



AHRS PERIODICAL

Office of Agency Human Resource Services

Statewide Pay Action Summary Report April - June 2006

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	456	448	13.85
Demotion – Voluntary	49	19	-9.75
Demotion – Disciplinary	3	3	-19.42
Demotion - Performance	2	2	-16.26
Disciplinary Pay Action	2	2	-5.00
Role Change – Upward	368	251	9.06
Role Change – Lateral	81	22	6.62
Role Change – Downward	21	4	-12.72
Voluntary Transfer – Competitive	756	471	12.17
Vol. Transfer - Non-Competitive	187	30	.37
Temporary Pay – All Reasons	204	204	10.77
End Temporary Pay	170	170	-8.10
Competitive Salary Offer	61	61	11.47
Reassignment within Band	82	-	-
Apply/Adjust Special Rate	71	71	1.09
IBA – Change in Duties Increase	413	413	6.87
IBA – New KSAs/Competencies	444	444	7.61
IBA – Retention	1017	1017	3.91
IBA – Internal Alignment Increase	1835	1835	6.26
Bonus – Change in Duties	30	30	3.70
Bonus – Internal Alignment	20	20	4.97
Bonus – New KSAs/Comp.	66	66	3.18
Bonus – Retention	32	32	4.36
Bonus – Recognition, Monetary	3179	3179	.75
Bonus – Recognition Non-Monetary	89	85	.07
Bonus – Sign-On	56	56	2.78
Bonus – Recognition Leave	1389	-	-
Bonus – Referral	5	5	1.00
ESP Leave Award	1	-	-
Overall Approximate Totals	11,089	8940	1.52

***There were 8,744 upward pay adjustments at an average of 4.67 %
There were 196 downward pay adjustments at an average of –11.71%***

Workforce Planning and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.

POLICY GUIDE

Executive Order 94 – Workplace Safety and Employee Health

Reminder!

On July 15, 2005, Executive Order EO(94), Workplace Safety and Employee Health was signed by the Governor. EO(94) requires agencies to include in managers' performance expectations, when appropriate, goals to encourage a safer work environment and reduction in work-related employee time lost.

- Section 19, Core Responsibilities (A. Examples of Measures for Performance Management), of the Employee Work Profile (EWP) has been updated to reflect this mandate.
- In addition, agencies need to ensure that job expectations are clearly defined in the EWP to include physical requirements.
- Section X, Physical Demands, has been added to the EWP to reflect this directive. Agencies may use this physical requirements section, develop their own or use the Physical Demands Worksheet prepared by Workers' Compensation to comply with this directive.
- The updated EWP form can be found on the DHRM web site attached to Policy 1.40, Performance Planning and Evaluation, as well as on the DHRM Form web page. The Workers' Compensation Physical Demands form also can be found on the DHRM form web page.

Questions about EO(94) or the Physical Demands Worksheet should be directed to Michelle Allen at michelle.allen@dhrm.virginia.gov.

PMIS History Screens for Former Employees

Agencies now have access to PMIS screen PSE309 for the efficient retrieval of the histories of former employees who now work at other state agencies. PMIS provides information similar to that available through the e-480, but this method should be simpler and more efficient. Access is limited to the period of employment with your agency and does not include personal or historical data prior to or following employment in your agency.

Leave Planning

We are about halfway through the leave year – a good time for employees and supervisors to review leave usage and plan for the rest of the leave year. Although agencies can and should counsel employees concerning careful leave usage, they may not require employees to maintain a certain amount of annual leave. While employees should avoid pay-docking situations by careful leave management, the agency cannot impose a minimum balance requirement. In effect, such a requirement takes away from employees a part of their legitimate leave benefit by making that amount of leave inaccessible to them.

Employees need to check their leave balances and be sure they are managing their time wisely. Early planning can help avoid problems with leave balances that are either too high or too low as the end of the year approaches.

An employee's planned leave is much easier for a supervisor to manage than unplanned leave. Supervisors should encourage employees to manage annual leave and avoid that last minute rush near the end of the leave year when so many employees request time off that all of the requests cannot be approved. Encouraging appropriate leave planning and usage benefits agencies and employees because staff have time to deal with personal matters and to re-charge their batteries for the job.

Preparing for Performance Evaluations and Salary Adjustments

The annual performance evaluation process may begin as early as August 10, 2006 so this is a good time to begin preparations. Supervisors and managers should review documentation now and ensure that they are managing performance throughout the annual cycle.

Human Resources staff also can prepare by ensuring that employee records are up-to-date. In those years when the Governor and General Assembly approve a statewide salary adjustment for employees, DHRM is asked to transact thousands of record adjustments or corrections in PMIS following the IPP Update. The majority of these transactions are required to update leave actions. One records correction typically requires five to six individual DHRM transactions.

An efficient tool for identifying employee records with leave issues and correcting them locally is the PSL001, AGENCY CODE screen in PMIS. You may access this screen directly or link to it from the PMIS broadcast message. The broadcast message immediately alerts you of employees with overdue leave return dates and those whose return dates are set to expire within the next 45 days. Having advanced notice of leave return dates should make it easier for agencies to maintain records throughout the year, particularly in advance of the IPP Update, thus avoiding the need for mass corrections.

Agencies can also download employee data into Excel for review using the e480 Workforce Planning query tool: <http://web1.dhrm.virginia.gov/itech/>, "Workforce Planning" tab in left panel. To request access, select the "Request Access" tab in left panel.

Many related requests are submitted to DHRM to delete statewide adjustments, effect retroactive transactions, and then re-enter the statewide adjustments. While retroactive adjustments are sometimes unavoidable, most can be avoided by processing transactions in a timely manner. DHRM appreciates your support in ensuring that all workforce data is current and reliable.

EMPLOYMENT & CAREERS

The new Recruitment Management System (RMS) went "live" on July 1st. Human resources staff need to create user accounts in order to navigate the system.

You may create your account at <https://jobs.agencies.virginia.gov/hr>. (Please note that the URL is [https](https://jobs.agencies.virginia.gov/hr).) Job applicants can access the RMS at <http://jobs.virginia.gov>.

Agencies must determine who will serve as the agency administrator(s) for the RMS. The agency administrator may submit a request for a user account to the Department of Human Resource Management (DHRM) at RMSinquiry@dhrm.virginia.gov or simply go to <https://jobs.agencies.virginia.gov/hr> to create a user account. Once the user account has been created and submitted for approval, an email notification will be sent to the user to confirm system access. An approved agency HR user (agency administrator) account can then approve others within the agency as system users (agency HR and/or hiring managers). The RMSinquiry@dhrm.virginia.gov address also serves as a helpline for agencies who need assistance in the implementation of the RMS.

You can find information (i.e., users' manuals, training aids and Frequently Asked Questions (FAQs) for both human resources and the applicant) available on the DHRM web site. RMS information will be updated regularly on this site.

Please feel free to send your questions or comments to RMSinquiry@dhrm.virginia.gov.

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at compensation@dhrm.virginia.gov or policy@dhrm.virginia.gov

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