RETROACTIVE RECLASS PROCESS POST-SALARY INCREASE PROGRAM IMPLEMENTATION

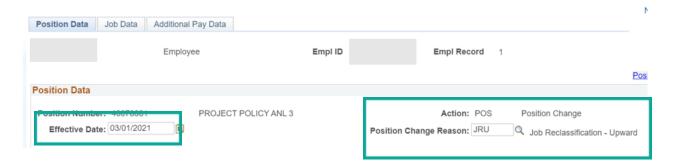
STEP 1 - MO Employees

Initiate a PayPath Action for the Reclass

Navigate to **POSITION DATA** Tab in PayPath

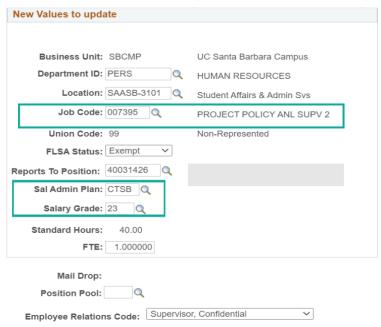
Position Data Section

- 1. Enter the effective date of the Reclass (Example 03/01/2021)
- 2. Action Code: POS = Position Change
- 3. Position Change Reason Code: JRU = Job Reclass Upward



New Values to Update Section

- 4. Enter the new job code in the Job Code field.
 - a. If the FLSA designation is changing, entering the new job code causes all job attributes to cascade through the position, including FLSA, Salary Plan and Grade.

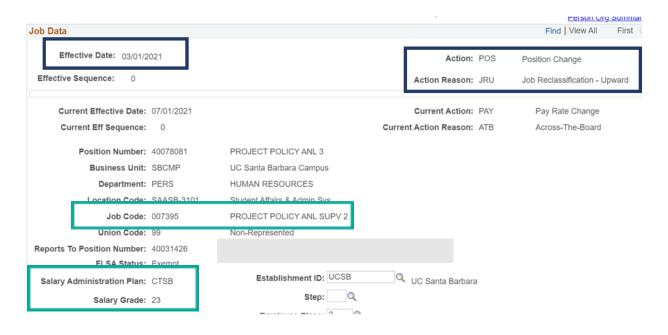


Rev 5/28/22

Navigate to JOB DATA Tab in PayPath

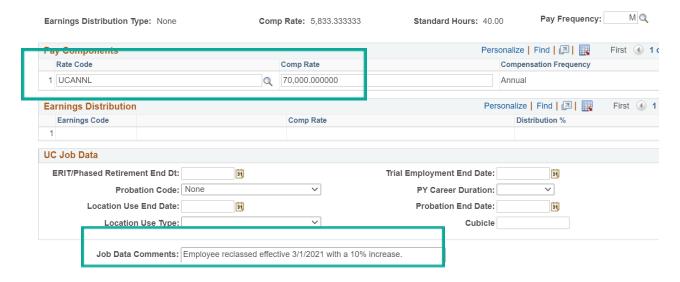
Job Data Section

5. You do not need to enter the effective date of the Reclass or the action/action reason codes because it cascaded from the position data update



Pay Components Section / UC Job Data Section

- 6. Enter the new comp rate based on the approved Reclass
 - a. Update the Comp Rate Code as applicable
 - b. Change the Pay Frequency as applicable.
- 7. In the Job Data Comments box, enter the reason for the comp rate change.



Navigate to ADDITIONAL PAY Tab at top of page

Initiator Comments / Save and Submit

- 8. Scroll to the bottom of the page to where you see the **initiator's comments box** and the **Save and Submit** button
- 9. Enter the initiator's comments indicating to your approver the reason for this PayPath Action.
- 10. Click on the Save and Submit button.

This sends the Reclass increase PayPath transaction through AWE to the department approver.

Approval Workflow Engine (AWE)

11. Once the department approver approves the transaction, the increase writes directly to the UCPath system.

Proceed to STEP 2

Recalculate the annual increase from the Salary Increase Program.

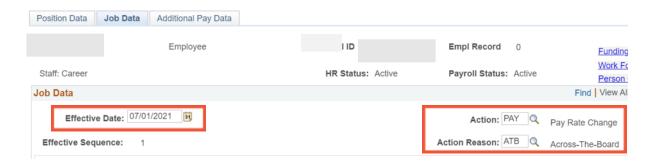
STEP 2 - MO Employees

After the department approver approves the first PayPath transaction (Reclass increase), a second PayPath transaction is required to adjust the comp rate to reflect the Salary Increase Program based on the retro reclass.

Navigate to JOB DATA Tab in PayPath

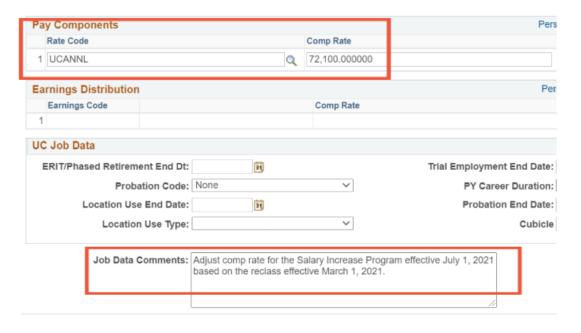
Job Data Section

- 12. Enter the effective date of the Salary Increase Program (Ex: 07/01/2021).
- 13. Action Code: PAY = Pay Rate Change
- 14. Action Reason Code: ATB = Across-The-Board



Pay Component Section & UC Job Data Section

- 15. Calculate the general salary increase* on top of the salary that was equity adjusted and enter it as the new comp rate.
- 16. Scroll down the page to the Job Data Comments box and enter the reason for the comp rate change.



Initiator Comments / Save and Submit

17. Follow Steps 8, 9, and 10 above.

Approval Workflow Engine (AWE)

18. Once the department approver approves the transaction, the increase writes directly to the UCPath system.

Review Pay

- 19. After the department approver approves the Salary Increase Program adjustment, please verify that retro pay issued.
 - a. The system should automatically calculate the retro pay. No additional action needed
 - b. Review the first paycheck after these types of comp rate changes to confirm the system properly issued retro pay.
 - c. IF the system did not issue retro pay due, submit a one-time payment request via ServiceNow to BFS.

*How to Calculate the **General Salary Increase** (NOT Merit)

For any non-represented employee eligible to receive an increase through a general increase program (not a merit increase).

- Calculate the percentage increase based on the monthly salary for MO paid and, based on the hourly rate for BW paid.
- Once you add the percentage increase to the monthly rate, you must round UP to the whole dollar (not down). THEN, multiply by 12 to get the new comp rate to input into UCPath.
- For hourly paid, add the percentage increase and round UP to the cent to get the new comp rate to input into UCPath.
 - MONTHLY EXAMPLE based on 3%: \$12,345.67/MO x 1.03 = \$12,716.04 -- round up to \$12,717 then multiply by 12 = \$152,604
 - HOURLY EXAMPLE based on 3%:
 \$32.45/HR x 1.03 = \$33.4235 -- round up to \$33.43

End of Process