




December 26, 2014

MEMORANDUM

To: All State Agencies

From: Dhiren V. Shah 
Deputy Director
Central Payroll Bureau

Subject: January 1, 2015 COLA/Increment Pay Adjustment

Employees scheduled for a January increment and/or cost of living adjustment will be eligible for a partial pay adjustment representing the new rate of pay for the last 6 days of the pay period, which ends January 6, 2015. The new rate of pay will be posted on the on-line Exception Time Report for the following pay period, which ends January 20, 2015.

The January 1 increment and/or COLA salaries that have been certified to us by Statewide Personnel System (SPS) should have a system generated entry in the INCR ADJ field on the top right hand corner of the on-line Exception Time Report (ETR) for the pay period ending January 6th. No other salary changes will be processed for the January 6th pay period. The adjustment is calculated by multiplying 6/14 (decimal equivalent 0.428571) of the difference between the old and new biweekly rate of pay.

EXAMPLE:

The new bi-weekly pay adjustment for increment is based on the normal non-leap year rate and is computed as follows:

New Increment Salary 1/1/2015	1882.83	Grade 16 - 3
Old salary	<u>1779.88</u>	Grade 16 - 2
Difference	102.95	
Times (6/14)	x <u>0.428571</u>	
Increment Adjustment	<u>44.12</u>	

The pay scale showing the biweekly salary for all grades and steps can be found on our web site: <http://compnet.comp.state.md.us/cpb>

Click on General Information
Salary Scales

ALL STATE AGENCIES
PAGE TWO
December 26, 2014

A. If an adjustment is not system generated for an employee and the employee is due a January 1 salary increase, it will be necessary for you to calculate and enter the adjustment in the ADJ REG WITH RET (Subject to Retirement) field, with an explanation in the Remarks field.

B. If an employee is not due the full system generated adjustment, reduce it by entering the reduction amount with a minus sign in the ADJ REG WITH RET field. If both a reduction adjustment and a manual increase adjustment are necessary, the amounts must be combined (netted) for one manual entry in the same field, with an explanation in the Remarks field.

C. Any absence without pay occurring from January 1 through January 6 will require an offset to the system generated adjustment. The "minus adjustment" must not exceed the amount of the system generated adjustment. If you need help with this calculation, please call our office for assistance.

D. If an employee is on accident pay for the entire pay period you need to post 10 days absent and minus the system generated increment adjustment by entering the reduction amount with a minus sign in the ADJ REG WITH RET field. The accident dollars to be paid will be calculated by adding the system generated increment adjustment to the biweekly salary times the accident rate (.6667). The result should then be entered in accident \$ field with the corresponding hours in accident hours field. Please call our office for explanation on how to handle partial accident pay.

If you have any questions regarding any of these changes, please call our office at 410-260-7401.