

## **Chapter 14b**

### **Changes – May 2016:**

# **Position Summary Budget Director’s Approval Transactions (BDAs) and Compensation Adjustment Transactions**

## **Chapter Topics**

<b>Position Summary Changes .....</b>	<b>14b-3</b>
<b>BDA Changes .....</b>	<b>14b-4</b>
<b>Compensation Adjustment Changes .....</b>	<b>14b-8</b>

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## Position Summary Changes

The Budget Director Approval transaction (BDA) and Compensation Adjustment changes described below enabled a change to Position Summary data for NS positions. The amount entered in the **Rate** field will now reflect the maximum amount authorized for the position, rather than the incumbent's salary.

For positions with a salary range, this means the amount in the **Rate** field will correspond to the upper limit of the approved range. For Not to Exceed positions, the amount in the **Rate** field will correspond to the approved Not to Exceed amount. If an approved salary on a subsequent Compensation Adjustment for the incumbent is higher than the last maximum amount authorized for the position, position summary will be updated with the new approved salary.

Position Summary										
Position Data										
Multiple Transactions										
View All First 1-3 of 20 Last										
Position #	Eff Dt / Seq	Agency Code / Line # / Status			JC / SG / NU	Pos Estab	% Use	Frozen / Waiver/End Dt		
	Action Dt	Agency			Location	Pos Ends	Pos Type	Earmarks / Dates		
	Reason	Title			Fund Cd / 55 Tag	Phi Tag	CSC Exr			
	Tracking / Seq #	Title Code			Freq / Rate					
Position #										<a href="#">Update</a>
08/14/2015	0	#####	00411	Active	2 / NS / 06	05/03/1999	100	Y	R	11/27/2015
08/24/2015		Agency			0110 Albany		Permanent	CC		
BDA		Title			5		N	DOB		
<a href="#">Transaction</a>		2829865			A		<b>\$82500</b>	CSC		

## BDA Changes

BDA changes are being made to improve the BDA process and make it easier to enter rate frequency information.

On the **Request** tab, the label for the effective date field, which represents the requested effective date, will now be called **Req Eff Date**. This change is being made to prevent confusion with the approved effective date on the **Determination** tab.

The screenshot shows the 'Request' tab of the NYSTEP system. The 'Position #' is masked with '#####'. The 'Req Eff Date' field is highlighted with a red box. Other fields include 'Rate Frequency' (dropdown), 'Request Type' (dropdown), 'Last Incr Date' (calendar), 'Salary Range From' (text), 'Last Incr Amt' (text), 'Salary Range To' (text), 'Curr Inc Salary' (text), and 'Requested Salary' (text). A 'LIMIT INFORMATION' box is also visible on the right.

A new field has been added to show whether or not a position with an Annual rate frequency should have a salary range. When **Annual** is selected in the **Rate Frequency** box, a new box, called **Sal Range**, will open. Select **Yes** if the position should have a range, or select **No** if the position should not have a range.

This screenshot shows the 'Request' tab with 'Rate Frequency' set to 'Annual' and the 'Sal Range' dropdown open, showing 'No' and 'Yes' options. The 'Req Eff Date' field is also visible. The 'LIMIT INFORMATION' box is present on the right side of the form.

The **Salary Range From** and **Salary Range To** fields will now be available for data entry depending on which rate frequency is selected.

The screenshot shows a web application interface with tabs for 'Request', 'Appointee', 'Documents', 'Determination', and 'Comments'. The 'Request' tab is active. Below the tabs, there is a 'Position #' field with a masked value '#####'. A blue header bar contains 'View All', 'First', '1 of 2', and 'Last'. The main form area includes several input fields: '\*Req Eff Date', 'Request Type', 'Last Incr Date', 'Last Incr Amt', and 'Curr Inc Salary'. A dropdown menu for 'Rate Frequency' is open, showing options: 'Annual', 'Hourly', 'Not to Exceed', and 'SG EQ'. Below this menu, the 'Salary Range From', 'Salary Range To', and 'Requested Salary' fields are visible. A red box highlights the 'Rate Frequency' dropdown and the 'Salary Range From' and 'Salary Range To' fields. To the right, there is a 'LIMIT INFORMATION' section and 'Salary Change' and 'Salary Change %' fields.

When **Annual** is selected along with **Yes** in the **Sal Range** box, both the **Salary Range From** and **Salary Range To** boxes will be available for data entry.

This screenshot shows the same interface as the previous one, but with the 'Rate Frequency' dropdown set to 'Annual' and a new 'Sal Range' dropdown set to 'Yes'. The 'Salary Range From' and 'Salary Range To' fields are now active and highlighted with a red box. The 'Requested Salary' field is also visible. The 'LIMIT INFORMATION' section and 'Salary Change' and 'Salary Change %' fields remain on the right side of the form.

When **Annual** is selected along with **No** in the **Sal Range** box, the **Salary Range From** and **Salary Range To** boxes will not be available for data entry.

The screenshot shows a web application interface with a top navigation bar containing tabs: Request, Appointee, Documents, Determination, and Comments. Below the tabs, the 'Request' tab is active. The main content area has a blue header with 'View All', 'First', '1 of 2', and 'Last' navigation links. The form contains several fields:
 

- \*Req Eff Date: [text input] [calendar icon]
- Request Type: [dropdown menu]
- Last Incr Date: [text input] [calendar icon]
- Last Incr Amt: [text input]
- Curr Inc Salary: [text input]
- Requested Salary: [text input]
- Rate Frequency: [dropdown menu] (set to 'Annual')
- Sal Range: [dropdown menu] (set to 'No')
- Salary Range From: [disabled text input]
- Salary Range To: [disabled text input]
- LIMIT INFORMATION: [text area]
- Salary Change: [text input]
- Salary Change %: [text input]

 A red rectangular box highlights the 'Rate Frequency' and 'Sal Range' dropdown menus.

When **Not to Exceed** is selected, the **Salary Range To** box will be available for data entry. The **Salary Range To** box can be left blank when **Not to Exceed** is selected.

This screenshot is similar to the previous one, but the 'Rate Frequency' dropdown is now set to 'Not to Exceed'. Consequently, the 'Salary Range To' input field is now active and white, while 'Salary Range From' remains disabled. A red rectangular box highlights the 'Rate Frequency' dropdown and the 'Salary Range To' input field. The 'LIMIT INFORMATION' section now includes a 'Required?' checkbox which is currently unchecked.

For Graded Phi-tagged positions, the **Salary Range From** and **Salary Range To** boxes will be automatically populated with the range associated with the salary grade and bargaining unit for the position. If the position is an original appointment, the salary will be automatically populated with the hiring rate for the position.

Request		Appointee		Documents		Determination		Comments	
Position #:		#####							
View All First 1 of 1 Last									
*Req Eff Date:	03/10/2016	Rate Frequency:	Annual	LIMIT INFORMATION					
Request Type:	Original Appointment	Sal Range:	Yes						
Last Incr Date:		Salary Range From:	\$65,788.00						
Last Incr Amt:		Salary Range To:	\$82,195.00						
Curr Inc Salary:		Requested Salary:	\$65,788.00	Salary Change: Salary Change %:					

## Compensation Adjustment Changes

Compensation Adjustment changes are being made to automatically populate the **Rate Frequency** box and add new fields to enhance the information shown on-screen.

1. The **Rate Frequency** box will be automatically populate with the last approved rate frequency for the position.
2. The Annual Rate label has been changed to **Requested Salary**.
3. A new field, called **Last Max Approved**, has been added, and will show the last approved maximum salary rate for the position. This field will not be displayed once the transaction is approved. It will only appear on Agency Initiated and Agency Requested transactions.
4. The name of the Position Data section has been changed to **Current Position Data as of Transaction Effective Date**.
5. The Annual Rate label has been changed to **Rate**.

The screenshot shows the 'Compensation Adjustments' screen with two tabs: 'Compensation Adjustments' and 'Comments'. The 'Position #' field is masked with '#####'. Below this is a data entry form with the following fields and values:

- \*Effective Date: 03/02/2016 (Callout 1)
- Rate Frequency: Not to Exceed (Callout 1)
- Action Reason: GSI (Callout 2)
- Requested Salary: (Callout 2)
- Last Max Approved: \$40,000.00 (Callout 3)

To the right of these fields is a 'LIMIT INFORMATION' box with a 'Limit Required?' checkbox. Below the main form is a section titled 'Current Position Data as of Transaction Effective Date' (Callout 4) containing the following data:

Agency:	#####	Agency	Line #:	00005	Pool ID:	###
Title:	2912001	Secy	SG: NS	JC: 2	NU: 06	Program: #####
Location:	0110	Albany	Rate Frequency:	Not to Exc	Subfund:	#####
Pos Type:	P		Rate:	\$40000	Fund Type:	4
Pos Ends:			Fund:	Fund		

Callout 5 points to the 'Rate' field in the table above.

Compensation Adjustment transactions should only be used to provide a DOB authorized General Salary Increase or DOB approved performance advance. Since these transaction can only occur after a budget bulletin is released, the Compensation Adjustment screens will be closed after these transactions have been processed in a given year. BDAs are required to increase a salary, change a range or change the rate frequency of a position.