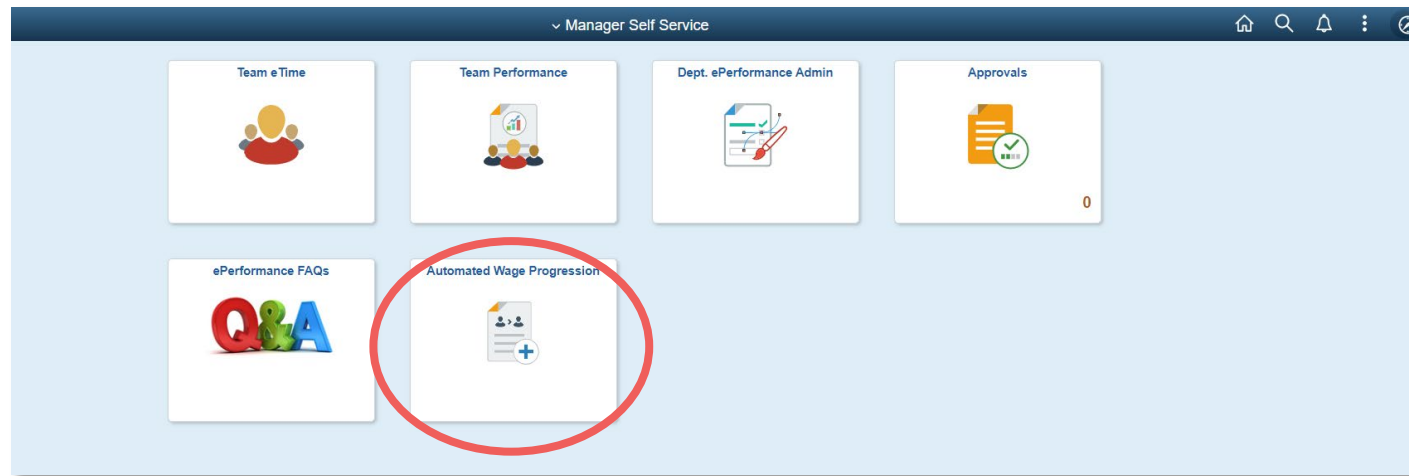
Navigation: Department Admin

- Select the Payroll Specialist tile from the Operations/Support homepage.

- Links to the pages associated with Automated Wage Progression will be under the WPE Info menu.
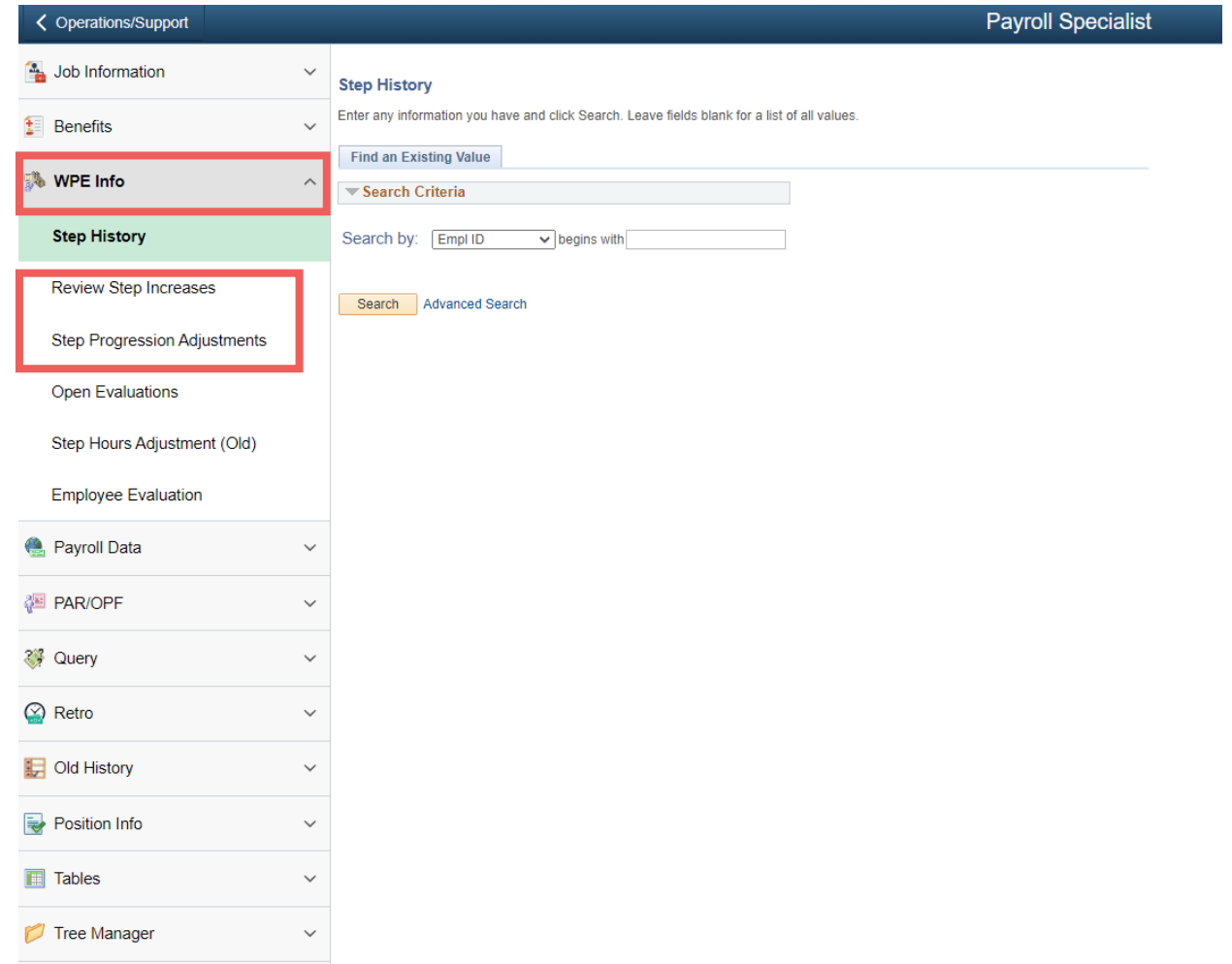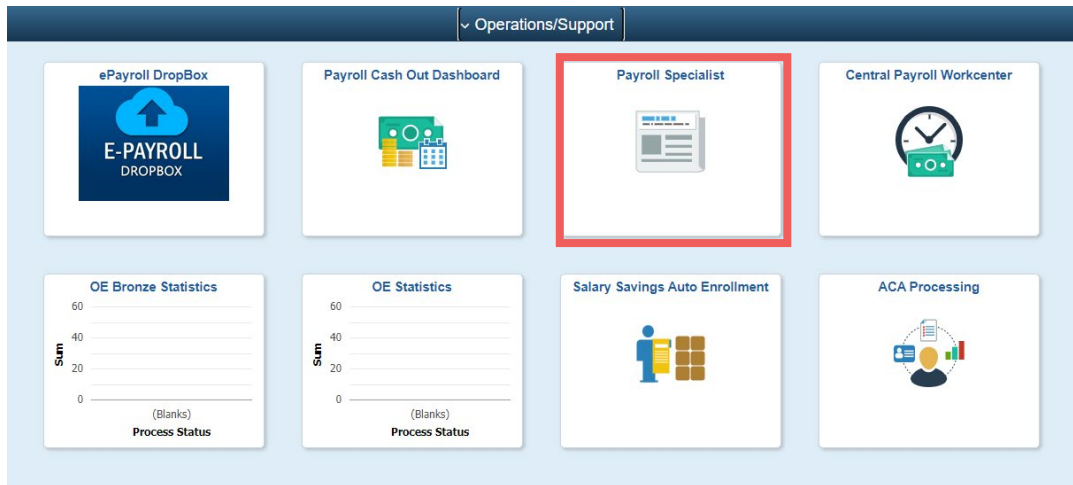
1 Determine Employee Eligibility

2 Accumulate Hours from the most recent Wage Progression Event

3 Load Auto Step when Step Hour Threshold is Met

Determine Employee Eligibility

- Wage Progression Status is assigned to each employee in a <u>regular</u> position in a supported union (regardless of job status) and is used to determine employee eligibility in automated wage progression.
  - Note: Recurrent and Extra Help employees are not included in automated wage progression.
  - Current Wage Progression Status can be viewed on the **Review Step Increases** Page

Step Information Tab

1. **Search Parameters:** Search can be conducted with input entered into the given fields (Step Due Date, Supervisor ID, Employee ID, Department ID, Wage Progression Status, and/or Last Name)

2. **Wage Progression Status Field:** See next slide for wage progression status descriptions.

3. **Stop Step Increase**: A checked box indicates wage progression has been stopped for the employee (See slides 10-14 to review the process of stopping wage progression for an employee).

4. **Step Due Date**: Generated from hours already accumulated and projected future hours based on employee's standard hours.

The following are all possible Wage Progression Statuses with descriptions:

- **On Max Step:** Employees on **Top Step**, **Longevity Step**, or **X-Step** will be assigned this status. **X-step** and **Longevity Step** employees must have their next step *manually* keyed.

- **Accruing Hours:** Employee accruing hours towards their next step.

- **Move from Regular Position:** Employee moved out of a regular position and is no longer eligible for automated wage progression.

- **Move to Unsupported Union:** Employee moved to a union not configured for wage progression.

- **Terminated Employee:** Employee no longer employed with the county.

- **Pending Job Load:** Employee has met the step hours to receive a step progression. Employee's next step will be inserted when the step progression load process is run (see slides 19 and 20 for step load process and calendar).

- **Completed:** Employee has received a step increase from the most recent step progression load process.

- **Step Added Manually:** Employee step progression has been manually keyed to the employee's job data.

- **Stopped by Department:** Employee's wage progression has been stopped.

Step Hours Tab

1. **Override Hours**: If any hours have been manually adjusted, they will appear here.

2. **Accumulated Hours**: Total hours accumulated towards next step.

3. **Rollover Hours**: If any additional hours are being calculated toward next step, they will appear here.

4. **Hours Till Next Step**: Remaining hours until step hour threshold is met.

Event Information Tab

1. **Event Date**: Most recent past wage progression event which reset the step hours for current accumulation.

2. **Event Source**: Source of the event date.
    - This value is *Job* if the event date comes from Job Data or *Adjustment* if the event date comes from a manual adjustment.

- From the **Step Information** tab, check the indicator box (circled in red above) under the **Stop Step Increases** column to stop the automated step progression for the selected employee(s).
  - This check box is only available if the employee is in *accruing hours* or *pending job load* status.
  - Wage progression can be stopped for multiple employees at the same time.

Two things occur after the Stop Step Increase box is checked:

1. Wage Progression Status is changed to **_Stopped by Department_**.

2. A text box appears in the *Comments* column.

- A comment **MUST** be included in order to stop step increases for the employee.
  - This comment should indicate why automated wage progression has been stopped for this employee.
- Click **SAVE** to save the changes made.
  - You may need to scroll down to the bottom of the page to find the **SAVE** button.

Warning: Some step increases stopped (30000,608)

Stopping step increases will halt the participation in automated wage progression for the employee(s). Do you wish to proceed?

Yes   No
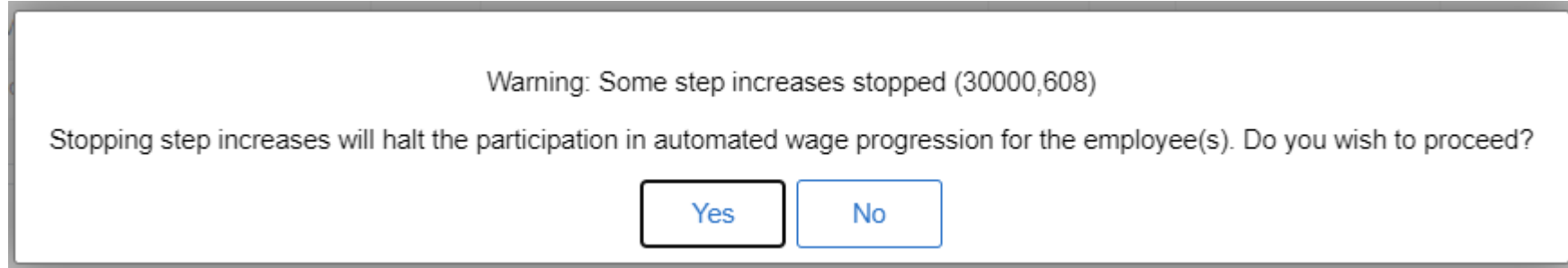
- A pop-up message will appear to warn that automated wage progression is being halted for the employee(s) selected. Select **YES** to save.
  - Note: Automated Wage Progression saves the User ID and Date/Time stamps any manual changes to wage progression status for auditing purposes.

Comments are required (30000,605)

You are required to add comments when you are stopping an employee's step increase.

OK
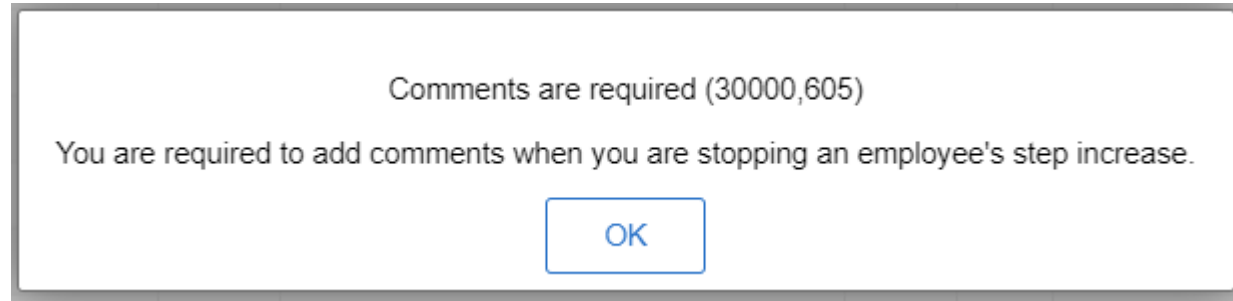
- If an attempt is made to save the ***Stopped by Department*** status without including a comment, the pop-up message above will appear.
  - Correct the error by selecting **OK**. This will return you to the Review Step Increases page.
  - Type in a reason for stopping wage progression for the employee(s) in the comment field(s), then save the change.

- Once stop step increase is saved, the ***Stopped by Department*** status **cannot** be changed by a manager or department administrator.
  - If an employee's wage progression has been stopped in error, the department will need to submit an **ePerformance/Auto Wage Progression Adjustment Form** to EMACS-HR to remove the stopped status.
- When a new wage progression event is keyed for the employee, the ***Stopped by Department*** status is removed, and the employee is ***automatically*** returned to automated wage progression.
  - Examples of wage progression events are step increases and job changes (demotions, promotions, etc.).

Overview of Automated Wage Progression Process

1 Determine Employee Eligibility

2 Accumulate Hours from the most recent Wage Progression Event

3 Load Auto Step when Step Hour Threshold is Met

Accumulating Hours: Step Progression Adjustment Page

Manual Adjustments to Step Hours and Event Date are viewable on the **Step Progression Adjustments** page. Search for an employee to view their history of manual adjustments.

Accumulating Hours

- Hours toward next step are accumulated after close of payroll each pay period (see slide 20 for payroll calendar).

- If an adjustment to the accumulated hours for an employee is needed, an **ePerformance/Auto Wage Progression Adjustment Form** will need be submitted to EMACS-HR to make the adjustment.
    - Step hour adjustments are needed for employees returning to a former classification. These adjustments will continue to be made through the return to former class JAR.

Hours Adjustment

The Step Hour Adjustment total appears as Override Hours on the Review Step Increases page.

- Navigation: Review Step Increases page > Step Hours tab > Override Hours

Wage Progression Event Date

- Wage Progression Events determine the date step hours are reset.
  - A few examples of wage progression events include step progressions, promotions, and demotions.
- If the event date for an employee needs to be changed an **ePerformance/Auto Wage Progression Adjustment Form** should be submitted to EMACS-HR.

Event Date Adjustment

Event Date adjustments are identified on the Review Step Increases Page.

- Navigation: Review Step Increases page > Event Information tab > Event Source

Overview of Automated Wage Progression Process

1 Determine Employee Eligibility

2 Accumulate Hours from the most recent Wage Progression Event

3 Load Auto Step when Step Hour Threshold is Met

Load Auto Step

- The Monday following close of payroll, the wage progression status is updated for all employees. If an employee meets the step hour threshold for their next step, their wage progression status is updated to ***Pending Job Load***.

- After 5pm, the Wednesday following close of payroll, employees with ***Pending Job Load*** status will have their step progression loaded automatically to Job data.
  - After the step progression load, the wage progression status for these employees will change to *Completed.*

- If an employee should not receive a step and has a status of ***Pending Job Load***, their automated wage progression status <u>***must***</u> be changed to ***Stopped by Department***.
  - **Please notify EMACS-HR if an auto step has been loaded in error.**

Automated Wage Progression Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	**13** End PP2	**14** Begin PP3
15	16	17	18	**19** eTime Deadline for PP2	20	21
22	**23** Hours for PP2 Loaded to Auto Wage Progression	24	**25** Auto Step Load PP3 Steps	26	27	28
29	30	31	1	2	3	4

Automated Wage Progression Review

- Wage Progression Status determines employee eligibility in automated wage progression.

- Departments should stop step increases for employees who are not eligible for a step increase. This can be done by managers or department administrators.
  - If an employee's wage progression is stopped in error, an **ePerformance/Auto Wage Progression Adjustment** form will need to be submitted to EMACS-HR to remove the stop.

- Submit an **ePerformance/Auto Wage Progression Adjustment** form to EMACS-HR to adjust accumulated step hours or the wage progression event date for an employee.

- Department Administrators should notify EMACS-HR if a step increase has been awarded in error.

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 Adjust Amount
	☐Wage Progression ☐ePerformance / WPE ☐Job Status	☐Event Date Override ☐Hours Adjustment ☐Remove Stop Status (Wage Progression Only)	

ADJUSTMENT REASON

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

Questions?