

Agency Human Resource Services

AHRS Periodical



Virginia Department of
**HUMAN RESOURCE
MANAGEMENT**

Special points of interest:

- Guidance pertaining to the FY16 salary increases is available on DHRM's web site.
- Review files are available in agencies' HuRMan repository folders.
- Manual BLOCK, UNBLOCK, and CERTIFY files must be submitted by August 3, 2015.

August 10, 2015, Salary Adjustments

Please be mindful of the guidance and timeframes associated with the fiscal year 2016 salary adjustments effective August 10, 2015. The annual compensation memorandum, an FAQ document, a quick reference guide, and an employee communication guide are available on DHRM's web site at <http://www.dhrm.virginia.gov/agencyhumanresourceservices/compensationmemos>.

Review files are being distributed to agency folders in the HuRMan file repository. It is important that agencies pay

careful attention to these files and take action as appropriate. If you need to submit manual BLOCK, UNBLOCK, or CERTIFY files, please do so by August 3, 2015. Please follow the memorandum's instructions for building and formatting your files.

If you received an e-mail message regarding your agency's use of sub-bands and/or alternate bands, please respond as instructed by July 31, 2015.

Adherence to the noted timeframes is important to the correct processing of the Au-

gust 10 increases. Instructions regarding follow-up transactions will be distributed on August 11. As communicated in the annual compensation memorandum, guidance pertaining to the 2015 performance management process will be distributed after the August 10 increases are processed.

Please contact your AHRS consultant if you have questions.

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August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Be sure to check the [RMS Upgrade – PeopleAdmin 7](#) website for updates including Tips & Tricks to help you better navigate and use the upgraded RMS. Newly posted information is highlighted on the website to help you quickly identify the most recent updates.

Agency Human Resources staff may also follow [@RMSResources](#) on Twitter to be notified of website updates and other RMS news.

Agency Salary Administration Plans

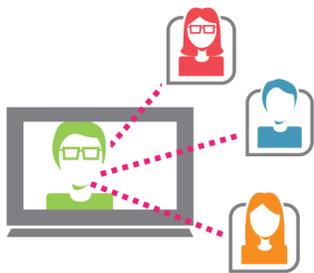
Resources:
[Policy 3.05,](#)
[Compensation](#)
[Appendix A - Agency](#)
[Salary Administration](#)
[Plan Guidelines](#)
Your Assigned Agency
HR Management
Consultant

When did you last review, discuss with management, and communicate your Agency Salary Administration Plan (ASAP)? During the past fifteen years, agencies have been required to complete and maintain an ASAP to address a variety of internal policies and practices

related to compensation and performance management. A well-constructed ASAP can align with and support the agency’s Workforce/ Succession Planning and Talent Management strategies. Such a plan can also ensure more consistent application of pay decisions throughout the

organization. And a current ASAP can be used to answer employees’ inquiries and defend pay decisions .

Veterans’ Preference Webinars



Virginia State Government has consistently demonstrated a commitment to providing employment opportunities to veterans in compliance with the letter and spirit of related law. Veterans currently comprise 8.11% of our total workforce. This ratio is very

close to the 8.5% of veterans of working age in the general population of Virginia. Many individual agencies significantly exceed this benchmark.

DHRM has partnered with the Department of Veterans Services to provide webinars

to HR professionals in state agencies regarding the application of veterans’ preference during the selection process. An additional webinar will be broadcast on September 15th at 10:00 AM. Registration instructions will be disseminated soon

Statewide Pay Action Summary Report for April–June 2015

Reason	All Actions	Salary Changes	Average % Change
Agency Special Rate	173	171	-0.04
Change of Duties Salary	286	286	6.64
Competitive Salary Offer	48	48	13.95
Competitive Voluntary Transfer	692	530	9.77
Disciplinary Demotion	8	8	-7.79
Disciplinary Pay Action	1	1	-10.00
Downward Role Change	11	.	.
End Temp Pay: Acting Status	103	103	-8.48
End Temp Pay: Additional Duties	56	56	-8.26
End Temp Pay: Special Assgnmnt	2	2	-4.67
Exceptional Promotion	1	1	12.50
Field Change	23	20	6.91
Internal Alignment Salary	999	999	6.57
Lateral Role Change	103	29	7.03
New Knowledge/Skills/Abilities	359	359	7.05
Non-Competitive Voluntry Trans	273	64	2.14
Non-Routine	197	195	2.80
Perf Reduction Salary/Duties	1	1	-6.35
Performance Demotion	1	1	-5.00
Promotion	575	561	14.19
Reassignment	77	22	-4.80
Retention Salary Increase	214	214	6.24
Temp Pay: Additional Duties	67	67	7.51
Temp Pay: Special Assignment	9	9	6.33
Temporary Pay: Acting Status	94	94	9.32
Upward Role Change	197	130	9.98
Voluntary Demotion	53	35	-11.28
Change of Duties Bonus	27	27	4.24
Internal Alignment Bonus	4	4	2.53
New Knowledge/Skills/Abilitie	137	137	3.66
Recognition Award Leave Hours	10694	.	.
Recognition Award Monetary	1642	1642	1.22
Recognition Award Non-Monetar	255	255	0.14
Referral Bonus Pay Out	8	8	0.69
Retention Additional Leave	5	.	.
Retention Bonus	6	6	4.94
Retention Bonus Pay Out	322	322	4.53
Sign-On Additional Leave	13	.	.
Sign-On Advanced Leave	1	.	.
Sign-On Bonus Pay-Out	10	10	4.44
Suggestion Award Leave Hours	4	.	.
Totals	17751	6417	5.01

For the second quarter, there were: 3,616 base salary increases averaging 8.57%; 396 base salary decreases averaging -7.64%; and 2,411 bonus actions, averaging 1.74%.

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.

Layoffs – Using the Severance Calculator and Completing the VRS-11



Layoffs are one of the most difficult functions that HR professionals must conduct. Ensuring that estimates for severance benefits are accurate can help in your discussions with employees who are impacted by this significant life change.

The [Severance Benefits Calculator](#) on the DHRM website can be used to provide an estimate to impacted employees that is useful in their decision-making and planning. Please be sure to follow the instructions carefully so that the calculations will be accurate. The most common errors made in using the calculator are noted below.

- Annual Salary Rate: Exclude temporary pay.
- Years of Service: Record the number of completed and continuous years of service in the calculator; the calculator will round that number up. For example, if the employee has 15 years and 3 months of service, record 15 in the calculator. The calculator will round that up to 16 years.

Years of Continuous State Service Completed:

15

(As of layoff or retirement date, the calculator rounds up service. Please enter a whole number.)

- Health Benefits: Be sure to record BOTH the health benefits plan AND the type of coverage.

Employee's Health Benefits Plan:

COVA Care

Type of Health Benefits Coverage: Employee Plus One

- Leave Balances: When noting leave balances, remember that, for employees in the VSDP plan, no sick leave balances should be recorded as Traditional Sick Leave. There is no pay-out for Family/Personal or Sick leave under the VSDP. (The calculator will automatically show a \$0 value if leave is recorded but the employee is in VSDP. However, an employee may question the information if a leave balance is shown but no monetary value displays.)

The VRS-11 form must be completed to certify that the employee is being laid off involuntarily. This form addresses calculations a little differently and HR professionals sometimes assume that there is a discrepancy. As long as the VRS-11 form and the severance calculator are completed correctly, the formulas provide the same results. The VRS-11 form requires that the employee's service time be rounded up FIRST and then recorded on the form.

“As long as the VRS-11 form and the severance calculator are completed correctly, the formulas provide the same results.”

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Virginia Department of
HUMAN RESOURCE
M A N A G E M E N T

The 1st Source for HR Information

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.

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