



Human Capital Management (HCM)

FY24

December Legislative Salary Increase Refresher

November 14, 2023



Agenda

- FY24 December Legislative Salary Increase Overview
 - Who is Eligible for the Increase?
 - Wage Base Rate Increases
 - Opting Out of Tool?
- Legislative Salary Increase Tool
- Reviewing Employee Data
- Verify Your Business Unit(s)
- Addressing Errors
- Demonstrations
- Ways to Minimize Correction Tickets
- Q & A
- Additional Support



FY24 December Legislative Salary Increase Overview



Scope of FY24 Legislative Salary Increase

Chapter 1 of the 2023 Virginia Acts of Assembly, Special Session I, authorizes a two percent salary increase effective **December 10, 2023** for eligible full- and part-time **classified** and **other salaried state employees**, including appointed, at-will, and faculty employees, **unless otherwise specified in the memorandum. Adjunct Faculty** employees at two- and four-year colleges and universities are also eligible for the two percent salary increase.


- Agencies will have the option to evaluate, verify, and process salary increases, for eligible employees, using the Legislative Salary Increase (SLI) Tool.
- Agencies will no longer use the DHRMs file utility to process **Legislative Salary Increases**.



Who is Eligible for the Increase?

The Legislative Salary Increase tool is configured to system block salary increases based upon criteria as documented in the [“Fiscal Year 2024 December 10, 2023 Authorizations and Compensation Activities”](#).

- Salaried employees hired on or before **9/10/2023**, and remain employed on **12/10/2023**.
- Employees covered by Virginia Personnel Act (**VPA**) must have achieved a performance rating of **Contributor** or higher.
- Not on Unpaid Leave (**LOA**).
- If on Paid Leave (**PLA**) with overdue or missing Expected Return Date must have expected return date of **12/10/2023** or greater.



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October 6, 2023

MEMORANDUM

TO: Agency Human Resource Directors

FROM: Rue Collins White
Chief Deputy Director, Department of Human Resource Management (DHRM)

SUBJECT: FY24 December 10, 2023 Authorizations and Compensation Activities

Please be advised of the following information concerning compensation activities for December FY24. The following compensation activities are included in the directives found in [Chapter 1 of the 2023 Virginia Acts of Assembly, Special Session I](#).

1) December 10, 2023 Employee Salary Increases

Item 483 S. Chapter 1 of the 2023 Virginia Acts of Assembly, Special Session I authorizes a two percent salary increase effective December 10, 2023 for eligible full- and part-time classified and other salaried state employees, including appointed, at-will, and faculty employees, *unless otherwise specified in this memorandum*. Adjunct Faculty employees at two- and four-year colleges and universities are also eligible for the two percent salary increase.



Wage Base Rate Increases

The base rates of pay for wage employees may be increased by up to two percent effective no earlier than **December 10, 2023**.

- The cost of increases for wage employees shall be borne by existing funds appropriated to each agency.
- The **Legislative Salary Increase Tool** does not process increases for hourly employees.
- Agencies will need to enter these increases via one of the following methods:
 - **HR003 Employee Data Upload** interface
 - **HR413 Job Data Mass Upload Template**
 - **Manually keying** into Cardinal using:
 - **Action Code** of “Pay Rate Change” (PAY)
 - **Reason Code** of “FY24 Dec Statewide Increase” (SLI)



Opting Out of the Tool?

If your agency would prefer to enter the December increases into Cardinal HCM via one of the following methods:

- **HR003 Employee Data Upload** interface
- **HR413 Job Data Mass Upload Template**
- **Manually keying** into Cardinal using:
 - **Action Code** of “Pay Rate Change” (PAY)
 - **Reason Code** of “FY24 Dec Statewide Increase” (SLI)

Then your agency **Must Opt Out** of using the Legislative Salary Increase Tool.

- 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.

Note: Opting out of this tool does not impact the agency's ability to use the tool for future legislative salary increases.



Opting Out of the Tool? Follow these steps!

1. Navigation: **Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review**
2. Select the **Salary Increase Cycle** “FY2024_DEC” and **Business Unit**
3. In the **Summary Statistics** section
 - Check the **Opt Out** checkbox
 - Click the **Save** or **Save Only** button

Summary Statistics

Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	10000	138	22		160

Save Only

Note: For more information on Opting Out, reference the [HR351_Using the Legislative Salary Increase Tool \(FY24\)](#). This job aid can be found on the [Cardinal website](#) in **Job Aids** under **Learning**.



Questions



Legislative Salary Increase Tool



Legislative Salary Inc Review page

Navigation: **Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review**

The following slides will show each section and summarize key features.

Salary Increase Cycle - FY2024 Dec Salary Increase

Instructions

- If your agency plans to submit the 12/10/2023 salary increase via Interface (HR003), Job Data Mass Upload (HR413), or manually key, please check the "Opt Out" checkbox.
- 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.
 - 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 refreshes are scheduled for:
 - Thursday 11/16/2023 between 8:00 p.m. – 11:59 p.m.
 - Tuesday 11/21/2023 between 8:00 p.m. – 11:59 p.m.
 - Tuesday 11/28/2023 between 8:00 p.m. – 11:59 p.m.
 - Thursday 11/30/2023 between 8:00 p.m. – 11:59 p.m.
 - **Tuesday, 12/5/2023 between 8:00 p.m. – 11:59 p.m. ** Final refresh – System Blocks and compensation will be frozen in preparation for Verification step.
 - If the employee should not receive the 2% increase on 12/10/2023, 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.
- Beginning Wednesday 12/6/2023 you will need to complete your final review and check the Verified checkbox prior to Thursday 12/7/2023 at noon in order for your data to be ready for PPS team to load the increases into the Job records.
- Beginning Monday 12/11/2023, after receiving the Cardinal Communication email, participating agencies should return to this page to review and address errors. Agencies should also verify employees' salary increases either online or using the Job Data Query.

Summary Statistics

Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	10000	140	23		163

Populate Grid

Department (Leave Blank for All)

Salary Admin Plan (Leave Blank for All)

Employee ID (Leave Blank for All)

System Block Only:

Salaried Employee Level

1-1 of 1 | View All

Summary | Details

	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"/>	<input style="width: 100%;" type="text"/>		0			0.00		



Instructions Section

- The instructions will always include the Tool refresh schedule.
- Once the instructions are reviewed, they can be collapsed, by selecting the caret, as desired.

▼ Instructions

1. If your agency plans to submit the 12/10/2023 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 refreshes are scheduled for:
 - ◆ Thursday 11/16/2023 between 8:00 p.m. – 11:59 p.m.
 - ◆ Tuesday 11/21/2023 between 8:00 p.m. – 11:59 p.m.
 - ◆ Tuesday 11/28/2023 between 8:00 p.m. – 11:59 p.m.
 - ◆ Thursday 11/30/2023 between 8:00 p.m. – 11:59 p.m.
 - ◆ ****Tuesday, 12/5/2023 between 8:00 p.m. – 11:59 p.m. ** Final refresh – System Blocks and compensation will be frozen in preparation for Verification step.**
 - b. If the employee should not receive the 2% increase on 12/10/2023, 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 Wednesday 12/6/2023 you will need to complete your final review and check the Verified checkbox prior to Thursday 12/7/2023 at noon in order for your data to be ready for PPS team to load the increases into the Job records.
4. Beginning Monday 12/11/2023, after receiving the Cardinal Communication email, participating agencies should return to this page to review and address errors. Agencies should also verify employees' salary increases either online or using the Job Data Query.



Summary Statistic Section

The Summary Statistics section is an overview of employee counts within the tool categories for the selected Business Unit.

- Verify the **Total** column reflects total population of salaried employees for the agency.

Summary Statistics

Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	<input type="checkbox"/>	10000	144	29		173



Populate Grid Section

The Populate Grid section is used to set criteria for the list of employees that will be returned in the Salaried Employee Level section (grid) or excel spreadsheet.

Populate Grid

Department (Leave Blank for All)

Salary Admin Plan (Leave Blank for All)

Employee ID (Leave Blank for All)

System Block Only:

Populate Grid **Export to Excel**



Salaried Employee Level Section (grid)

This section is populated with a list of the agency's salaried employees based on the search criteria selected in the **Populate Grid** section.

- To view the list, select the **Populate Grid** button.
- The grid will display up to **8,000** salaried employees, but only **100** per page. Larger agencies should “Export to Excel” to view the entire eligible population and/or utilize filters.
- Agencies will need to review the entire population including **System Blocks**, **System Notes**, as well as additional columns to validate their population.

Salaried Employee Level												
🔍												
1-1 of 1 View All												
Summary Details Load Errors												
System Block	System Notes	Agency Block	Agency Comments	Agency Discretionary Percentage	Agency Discretionary Amount	Employee ID	Employee Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Status
1		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0			0.00		



Reviewing Employee Data



Populating the Grid and/or Exporting to Excel

This section is used to set criteria for the list of employees that will be returned in the Salaried Employee Level section (grid) or excel spreadsheet.

- Agencies can filter the list by **Department**, **Salary Admin Plan**, **Employee ID**, or **System Block Only** checkbox.
- Agencies can populate the grid within the tool by clicking on the **Populate Grid** button or download a list of employees to an excel spreadsheet by clicking the **Export to Excel** button.

Populate Grid

Department (Leave Blank for All)	<input type="text"/>
Salary Admin Plan (Leave Blank for All)	<input type="text"/>
Employee ID (Leave Blank for All)	<input type="text"/>
System Block Only:	<input type="checkbox"/>



Salaried Employee Level section – Display Tabs

The section consists of three tabs:

- **Summary** tab - displays all salaried employees based upon the criteria set in the **Populate Grid** section.
- **Details** tab - displays all salaried employees based upon the criteria set in the Populate Grid section and all detailed data needed to review each employee listed including their current salary amount information, new salary amount information, and the percentage of increase.
- **Load Errors** tab - will not display until after the salary increases are centrally processed on 12/10/2023. Agencies will use this tab to identify employees that did not process.

Salaried Employee Level

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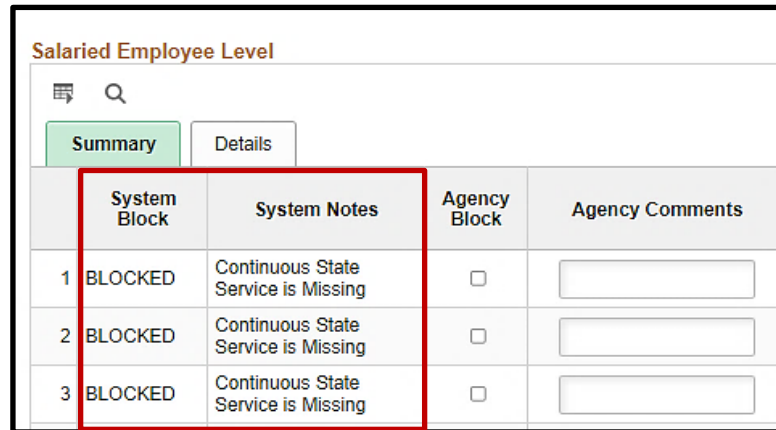
Summary Details Load Errors

	System Block	System Notes	Agency Block	Agency Comments	Agency Discretionary Percentage	Agency Discretionary Amount
1			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What does a System Block mean?

The system has been configured to automatically block employees who are deemed ineligible in accordance with the [DHRM FY24 December 10, 2023 Authorizations and Compensation Activities Memorandum](#).

- All employees who are blocked by the system will display “BLOCKED” in the **System Blocked** column. Reason will display in the **System Notes** column.



	System Block	System Notes	Agency Block	Agency Comments
1	BLOCKED	Continuous State Service is Missing	<input type="checkbox"/>	<input type="text"/>
2	BLOCKED	Continuous State Service is Missing	<input type="checkbox"/>	<input type="text"/>
3	BLOCKED	Continuous State Service is Missing	<input type="checkbox"/>	<input type="text"/>

- **If the employee should not be blocked**, the agency should take the necessary steps to address the issue in Cardinal.
- Once the data issue has been corrected, “BLOCKED” will be removed after the next “Refresh”, (but not after the Final Refresh).

IMPORTANT: Final Refresh is **12/5/2023** at **8:00 pm**. Any changes made to address errors and blocks **after** this date will not process. Affected pay increases will need to be **entered manually** by the agency.



System Notes that will Block

Each System Block comes with a corresponding System Note. See the table below for common explanations of sample System Blocks.

System Notes	Causes
Hired After 9/10/2023	Continuous Service Date after 9/10/2023
Continuous State Service is Missing	Continuous Service Date is blank
Performance Rating not eligible	Performance Rating in Cardinal = Below contributor (B)
Performance Rating on Leave	Performance Rating in Cardinal = Employee on Leave (L)
Unpaid Leave	On Unpaid Leave (LOA)
Paid Leave - Expected Return Date	Paid Leave (PLA), with overdue Expected Return Date.
Expected Return Date is Missing	On Paid Leave and the Expected Return Date is Blank
Suspended Status	Payroll Status is Suspended



Non-Blocking System Notes

Some of the System Notes do not result in the employee being blocked, however; they will result in the increase not loading for that employee.

Agencies must address these System Notes as part of your review.

System Notes	Causes	System Impact
Over MAX Rate*	New Salary is out of Range (over/under)	Will stop the increase from loading. Note: Constitutes processing a bonus for amount Over Max Rate .
Under MIN Rate*	New Salary is out of Range (over/under)	Will stop the increase from loading. Note: This pay increases MUST be entered by DHRM.
Citizenship is Missing	USA Citizenship is blank	Will stop the increase from loading.
VPA Employee and Missing Performance	PY23 Performance rating is missing for employees in VPA positions	Cannot determine performance eligibility. Will not stop the increase from loading.



Agency Block

Agencies can manually block individual employees using the **Agency Block** checkbox.

- Agencies will select the checkbox in the **Agency Block** column and add **Agency Comments** to exclude employees from the automated process.
- Examples of Employees who should be blocked include (but not limited to):
 - A performance rating of “**B**” or “**L**” that **has not been entered** into Cardinal
 - Faculty employee who should receive increase at a later date
 - Termination was not keyed prior to the last refresh of the Tool



Salaried Employee Level

Summary Details

	System Block	System Notes	Agency Block	Agency Comments	Employee ID	Employee Record
1			<input type="checkbox"/>	<input type="text"/>		0



Refresh Schedule

System Block, System Notes, and changes to salaries amounts will be refreshed on the following schedule, to reflect relevant data changes.

Refresh Cycle	Date	Time
First Refresh	Thursday, 11/16/2023	Between 8:00 pm – 11:59 pm
Second Refresh	Tuesday, 11/21/2023	Between 8:00 pm – 11:59 pm
Third Refresh	Tuesday, 11/28/2023	Between 8:00 pm – 11:59 pm
Fourth Refresh	Thursday 11/30/2023	Between 8:00 pm – 11:59 pm
Final Refresh IMPORTANT: Changes keyed after this date will not remove system blocks. Salary changes entered after this date will cause increases to fail during load!	Tuesday, 12/5/2023	Between 8:00 pm – 11:59 pm



Verify Your Business Unit(s)

- After the final refresh on **Tuesday, December 5**, a new checkbox will appear.
- After completing your final review and confirming your employees are included or blocked appropriately, you should then check the “Verify” checkbox.
- If you verify prematurely, you may uncheck the box and continue reviewing.
- Only the business units that have been **verified** will have the pay increases loaded to job data.
- Deadline to Verify: **Thursday, December 7, 2023, 12:00 pm (noon)**.

Summary Statistics

Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total
<input type="checkbox"/>	<input type="checkbox"/>	10000	144	29		173

Save Only

Opt Out Notice: Agencies which opted out will **not** be expected to Verify.



Cardinal Processes Pay Increase

- Cardinal will load the pay change actions on **Saturday, December 9, 2023**, for all verified business units.* The transactions will appear on the employees' job record(s) effective **December 10, 2023**, using:
 - Action Code of “Pay Rate Change” (PAY)
 - Reason Code of “FY24 Dec Statewide Increase” (SLI)
- Agencies can review the transactions and address any errors beginning **Monday, December 11, 2023**.
- Agencies should manually enter pay increases that errored out (failed to load) between **December 11 - 14** to impact the next pay period.
 - These **must** be completed prior to the HR Data freeze at **1:00 p.m.** on Friday, **December 15**.

***Note:** Agencies who have not opted out should refrain from making Job Data changes on Saturday, December 9, 2023.



Steps for Checking for and Addressing Errors

Review and Address Errors: Beginning the morning of **Monday, December 11, 2023**.

1. Agencies will need to revisit the tool, populate the grid, and review the **Load Errors** tab to identify any employees that **did not process**.

Navigation: Workforce Administration > Job Information > Legislative Salary Increase > Legislative Salary Inc Review

Summary Statistics

Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total	Status	Process Success	Process Failed
<input checked="" type="checkbox"/>	<input type="checkbox"/>		11	3		14	Complete Statewide	10	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	Error Message
1	Over MAX Rate	<input type="checkbox"/>		600	0		0002		AH	ERROR-S	Salary outside grade



Steps for Checking for and Addressing Errors (continued)

2. If there are no errors, the **Load Errors** tab will not display, and the **Process Failed** column in the **Summary Statistics** section will be “0”.
3. If the employee should have received the increase and did not, agencies will need to **manually add the pay rate change** for those employees.
 - This may involve manually keying, logging a VCCC ticket for Cardinal (if correction mode is needed), or contacting DHRM iHelp for any increases that are outside of the employees pay band.

Summary Statistics

Verified	Opt Out	Business Unit	To Be Processed	System Blocked	Agency Blocked	Total	Status	Process Success	Process Failed
<input checked="" type="checkbox"/>	<input type="checkbox"/>		11	3		14	Complete Statewide	10	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

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	Over MAX Rate	<input type="checkbox"/>		600	0		0002		AH	ERROR-S	Salary outside grade



Demo:

**Reviewing and Addressing
Data Issues**



Pause for Refresh



Demo:
Final Review and Verify



Ways to Minimize Correction Tickets



Avoiding the need for PPS Correction

Lessons learned during the last Statewide Increase have resulted in the following recommendations to avoid PPS corrections.

Cardinal Tip: Run and analyze data by using the Job Data Query to ensure your employees data is accurate!

Example #1: When an employee is in an approved paid leave status and the SLI cannot be applied until the return from leave or leave extension, keep effective dating rules in mind.

If employee has a **12/12/23** return from leave:

1. Enter the **12/10/23** pay change, **FY24 Dec Statewide Increase**
2. Then, enter the **Return from Leave**.

Example #2: Avoid retroactive transactions by ensuring that your employees job data is up to date prior to the **12/10/23** salary increases.

Best practices:

1. Reach out to supervisors requesting employment resignations and extended leave statuses and enter them timely to avoid retro-active transactions and job data corrections



Avoiding the need for PPS Correction (continued)

Example #3: Many position data updates will create a position update job data row, therefore avoid retroactive position data updates by:

1. Review the position data query and ensure position data is accurate and making updates prior to the **12/10/23** salary increases.
2. 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.

Note: Cardinal PPS HR response time may be delayed following the Statewide Salary Increases due to higher ticket volume, therefore submit correction requests as soon as you are aware a correction is needed. Pay impacting corrections will take precedent over other tickets.



Q & A



Additional Support



Legislative Salary Increase Tool Support

[DHRM Resources for December 10, 2023 Pay Increase](#)

- Comp memo, FAQs, and salary structure

Job Aids:

- [HR351_Using the Legislative Salary Increase Tool](#)
- [HR351_Performance Ratings](#)

Queries:

Menu > Reporting Tools > Query > Query Viewer >

- V_HR_PERSONAL_DATA
- V_HR_JOB_QUERY
- V_HR_LEG_SALARY_INC

Reports:

- RHR205 Leave of Absence Report
- RHR265 Performance Rating Report (select detail option)

Need help running a query or report? Use the [NAV225 Running an HCM Query](#) and [NAV225 Generating an HCM Report](#) job aids for support.



Cardinal Data Upload Support

Agencies should use the following support materials, if they are uploading data into Cardinal.

Templates:

- [HR361_Performance Rating Mass Upload Template](#)
- [HR413_Job Data Mass Upload Template](#)

Job Aid:

- [Performing a Mass Upload](#)



Additional Support

Agency Support

- Follow your agency guidelines on utilizing agency-centered resources to resolve issues/questions (e.g., a specific person, internal shared mailbox).
- Agency contacts are equipped to address agency specific details, including agency system usage, agency-specific HR policies, and procedures.

VCCC Help Desk

Submit a help desk ticket to vccc@vita.virginia.gov and include the following information:

- **Subject:** Cardinal - <brief summary for routing>
- **Email content:**
 - Detailed information about your issue (i.e., functional area, page, actions, error)
 - Name, email address, and best contact phone number

DHRM Assistance

- For policy (not system) specific questions, email the DHRM iHelp Mailbox (ihelp@dhrm.virginia.gov)
- For compensation specific questions, email compensation@dhrm.virginia.gov