SHARP Customer Service Center

- SHARP Messages -

SHARP Message #645

DATE:	11/29/05
AUTHOR:	HR
SUBJECT:	SHARP Instructions for Classified Employees General Increase

MESSAGE TEXT:

Pending approval of an Executive Directive, all classified employees will receive a general increase of approximately 1.23% effective December 4, 2005.

The 2005 Legislature approved a 2.5% salary increase to be phased in during FY 2006. An increase of 1.25%, representing the first phase, was effective June 5, 2005, and the full 2.5% takes effect December 4, 2005. The second increase is approximately 1.23% in order to prevent a compounding effect that would result in an increase greater than 2.5% over the FY 2005 pay plan.

An effective dated row of December 4, 2005, will automatically insert into classified employees' job data on Sunday, December 11, 2005. The December 4, 2005, job data row will insert the action/reason code of PAY/COL and the new compensation rate for their current step. This includes those employees who are on steps above range. This update does not include classified employees at Regents Institutions. These agencies will process their own employees. In addition, employees who are on an unpaid leave of absence will not be updated. These employees will be updated on a case by case basis when/if they return to active status at some point in the future.

Please add all job data rows that are effective dated prior to or equal to December 4, 2005, before Sunday, December 11, 2005. This includes promotions, demotions, transfers, terminations and any other transactions that require a job data row to be inserted to employee work history. Do not enter rows dated greater than December 4, 2005, until after the general increase has loaded on Sunday, December 11, 2005.

Please contact Patti Pearce at 785-296-7232 or at patti.pearce@da.state.ks.us if you have questions.

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