



Legislative Salary Increase Tool Overview

Cardinal has implemented an automated tool to evaluate, verify, and process salary increases authorized in accordance with the Act of Appropriations. The Salary Increase Cycle will change annually in accordance with the Act of Appropriations.

In Cardinal, these salary increases are referred to as "Legislative Increases" and are processed using the Action Reason code of "FY<YEAR> Statewide Increase (SLI)". The Fiscal Year will change annually and will be referred to as a "cycle".

HR Administrators will have access to the Legislative Salary Increase Tool. This is where their employee data will populate for review and verification purposes. The review process will take place over the course of two to four weeks prior to the effective date of the increase in accordance with the respective act. This will allow agencies to correct employee Job Data when their employees are showing as "BLOCKED" but are indeed eligible for the increase.

This Tool is designed to allow Agencies to manually opt out of or utilize centralized processing.

Cardinal will refresh the Tool in accordance with the schedule posted on the Legislative Salary Inc Review page (also referenced as Legislative Salary Increase Tool Instructions section).

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Opting Out of Centralized Processing

If your Agency would prefer to send the increases to Cardinal HCM via the HR003 Employee Data Interface, a Job Data Mass Upload, or by manually keying individual transactions into Cardinal HCM, you must opt out of using the Legislative Salary Increase Tool.

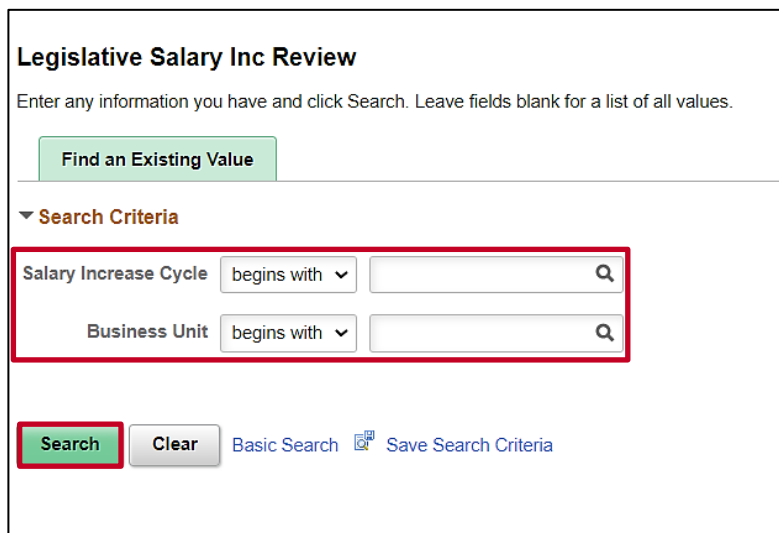
To manually enter the salary increases in Cardinal for each employee or to use the mass upload, see the Job Aid titled **HR351_Updating an Employee's Compensation** and respectively the Mass Upload Template titled **HR413_Job Data Mass Upload Template**. These can be found on the Cardinal website in **Job Aids** under **Learning** and the Mass Upload Template can be found on the Cardinal website in **HCM Update Templates** under **Resources**.

Agencies using the HR003 Employee Data Interface must use an **Action Code** of "Pay" and a **Reason Code** of "SLI".

1. To opt out, navigate to the **Legislative Salary Inc Review** page using the following path:

Menu > Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review

The **Legislative Salary Inc Review Search** page displays.



2. Click the **Salary Increase Cycle Look Up** icon and select the FY<YEAR> cycle. If the Act of Appropriations provides more than one Legislative Salary Increase within the fiscal year, the Salary Increase Cycle will include the month in which each increase is effective (FY<YEAR><MONTH>).

Note: Only the current open cycle will be available to select. Previous cycle(s) data can be viewed through running the **V_HR_LEG_SALARY_INC** query.

3. Click the **Business Unit Look Up** icon and select the applicable Business Unit.
4. Click the **Search** button.

The **FY2024 Salary Increase** page (**Legislative Salary Increase Tool**) displays.

Salary Increase Cycle - FY2024 Salary Increase

Instructions

1. If your agency plans to submit the 6/10/2023 salary increase via Interface (HR003), Job Data Mass Upload (HR413), or manually key, please check the "Opt Out" checkbox.
2. If your agency would like the increases loaded to the Job record centrally by the Cardinal PPS team, please review your current data below by selecting the "Populate Grid" or in Excel. Note: If exporting to excel and you do not see the file in your downloads folder or in the bottom of your browser, please check browser settings for file blockers.
 - a. Ensure employees with System block = BLOCKED is accurate. If not, update the employee's data per the "System Notes" **Note:** The System Blocked, System Messages and New State Compensation amount columns will ONLY refresh after the Cardinal PPS team runs the refresh of the tool. The rest of the fields will update as the data is updated in Cardinal. The two refreshes are scheduled for:
 - o Thursday 5/25/2023 between 8:00 p.m. – 11:59 p.m.
 - o Wednesday, 5/31/2023 between 8:00 p.m. – 11:59 p.m.
 - b. If the employee should not receive the 5% increase on 6/10/2023, check the "Agency Block" checkbox and add the reason to the "Agency Comments" field. **Note:** The Agency Block and Comments will be retained when the refreshes are run.
3. Beginning 6/1/2023 you'll need to complete your final review and check the "Verified" checkbox. Only after your business unit is marked "Verified" will your data be ready for PPS team to load the increases into the Job records.

Note: This screenshot is for illustration only. Instructions will change with every new cycle.

5. Scroll down to the **Summary Statistics** section.

The **Summary Statistics** section displays.

Summary Statistics

Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	12900	97	3		100

Save Only

6. Click the **Opt Out** checkbox option.

Note: Opting Out will exclude the entire Business Unit from the centralized processing. Once an Agency opts out, the HR Administrator's work on this Tool is complete. No additional review or verification is required.

7. Scroll down to the bottom of the page and click either the **Save** or **Save Only** button.

8. If you have access to multiple Business Units, repeat Steps 1 - 7 for each additional Business Unit that are electing to be excluded from centralized processing.

Note: This opt out option is given for each increase cycle. An Agency can participate in future cycles even when they have previously opted out.

Overview of the Legislative Salary Increase Tool

The Salary Increase Cycle will change annually in accordance with the Act of Appropriations.

Legislative Salary Inc Review Search page:

Legislative Salary Inc Review
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria
Salary Increase Cycle begins with
Business Unit begins with
 [Basic Search](#)

This page is used to search for the Salary Increase Cycle(s) available and the applicable Business Unit. It may be the Fiscal Year Salary Increase or a Targeted Salary Increase. If the Act of Appropriations requires multiple types of increases, each cycle type will be available for selection here and will be reviewed and verified separately. Additionally, if you have access to multiple Business Units, only one Business Unit can be selected at a time.

Instructions section:

Salary Increase Cycle - FY2024 Salary Increase
Instructions
1. If your agency plans to submit the 6/10/2023 salary increase via Interface (HR003), Job Data Mass Upload (HR413), or manually key, please check the "Opt Out" checkbox.
2. If your agency would like the increases loaded to the Job record centrally by the Cardinal PPS team, please review your current data below by selecting the "Populate Grid" or in Excel. Note: If exporting to excel and you do not see the file in your downloads folder or in the bottom of your browser, please check browser settings for file blockers.
a. Ensure employees with **System block = BLOCKED** is accurate. If not, update the employee's data per the "**System Notes**". **Note:** The System Blocked, System Messages and New State Compensation amount columns will ONLY refresh after the Cardinal PPS team runs the refresh of the tool. The rest of the fields will update as the data is updated in Cardinal. The two refreshes are scheduled for:
o Thursday 5/25/2023 between 8:00 p.m. – 11:59 p.m.
o Wednesday, 5/31/2023 between 8:00 p.m. – 11:59 p.m.
b. If the employee should not receive the 5% increase on 6/10/2023, check the "Agency Block" checkbox and add the reason to the "Agency Comments" field. **Note:** The Agency Block and Comments will be retained when the refreshes are run.
3. Beginning 6/1/2023 you'll need to complete your final review and check the "Verified" checkbox. Only after your business unit is marked "Verified" will your data be ready for PPS team to load the increases into the Job records.

This section of the Legislative Salary Increase Tool will display after you have selected the Salary Increase Cycle, the Business Unit, and performed the search on the **Legislative Salary Inc Review** search page.

This section provides instructions. The instructions may vary depending on the increase cycle, the phase of the cycle, and whether there are any targeted, Agency specific increases approved in accordance with the Act of Appropriations. The instructions will always include the Tool refresh schedule. Once the instructions are reviewed, they can be collapsed as desired.



Summary Statistics section:

Summary Statistics						
Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	<input type="checkbox"/>	12900	103	1		104

This section is used to review summary statistics for the selected Business Unit. Understanding the following descriptions of each column will assist in reviewing this information.

- **Verified:** This checkbox option will only display after the final refresh. The Agency will select this checkbox option once they have completed their verification and all required edits. This confirms that the Agency has reviewed the proposed increases and that the increases are ready to be processed in Cardinal. Once the **Verified** checkbox option is selected, the employee data fields in the Salaried Employee Level grid become read-only and cannot be unchecked.
- **Opt Out:** Agencies will select this checkbox option if they do not want Cardinal to update their employees' salaries using this Tool, instead, they will update the employee data themselves via interface, mass update, or manually keying the individual transactions online. This option is given for each increase cycle. An Agency can participate in future cycles even when they have previously opted out. Once the Agency has selected to opt out of centralized processing, there is no need to revisit this Tool as it becomes the Agency's responsibility to update Cardinal with the salary increase for their eligible employees. Once the **Opt Out** checkbox option is selected, the Salaried Employee Level grid is read-only. If you click the **Populate Grid** button, these employees' salary increases will display, but will not be centrally processed through the Tool.
- **To Be Processed:** This column displays the number of employees that are eligible for the salary increase in accordance with criteria configured by Cardinal in accordance with the Act of Appropriations.

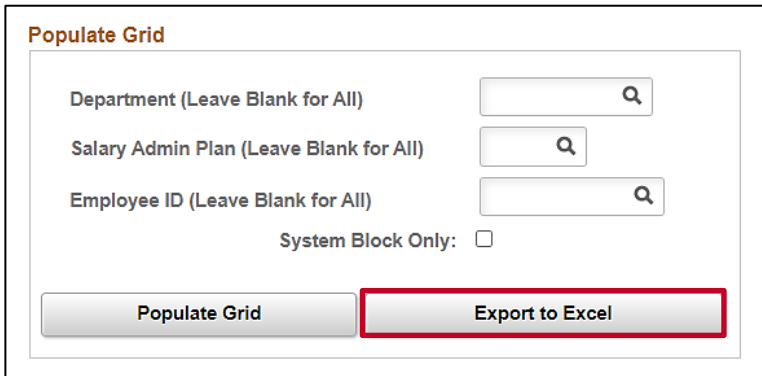
HR351_Using the Legislative Salary Increase Tool

- **System Blocked:** This column displays the number of employees that have been systematically blocked for the salary increase. Criteria for eligibility is defined by DHRM in accordance with the biennium Act of Appropriations and the requirements are configured in Cardinal accordingly. The system identifies those employees that do not meet the requirements as “BLOCKED”. These employees are displayed in the Salaried Employee Level grid with a “BLOCKED” status along with the reason(s) for being blocked. Those employees in a “BLOCKED” status will not receive the salary increase. Some examples of employee job data scenarios where the system will automatically block the salary increase are:
 - The employee is in a “Paid Leave” status and the **Expected Return Date** field is blank or the expected return date expires prior to the effective date of the salary increase
 - The employee’s Continuous State Service Date on Job Data > Employment Data page is later than the required hire date indicated in the Act of Appropriations
 - The employee’s Continuous State Service Date is missing
 - The employee is in an “Unpaid Leave of Absence” or “Suspended” status
 - The employee’s current performance rating in Cardinal is “Below Contributor” or “Leave”
 - The employee’s “**Pay Group**” has a different start date.

System blocks cannot be overridden on the Tool. Updates may be required to the employee’s HR data in Cardinal to correct the system blocks. After the employee’s job or performance data has been updated and the Legislative Increase Tool has been refreshed in accordance with the refresh schedule, the system block should clear.

- **Agency Blocked:** If an employee is not systematically blocked and needs to be blocked, the Agency will manually block the employee by selecting the **Agency Block** checkbox option beside the respective employee’s name on the **Summary** page of the Salaried Employee Level grid. When the **Agency Blocked** checkbox option is manually selected, the **Agency Comments** field is required so that the system can store the reason why the HR Administrator is blocking the employee’s salary increase.
- **Total:** This column displays the total number of salaried employees within the Business Unit populated by the Legislative Salary Increase Tool.

Populate Grid section:



Populate Grid

Department (Leave Blank for All)

Salary Admin Plan (Leave Blank for All)

Employee ID (Leave Blank for All)

System Block Only:

This section is used to set criteria for the list of employees that will be returned in the **Salaried Employee Level** section (grid) of the Tool. If you are in a large Agency, this will be helpful with making the list of employees more manageable. Criteria can be set using the **Department** field, **Salary Admin Plan** field (SW, NV, etc.), or for a specific employee using the **Employee ID** field. If your Agency is large, or if you prefer to see your list in an Excel spreadsheet, the **Export to Excel** button is available. If you click the **Export to Excel** button, a file will automatically download to your local computer download folder. If you cannot find the file, check your browser setting to allow file downloads. If the Business Unit has more than 8,000 salaried employees, you will need to use the Export to Excel option to review all of your employees.

Note: When the **System Block Only** checkbox option is selected, the grid will populate only those employees that have been systematically blocked and not those that were manually blocked by the Agency.



Salaried Employee Level section (grid):



This section consists of three tabs (**Summary**, **Details**, and **Load Errors**). The following provides a brief description of each of these tabs and their recommended use:

- **Summary** tab:

System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Status
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This tab displays all of the salaried employees based upon the criteria set in the **Populate Grid** section. Summary data for each employee listed can be reviewed on this tab.

- **Details** tab:

System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Pay Status	Grade	New Max Amount	Department ID	Job Code	Full Part Time	Continuous Service Date	Standard Hours Per Week	Performance Rating	Current State Salary	System Salary Increase Percent
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This tab displays all of the salaried employees based upon the criteria set in the **Populate Grid** section. All of the detailed data needed to properly review each employee is listed to include their current salary amount, their new salary amount information, and the percentage of increase. This is the tab where HR Administrators can manually block (Agency block) employees from receiving the increase as needed.

- **Load Errors** tab:

System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Status	Error Message
1		<input type="checkbox"/>		00850979700	0	Underwood, Joseph Michael	DLS00061		UG	ERROR-S	Blank Citizenship

This tab will not display until after the salary increases are centrally processed. After the pay increases have been processed by Cardinal, Agencies will need to re-visit the Tool, populate the grid, and review this tab to identify any employees that did not process. If there are no errors, this tab will not display and the **Process Failed** column in the **Summary Statistics** section will be "0".

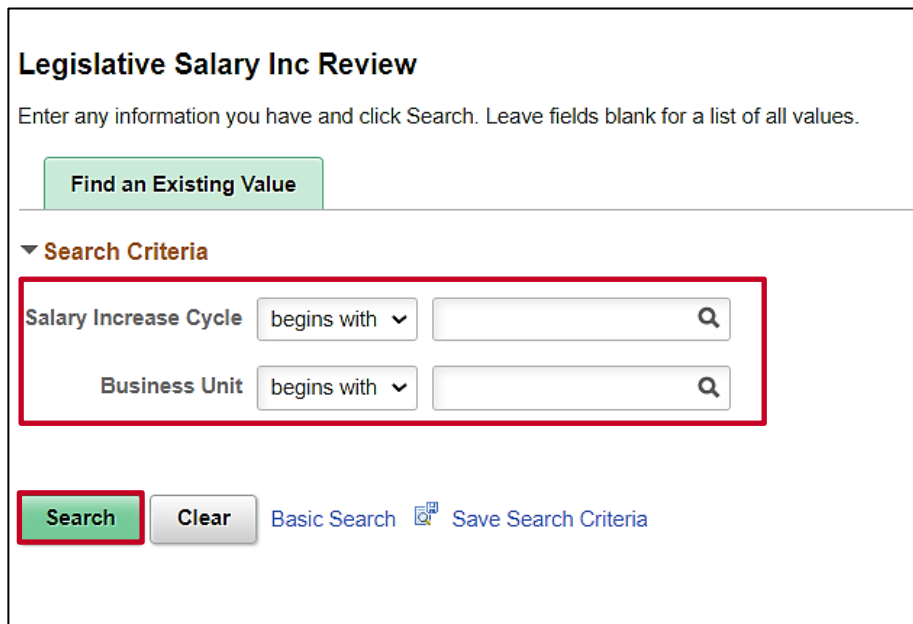
Populating and Reviewing Legislative Salary Increase Information

Once your Agency has been notified by DHRM that the Legislative Salary Increase information is ready for review, the Agency can take the following steps:

1. Navigate to the **Legislative Salary Inc Review** page using the following path:

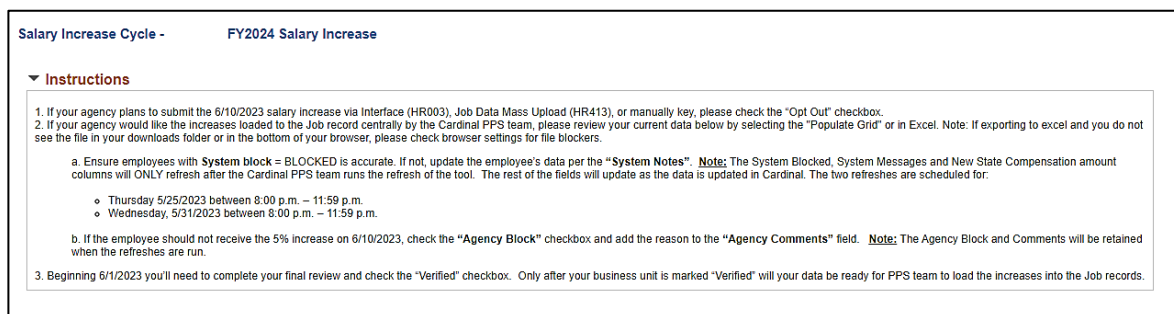
Menu > Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review

The **Legislative Salary Inc Review Search** page displays.

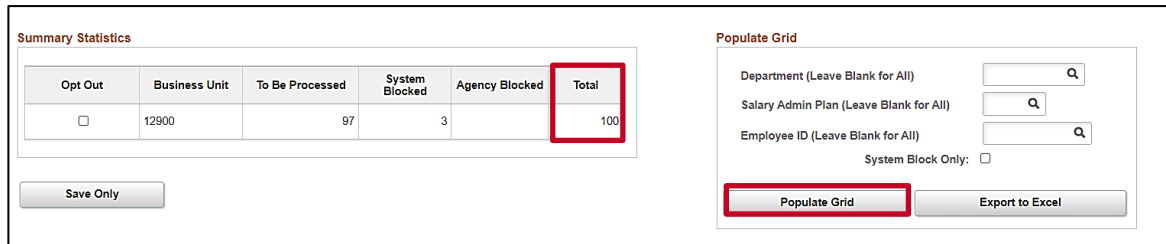


2. Click the **Salary Increase Cycle Look Up** icon and select the FY <YEAR><MONTH> cycle.
3. Click the **Business Unit Look Up** icon and select the applicable Business Unit.
4. Click the **Search** button.

The **Legislative Salary Inc Review** page (**Legislative Salary Increase Tool**) displays.



- Read the instructions carefully and the associated communication(s). The instructions will vary depending on the increase cycle, the phase of the cycle, and whether there are any targeted, Agency specific increases approved in accordance with the Act of Appropriations. The instructions will always include the Tool refresh schedule.



The screenshot shows two main sections: **Summary Statistics** and **Populate Grid**.

Summary Statistics: A table with the following data:

Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	12900	97	3		100

Below the table is a **Save Only** button.

Populate Grid: A form with search fields for Department, Salary Admin Plan, and Employee ID. It also includes a **System Block Only** checkbox and two buttons: **Populate Grid** and **Export to Excel**.

- Review the **Summary Statistics** section. The **Summary Statistics** section is pre-populated with the summary information for the Business Unit selected.

Note: Confirm that the total number of employees in the **Total** field is the number of active salaried employees in your Business Unit (excluding ORP).

- Optionally enter/select criteria in the **Populate Grid** section to set criteria for the list of employees to be returned in the **Salaried Employee Level** grid.

Note: If you are in a large Agency, setting criteria will be helpful with making the list of employees more manageable. Criteria can be set using the **Department** field, **Salary Admin Plan** field (SW, NV, etc.), or for a specific employee using the **Employee ID** field. If your Agency is large, or if you prefer to see your list in an Excel spreadsheet, the **Export to Excel** button is available. If you click the **Export to Excel** button, a file will automatically download to your local computer download folder. If you cannot find the file, check your browser setting to allow file downloads. If your Agency has more than 8,000 salaried employees, you will need to use the Export to Excel option to review all of your employees. When the **System Block Only** checkbox option is selected, the grid will populate only those employees that have been systematically blocked and not those that were manually blocked by the Agency.

- Click the **Populate Grid** button.

The **Salaried Employee Level** page (grid) displays with the **Summary** tab displayed by default.



The screenshot shows the **Salaried Employee Level** page with a search icon and two tabs: **Summary** and **Details**. The **Details** tab is highlighted with a red box.

- Review the summary information as needed.
- Click the **Details** tab.



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The **Details** tab displays.

System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Pay Status	Grade	New Max Amount	Department ID	Job Code	Full Part Time	Continuous Service Date	Standard Hours Per Week	Performance Rating	Current State Salary	System Salary Increase Percent
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Note: For the purpose of confidentiality, no employee information is included in this sample screenshot. In Production, this tab will list each salaried employee meeting the criteria set and their detailed information.

11. Review all of the following information for each employee:

- Review the Current State Salary information, New State Salary information, and percentage of increase. Only the employee’s State Compensation Rate is included and will be adjusted by the legislative increase. If you have employees with Non-state Compensation, Special Rates or Temporary Pay that also need adjustments, you will perform those pay changes online or by using a Mass Upload after the Legislative Salary Increases have been centrally processed.
- Review all employees with a system block (status of “BLOCKED” in the **System Block** column). All system blocks have one or more reasons for being excluded from the salary increases. These reasons are listed in the **System Notes** column. If the employee should not be blocked, take the necessary steps to correct the problem data in Cardinal prior to the next refresh date noted in the **Instructions** section of the page. Once corrected, the “BLOCKED” notation will be removed after the next refresh. Agencies cannot override system blocks on this Tool. The system notes, system blocked, and new salary amount will be refreshed based on the schedule provided in the **Instructions** section. If an employee’s job record has been updated to make them eligible for the increase, they should no longer show as “BLOCKED” after the next refresh date.
- Review all of the system notes in the **System Notes** column. Some of the notes do not result in the employee being blocked by the system, however, they will result in errors when Cardinal runs the load of the increases. Therefore, you should address these notes as part of your review.
- Ensure that no employees that have separated from your Agency are listed. If any separated employees are listed, go to the Job Data Record, and key the separation(s)

12. Add Agency Blocks as needed. If there are additional employees who should be blocked, click the **Agency Block** checkbox option, and then enter a note in the **Agency Comments** field to explain why they are being blocked. Some examples of when an Agency should block an employee include:
- If a performance rating of “Below Contributor”/”Leave” takes place that was not entered into Cardinal prior to the last refresh
 - If a job action of **Suspension, Unpaid Leave, or Termination** takes place that was not entered into Cardinal prior to the last refresh
 - If the employee is a 9-, 10-, or 11-month employee who should receive an increase at a later date
 - If the system did not automatically block the employee and you feel they should be blocked (i.e., wrong Continuous State Service Date)
13. Once your review is complete, click the **Save Only** button.
- Note:** Any data that has been adjusted/updated by the Agency in the **Salaried Employee Level** grid will be saved. The **Save Only** button does not save any criteria that was previously set in the **Populate Grid** section (Department, Salary Admin Plan, or Employee ID). The **Salaried Employee Level** grid is not refreshed by clicking the **Save Only** button.
14. If you have access to multiple Business Units, repeat Steps 1 - 13 for each additional Business Unit that you need to populate and review.

After Refresh of the Tool:

Refreshes will not cause you to lose any Agency Blocks and Agency Comments that were entered.

Cardinal will refresh the employee data in the Tool with the most recent Cardinal updates in accordance with the dates shown in the **Instructions** section. Revisit this page and complete this review again to verify that employees that were previously System blocked, that you made updates to, are no longer System blocked.

If there are still employees that should be blocked, or not blocked, you have until the Final Refresh to make changes and get the employee data 100% accurate. If an employee needs to be blocked after the Final Refresh, (i.e., scenarios in section 1 above) use the Agency Block method. This must be done before the verification as explained below.

Verifying Legislative Salary Increase Information

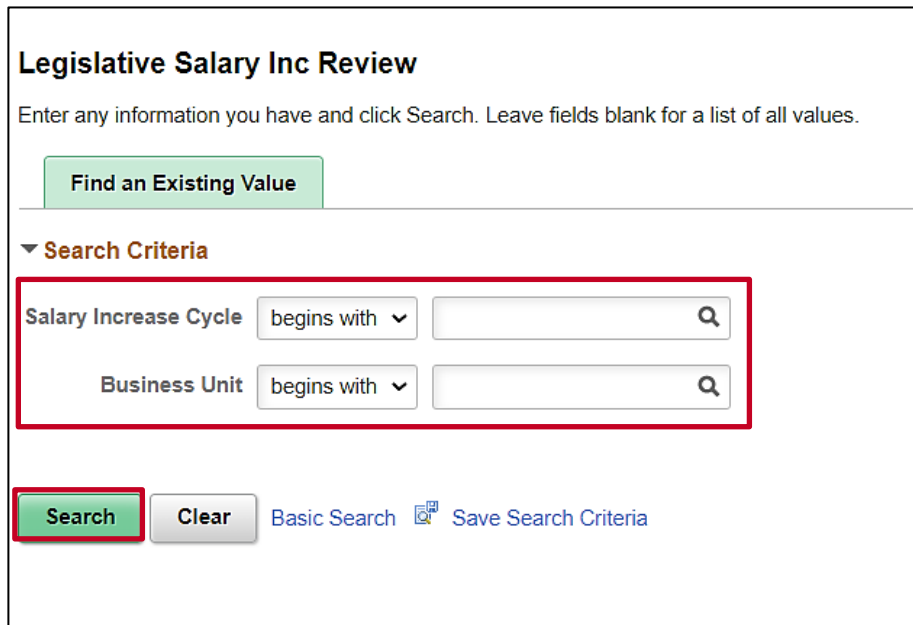
Once you have finished your review and can confirm your employees are included or blocked appropriately, you must verify your information in the Tool. After the Final Refresh, the **Verified** checkbox option will be available to select. Once selected, this will indicate to DHRM and Cardinal that your review is complete. This will cause your employee listing to become read-only.

Note: If you verify prematurely, you can de-select the **Verified** checkbox option and continue reviewing your employee information until the verification deadline outlined in the **Instructions** section of this page.

1. Navigate to the **Legislative Salary Inc Review** page using the following path:

Menu > Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review

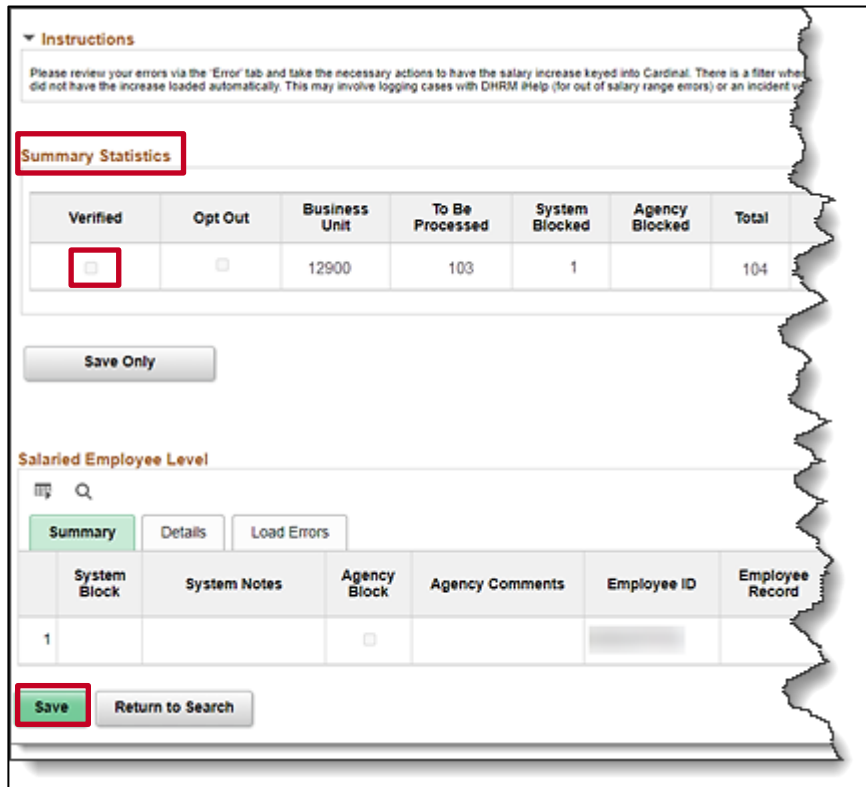
The **Legislative Salary Inc Review** search page displays.



2. Click the **Salary Increase Cycle Look Up** icon and select the FY<YEAR><MONTH> cycle.
3. Click the **Business Unit Look Up** icon and select the applicable Business Unit.
4. Click the **Search** button.

The **Legislative Salary Inc Review** page displays.

5. Scroll down to the **Summary Statistics** section.



Instructions

Please review your errors via the 'Error' tab and take the necessary actions to have the salary increase keyed into Cardinal. There is a filter when you did not have the increase loaded automatically. This may involve logging cases with DHRM #help (for out of salary range errors) or an incident v...

Summary Statistics

Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	<input type="checkbox"/>	12900	103	1		104

Save Only

Salaried Employee Level

Summary Details Load Errors

System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record
1		<input type="checkbox"/>			

Save Return to Search

6. Review your data to ensure 100% accuracy. Refer to the [Populating and Reviewing Legislative Salary Increase Information](#) section of this Job Aid for guidance and instructions to complete this review.
7. Click the **Verified** checkbox option.
8. Click the **Save** button.
9. If you have access to multiple Business Units, repeat Steps 1 - 8 for each additional Business Unit that you need to verify.

After verifying, Cardinal will load all Verified salary increases through the automated process. Once loaded in Cardinal, when viewing in Job Data, these entries will appear with an **Action** of “Pay Rate Change”, a **Reason** of “FY<YEAR><MONTH> Statewide Increase (SLI)”, and applicable **Effective Date**.

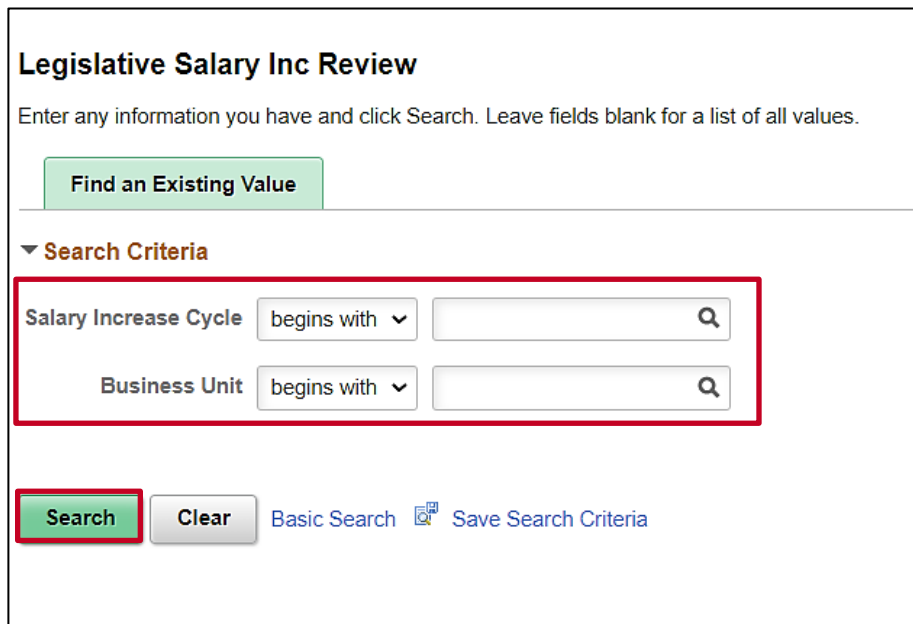
Reviewing and Addressing Errors with the Legislative Salary Increase Tool

After Agencies have received a Cardinal communication advising that the salary increases have been loaded, agencies are to follow the steps in this section to review data and confirm results.

1. Navigate to the **Legislative Salary Inc Review** page using the following path:

Menu > Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review

The **Legislative Salary Inc Review Search** page displays.



2. Click the **Salary Increase Cycle Look Up** icon and select the FY<YEAR><MONTH> cycle.

3. Click the **Business Unit Look Up** icon and select the applicable Business Unit.

4. Click the **Search** button.



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The **Legislative Salary Inc Review** page displays with additional fields in the **Summary Statistics** section.

Instructions

Please review your errors via the 'Error' tab and take the necessary actions to have the salary increase keyed into Cardinal. There is a filter when populating the data to only display those with errors. Any employee with an error did not have the increase loaded automatically. This may involve logging cases with DHRM (Help) (for out of salary range errors) or an incident with VCCC with Cardinal in the subject line (for updates requiring Correction mode.)

Summary Statistics

Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total	Status	Process Success	Process Failed
<input type="checkbox"/>	<input type="checkbox"/>	83400	2	0		2	Complete Statewide	1	1

Populate Grid

Department (Leave Blank for All)

Salary Admin Plan (Leave Blank for All)

Employee ID (Leave Blank for All)

System Block Only

Errors Only:

Salaried Employee Level

Summary | Details | **Load Errors**

System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Status
1		<input type="checkbox"/>		00850979700	0	Underwood, Joseph Michael	DLS00061	\$2400.00	UG	ERROR-S

- Review the following information in the **Summary Statistics** section:
 - To Be Processed** column: this column will display the number of salary increases that were verified to be loaded
 - Status** column: this column will display as “Complete Statewide” once the process has been completed and the employees’ job data has been updated
 - Process Success** column: this column will display the number of employee Job Records that were successfully updated with the **Action** of “Pay Rate Change”, **Reason** of “FY<YEAR><MONTH> Statewide Increase (SLI)”, and applicable **Effective Date**
 - Process Failed**: this column will display the number of employee Job Records that were not successfully updated with the **Action** of “Pay Rate Change”, **Reason** of “FY<YEAR><MONTH> Statewide Increase (SLI)”, and applicable **Effective Date**. If this number is “0”, you do not have any errors in that Business Unit and the **Load Errors** tab will not be displayed
- To see a list of employees in error status, check the **Errors Only** checkbox option in the **Populate Grid** section.
- Click the **Populate Grid** button.

8. Review the **Salaried Employee Level** section (**Load Errors** tab) to review the employees with an error status. Refer to the Typical Errors Encountered section of this Job Aid to review some of the commonly encountered errors and the steps for resolution. You will need to take the necessary actions to add the Pay Rate Change for these employees. Those steps may involve the following:
 - Manually keying the Legislative Salary Increase using an **Action** of “Pay Rate Change”, a **Reason** of “FY<YEAR><MONTH> Statewide Increase (SLI)”, and applicable **Effective Date**

Note: If an Agency has errors, they can elect to manually enter the Pay Rate Change/Statewide Increase transaction on the employee(s) Job Data Record or they can submit a Job Data Mass Upload (JDMU) file if they have more than 20 employees requiring update. The reason for the error must be fixed prior to submitting the JDMU to DHRM for review. If the employee’s salary is outside of the Salary Grade, the Agency must contact iHelp@dhrm.virginia.gov for assistance.

Ways to Minimize Correction Tickets after the Legislative Salary Increases have been entered into Cardinal

1. When an employee is in a leave status and the SLI cannot be applied until the return from leave or leave extension, keep effective dating rules in mind. For instance, if the Legislative Salary Increase effective date is 12/10/2023:
 - a. If employee has a 12/12/23 return from leave, enter the 12/10/23 pay change, FY24 Dec Statewide Increase first, and then enter the return from leave.
 - b. Avoid retroactive transactions by ensuring that your employees job data is up to date prior to the 12/10/23 salary increases. Ways to do this are:
 - i. Reach out to managers and supervisors in your agency and ask that they provide employment resignations and extended leave timely in order to avoid retro-active transactions and unnecessary job data corrections
 - ii. Run and analyze the Job Data Query to ensure your employees job data is accurate
 - c. Many position data updates will create a position update job data row, therefore avoid retroactive position data updates by:
 - i. Review the position data query and ensure position data is accurate and making updates prior to the 12/10/23 salary increases
 - ii. When managers request a retro-active change to a position field, such as the reports to field, explain the issues this causes and discuss an alternative, such as using delegation in TA between the retroactive date requested and next pay period effective date.

Typical Errors Encountered

Error Message	Reason	How to Avoid	If Encountered, How to Resolve	Supporting Documentation
Blank Citizenship	Citizenship country must be "USA" with citizenship status selected in order to process	Ensure that Citizenship is entered/accurate prior to completing the Verify process	Update Citizenship and enter FY Statewide Increase manually online	Cardinal Job Aid – HR351_Maintaining Employee Citizenship Information
State Comp Changed since Verification	Current State Comp at time of verification must match in system. Was it updated since you Verified?	Complete any required State Compensation Rate changes prior to the final Refresh of the Tool	Enter FY Statewide Increase manually online	Cardinal Job Aid – HR351_Updating an Employee's Compensation
Effective Date Error	There is a future dated job data transaction that blocked this increase	Review for and remove any future dated transaction(s) prior to completing the Verify process	Remove the future dated transaction (Yes, HR Admin can delete future dated rows) and enter FY Statewide Increase manually online	Cardinal Job Aid – HR351_Updating an Employee's Compensation
Salary Outside Grade	This increase is outside of the new salary grade threshold	N/A	<p>If over salary max threshold, follow DHRM FAQ – enter pay increase to the max salary threshold and process bonus for remaining amount.</p> <p>If under min threshold, send email to iHelp@DHRM.virginia.gov to have salary increase keyed</p>	<p>DHRM Fiscal Year Compensation Memorandum and FAQs</p> <p>Cardinal Job Aid – HR351_Updating an Employee's Compensation</p>



Human Resources Job Aid

HR351_Using the Legislative Salary Increase Tool

Error Message	Reason	How to Avoid	If Encountered, How to Resolve	Supporting Documentation
Blank Error Message	Could be multiple reasons why this error came up	N/A	Check the employee's Job Data to ensure the pay increase did not process. If not, try to key the transaction online manually. If unable to, submit a ticket to VCCC (vccc@vita.virginia.gov) include Cardinal – HR Leg Sal Increase in the subject line of the email.	N/A



Field Definitions

Field Name	Definition/Usage	Summary	Details	Load Errors
System Block	If BLOCKED is displayed, the employee does not meet the criteria for increase	X	X	X
System Notes	Displays the reason the employee was blocked and may indicated incorrect or missing data in the system that could potentially impact the updating of the Salary Increase on job data	X	X	X
Agency Block	Checkbox used to exclude an employee from the automated process	X	X	X
Agency Comments	Required when the Agency Block checkbox is filled	X	X	X
Agency Discretionary Percentage	Not available for all cycle (Not applicable for FY24 cycle)	X	X	X
Agency Discretionary Amount	Not available for all cycles (Not applicable for FY24 cycle)	X	X	X
Employee ID		X	X	X
Empl Rec		X	X	X
Employee Name		X	X	X
Position Number		X	X	X
New State Salary		X	X	X
Salary Admin Plan		X	X	X
Status	Status will update once the system attempts to update the Employees Compensation	X	X	X
Error Message	Reason the Pay Rate Change was not processed to job data			X
Pay Status			X	
Grade			X	
New Max Amount	New Grade Maximum amount allowed without requiring DHRM to enter information		X	
Department ID			X	
Job Code			X	
Full/Part Time			X	



Human Resources Job Aid

HR351_Using the Legislative Salary Increase Tool

Field Name	Definition/Usage	Summary	Details	Load Errors
Continuous State Service Date			X	
Standard Hours Per Week			X	
Performance Rating	Last Performance Rating pulled from Cardinal		X	
Current State Salary	State Compensation prior to the increase		X	
System Salary Increase Percent	Percentage used to increase the State Compensation.		X	