



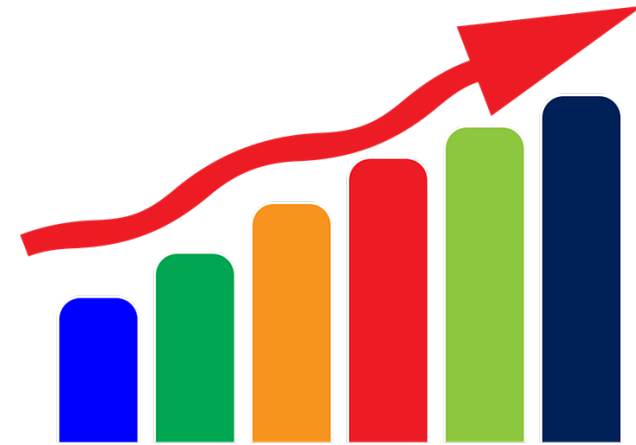
Human Resources  
EMACS

# 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.

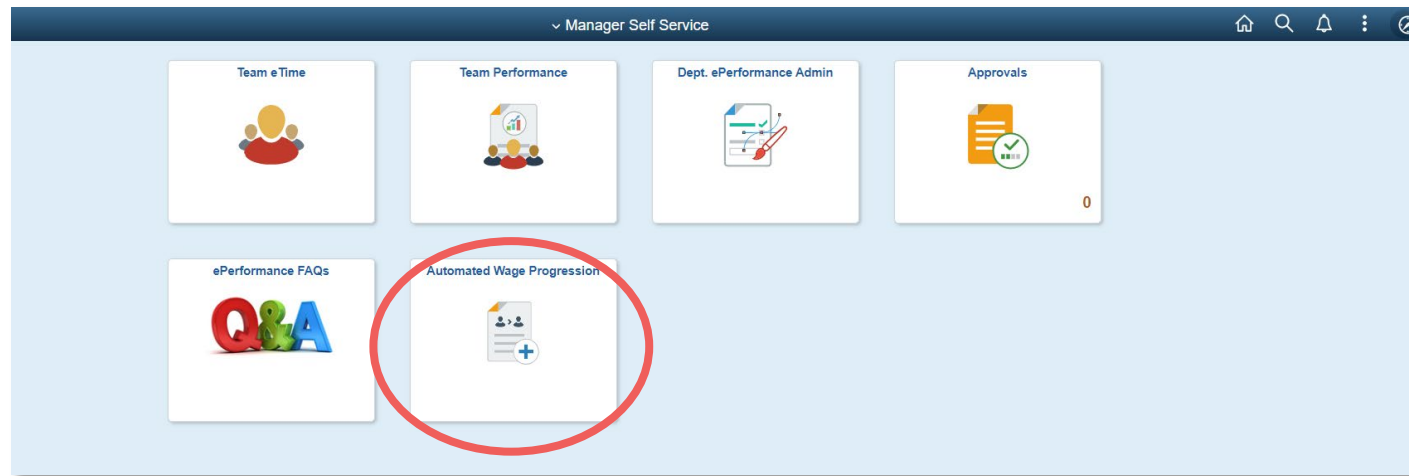


# Unions Currently Supported

- 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

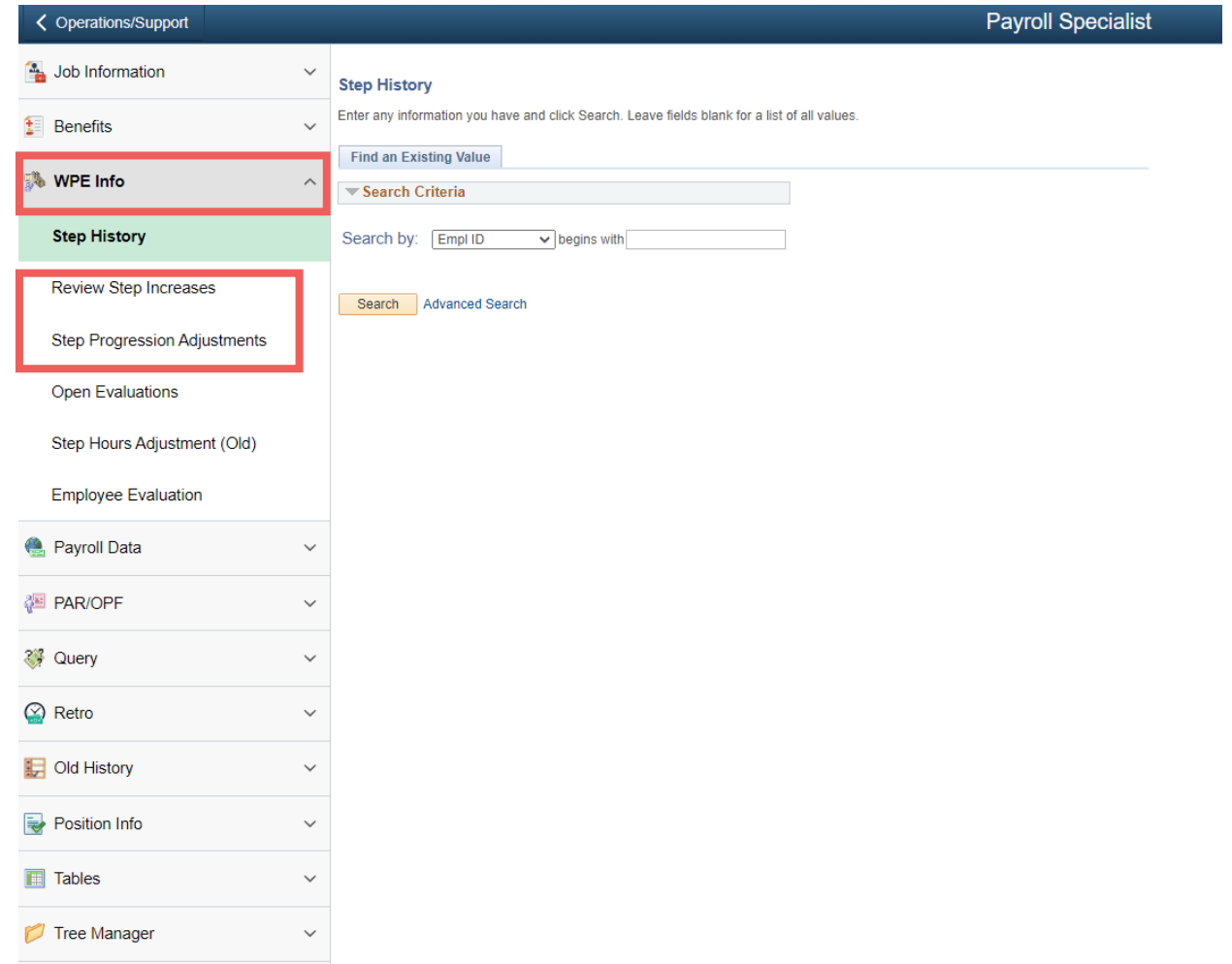
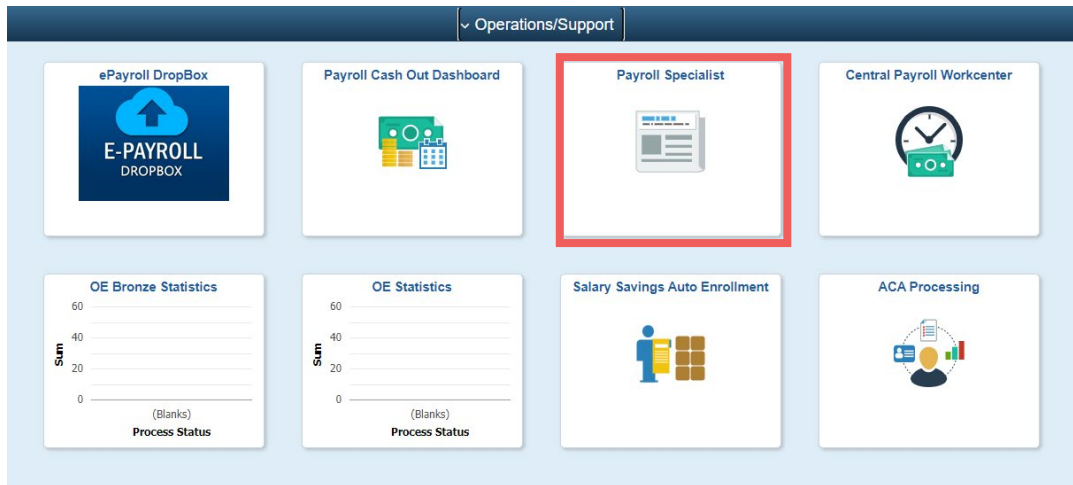
*Future Enhancements: Support for 935, AOU, and Contracts with Auto Step Language*

- 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 regular 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**

The screenshot displays the 'Review Step Increases' page for a Payroll Specialist. The page includes a search criteria section and a table of employee data. The 'Wage Progression Status' column in the table is highlighted with a red box, showing 'Pending Job Load' for an employee.

**Search Criteria**

Step Due Date:  Department:   
Supervisor ID:  Wage Progression Status: Pending Job Load  
Empl ID:  Last Name:

**Table Data:**

Empl ID	Rcd#	Name	Job Code	Title	Step	Next Step	Wage Progression Status	Stop Step Increase	Comments	Step Due Date	Completed Date
[REDACTED]	0	[REDACTED]	01040	Accountant I	1		Pending Job Load	<input type="checkbox"/>		10/08/2022	

# Automated Wage Progression: Review Step Increases Page

Manager Self Service | Automated Wage Progression | New Window | Personalize Page

Review Step Increases | Wage Progression Employees

**Search Criteria**

1 Step Due Date [ ] Department [ ]  
Supervisor ID [ ] Wage Progression Status [ ]  
Empl ID [ ] Last Name [ ]  
Search

Step Information | Department Info | Step Hours | Event Information

Empl ID	Rcd#	Name	Job Code	Title	Step	Next Step	Wage Progression Status	Stop Step Increase	Comments	Step Due Date	Completed Date
174	0	[REDACTED]	04404	DA Senior Investigator	43	0 On Max Step	<input type="checkbox"/>			12/03/2022	
175	0	[REDACTED]	05127	Employment Services Specialist	8	9 Accruing Hours	<input type="checkbox"/>			11/05/2022	

Personalize | Find | View 100 | 1-300 of 18895 | Last

## 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.



# Determine Employee Eligibility: Wage Progression Status

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.

# Automated Wage Progression: Review Step Increases Page

Manager Self Service | Automated Wage Progression

Review Step Increases | Wage Progression Employees

Search Criteria

Step Due Date [ ] Department [ ]  
Supervisor ID [ ] Wage Progression Status [ ]  
Empl ID [ ] Last Name [ ]  
Search

Step Information | Department Info | **Step Hours** | Event Information

Empl ID	Rcd#	Name	Override Hours	Accumulated Hrs	Rollover Hours	Hours Till Next Step
174	0	[REDACTED]	0.00	754.00	0.00	286.00
175	0	[REDACTED]	0.00	921.75	0.00	118.25

## 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.

Manager Self Service | Automated Wage Progression

Review Step Increases | Wage Progression Employees

Search Criteria

Step Due Date  | Department   
Supervisor ID  | Wage Progression Status   
Empl ID  | Last Name

Search

Personalize | Find | View | First 1-300 of 18895 Last

Step Information | Department Info | Step Hours | **Event Information**

Empl ID	Rcd#	Name	Event Date	Event Source
165			10/28/2017	Job
166			01/10/2015	Job

## 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.

# Determine Employee Eligibility: How to Stop a Step Increase

The screenshot displays the 'Automated Wage Progression' interface. At the top, there is a navigation bar with 'Manager Self Service' and 'Automated Wage Progression'. Below this is a 'Review Step Increases' sidebar. The main area is titled 'Wage Progression Employees' and contains a 'Search Criteria' section with fields for Step Due Date, Supervisor ID, Empl ID, Department, Wage Progression Status, and Last Name. A 'Search' button is located below these fields. Below the search criteria is a tabbed interface with 'Step Information' selected. A table lists employees with columns for Empl ID, Rcd#, Name, Job Code, Title, Step, Next Step, Wage Progression Status, Stop Step Increase, Comments, Step Due Date, and Completed Date. The 'Stop Step Increase' column for the employee with Empl ID 175 (Employment Services Specialist) has a checkbox circled in red.

Empl ID	Rcd#	Name	Job Code	Title	Step	Next Step	Wage Progression Status	Stop Step Increase	Comments	Step Due Date	Completed Date
174	0	[REDACTED]	04404	DA Senior Investigator	43	0 On Max Step		<input type="checkbox"/>		12/03/2022	
175	0	[REDACTED]	05127	Employment Services Specialist	8	9 Accruing Hours		<input type="checkbox"/>		11/05/2022	

- 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.

# Determine Employee Eligibility: How to Stop a Step Increase

The screenshot shows the 'Automated Wage Progression' interface. At the top, there is a navigation bar with 'Manager Self Service' and 'Automated Wage Progression'. Below this is a 'Review Step Increases' sidebar. The main area is titled 'Wage Progression Employees' and contains search criteria fields for Step Due Date, Supervisor ID, Empl ID, Department, Wage Progression Status, and Last Name. A 'Search' button is present. Below the search criteria is a table with columns: Empl ID, Rcd#, Name, Job Code, Title, Step, Next Step, Wage Progression Status, Stop Step Increase, Comments, Step Due Date, and Completed Date. The table has two rows. The first row shows employee 174 with status 'On Max Step'. The second row shows employee 175 with status 'Stopped by Department' and a checked 'Stop Step Increase' checkbox. A text box is visible in the 'Comments' column for employee 175. The 'Step Information' tab is highlighted in green, and the 'Stop Step Increase' checkbox and the text box in the comments column are circled in red.

Empl ID	Rcd#	Name	Job Code	Title	Step	Next Step	Wage Progression Status	Stop Step Increase	Comments	Step Due Date	Completed Date
174	0	[REDACTED]	04404	DA Senior Investigator	43	0	On Max Step	<input type="checkbox"/>		12/03/2022	
175	0	[REDACTED]	05127	Employment Services Specialist	8		Stopped by Department	<input checked="" type="checkbox"/>	[REDACTED]	11/05/2022	

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

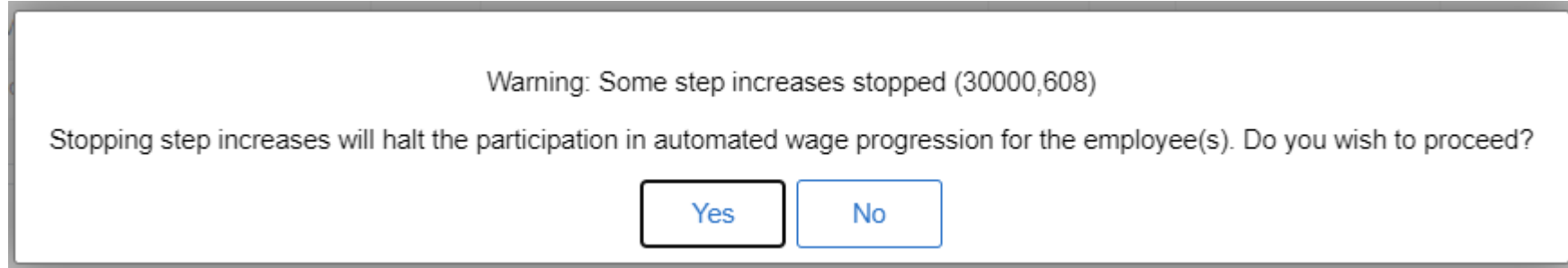
1. Wage Progression Status is changed to ***Stopped by Department***.
2. A text box appears in the *Comments* column.

# Determine Employee Eligibility: How To Stop a Step Increase

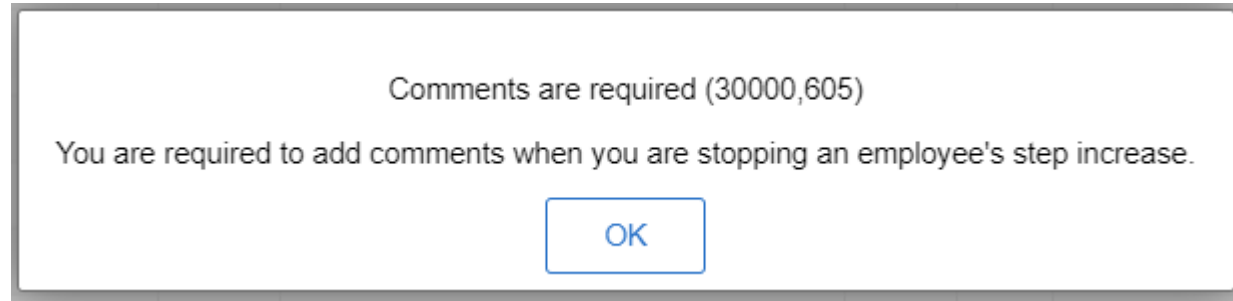
The screenshot shows the 'Automated Wage Progression' interface. At the top, there is a navigation bar with 'Manager Self Service' and 'Automated Wage Progression'. Below this is a 'Review Step Increases' sidebar. The main area is titled 'Wage Progression Employees' and contains a 'Search Criteria' section with fields for Step Due Date, Supervisor ID, Empl ID, Department, Wage Progression Status, and Last Name. Below the search criteria is a table with columns: Empl ID, Rcd#, Name, Job Code, Title, Step, Next Step, Wage Progression Status, Stop Step Increase, Comments, Step Due Date, and Completed Date. The table contains two rows. The second row (Empl ID 175) has a 'Stop Step Increase' checkbox checked and a comment 'Below WPE' circled in red. The 'Step Information' tab is highlighted in green.

Empl ID	Rcd#	Name	Job Code	Title	Step	Next Step	Wage Progression Status	Stop Step Increase	Comments	Step Due Date	Completed Date
174	0	[REDACTED]	04404	DA Senior Investigator	43	0 On Max Step		<input type="checkbox"/>		12/03/2022	
175	0	[REDACTED]	05127	Employment Services Specialist	8	9 Stopped by Department		<input checked="" type="checkbox"/>	Below WPE	11/05/2022	

- 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.



- 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.



- 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.



# Determine Employee Eligibility: How to Stop a Step Increase

H92DEV7/E7776

Manager Self Service Automated Wage Progression

Review Step Increases

Empl ID [ ] Last Name [ ] Search

Personalize | Find | View 100 | First 1-300 of 18895 Last

Empl ID	Rcd#	Name	Job Code	Title	Step	Next Step	Wage Progression Status	Stop Step Increase	Comments	Step Due Date	Completed Date
174	[REDACTED]	[REDACTED]	04404	DA Senior Investigator	43	0	On Max Step	<input type="checkbox"/>		12/03/2022	
175	[REDACTED]	[REDACTED]	05127	Employment Services Specialist	8	9	Stopped by Department	<input checked="" type="checkbox"/>	Below WPE	11/05/2022	

- 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.).

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.

The screenshot displays the 'Step Progression Adjustments' page. At the top, there is a breadcrumb trail for 'Operations/Support' and the user's role, 'Payroll Specialist'. The left sidebar contains a menu with items: Job Information, Benefits, WPE Info (expanded), Step History, Review Step Increases, Step Progression Adjustments (highlighted), Open Evaluations, Step Hours Adjustment (Old), and Employee Evaluation. The main content area is titled 'Wage Progression Adjustments' and includes the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria include: Empl ID (begins with), Empl Record (=), Name (LN, FN) (begins with), Last Name (begins with), Department (begins with), National ID (begins with), Position Number (begins with), and Job Code (begins with). There are also checkboxes for 'Correct History' and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

## 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

Wage Progression Adjustments

Employee [REDACTED] Empl ID [REDACTED] Empl Record 0

Find | View All First 1 of 2 Last

Effective Date 10/08/2022

**Adjustment Data** Find | View All First 1 of 1 Last

Adjustment Type WP Hours Only

Event Date Override

SB Hours Worked Adjustment 200.00

Adjustment Reason Test override to reset stopped employees

Wage Progression Status

**Job Data**

Job Code 04202 Deputy Sheriff 12 Hr Shift-84

Department 44770 Sheriff West Val Detent Cntr

SB Job Status Active

Sal Plan SAF Grade 16 Step 25

Save Return to Search

# Accumulating Hours: Hour Adjustments

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

**Payroll Specialist**

Wage Progression Employees

**Search Criteria**

Step Due Date  Department   
Supervisor ID  Wage Progression Status   
Empl ID  Last Name

Personalize | Find | View All | First 1 of 1 Last

Step Information | Department Info | **Step Hours** | Event Information

Empl ID	Rcd#	Name	Override Hours	Accumulated Hrs	Rollover Hours	Hours Till Next Step
1			784.50	64.25	0.00	191.25

## 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

The screenshot shows a web-based form titled "Wage Progression Adjustments". At the top, it identifies the employee with a redacted name, "Employee", and "Empl ID" with a redacted ID number, and "Empl Record 0". There are navigation links for "Find | View All" and "First 2 of 2 Last".

The main section is titled "Adjustment Data" and includes a sub-section for "Event Date Override" which is highlighted with a green box. The "Event Date Override" is set to "08/27/2022". Other fields include "Adjustment Type" (Event Date Override), "SB Hours Worked", "Adjustment", "Adjustment Reason" (Test override to reset stopped employees), and "Wage Progression Status" (Loaded to Staging).

Below the adjustment data is the "Job Data" section, which includes "Job Code 04202 Deputy Sheriff 12 Hr Shift-84", "Department 44770 Sheriff West Val Detent Cntr", "SB Job Status Active", and "Sal Plan SAF Grade 16 Step 25".

At the bottom of the form, there are two buttons: "Save" and "Return to Search".

# Accumulating Hours: Event Date Adjustments


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

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

Payroll Specialist





Wage Progression Employees


**Search Criteria**

Step Due Date   Department

Supervisor ID  Wage Progression Status

Empl ID  Last Name

Personalize | Find | View All |   First  1 of 1  Last

Step Information | Department Info | Step Hours | **Event Information** 

Empl ID	Rcd#	Name	Event Date	Event Source
1 <input type="text"/>		0 <input type="text"/>	08/27/2022	Adjustment

1

Determine Employee Eligibility

2

Accumulate Hours from the most recent Wage Progression Event

3

Load Auto Step when Step Hour Threshold is Met



- 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 must 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	<b>13</b> End PP2	<b>14</b> Begin PP3
15	16	17	18	<b>19</b> eTime Deadline for PP2	20	21
22	<b>23</b> Hours for PP2 Loaded to Auto Wage Progression	24	<b>25</b> Auto Step Load PP3 Steps	26	27	28
29	30	31	1	2	3	4

- 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.

# Automated Wage Progression: Adjustment Form



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
	<input type="checkbox"/> Wage Progression <input type="checkbox"/> ePerformance / WPE <input type="checkbox"/> Job Status	<input type="checkbox"/> Event Date Override <input type="checkbox"/> Hours Adjustment <input type="checkbox"/> Remove Stop Status (Wage Progression Only)	

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

Questions?