❑ Welcome

In previous lessons we reviewed Personal Information and Job Information in Workforce Administration. We also learned how to enter transactions in both of these areas.

In Lesson 4 we'll discuss the various salary plans that determine how employees are paid and how they relate to job codes and positions.

We will also discuss longevity bonus payments and who is eligible to receive them.
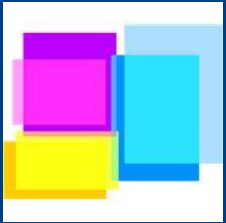
❑ **Lesson Objectives**

After completing this lesson, you will:

- Be aware of the various salary plans used in SHARP.
- Have a better understanding of how salary plans affect employee pay.
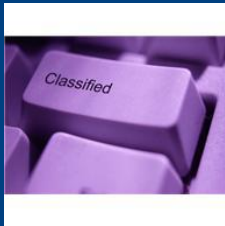- Know about Longevity Bonus payments and who is eligible.

❑ **Lesson Topics**

In this lesson you will learn about the following topics.

Topic 1: Salary Plans Overview	Topic 2: Classified Salary Plan	Topic 3: Unclassified Salary Plan	Topic 4: Non-Judicial Salary Plan	Topic 5: Longevity Bonus	Topic 6: Benefits Service Date

❑ Salary Plans Overview

Salary plans are established in SHARP for various types of employees including Classified employees, Unclassified employees in the Executive Branch whose salaries are set by the Governor, the Judicial Branch, Judges, Legislative Branch, Elected Officials, and SRS Physicians. Employees whose pay is set by statute, board or other authority are tied to a salary plan as well.

Each job code is assigned to a salary plan. Both job codes and salary plans are maintained centrally.

The State of Kansas uses several salary plans:

Classified Salary Plan - Assigned to job codes for Classified positions. This plan has unique Pay Grades 007 - 038. Each Pay Grade has steps 4-16 that set minimum and maximum rates of pay. Steps 17 and 18 are reserved for the purposes of providing market based wage adjustments and no employee may be placed on Step 17 or 18 unless authorized to do so by executive directive. These two steps are not used for hires, promotions, demotions, etc.

Unclassified Salary Plan - Assigned to job codes for Unclassified positions (excluding Judicial Branch positions). The plan does not use Pay grades or steps to set minimum and maximum rates of pay.

Non-Judicial Judicial Salary Plan - Assigned to job codes used by the Judicial Branch for Unclassified Non-Judicial positions.

❑ **Salary Plans Overview**

Judges Salary Plan - Assigned to job codes used by the Judicial Branch for Unclassified Judicial positions.

Legislature Salary Plan - Assigned to certain job codes for Unclassified positions. The plan does not have Pay Grades or steps.

Daily Salary Plan - Assigned to certain job codes for Unclassified Board Members.

SRS Physician's Salary Plan - Assigned to certain job codes for Unclassified positions.

Classified Without Grade Salary Plan - Assigned to unique Classified positions that do not follow the Classified Salary Plan.
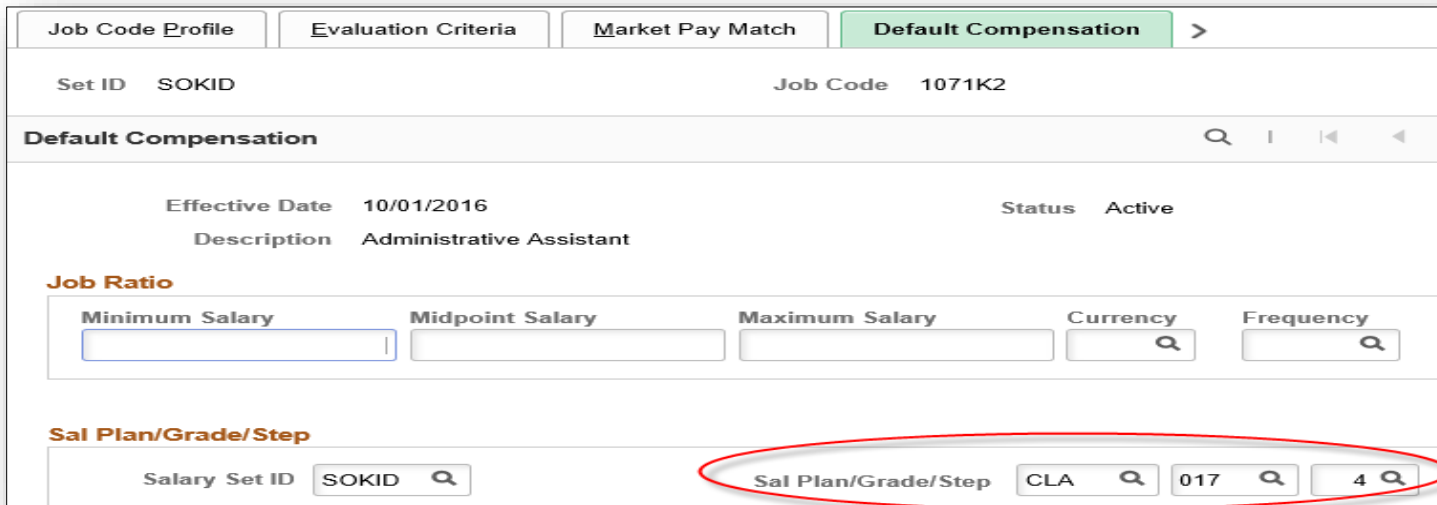
Let's take a closer look at the Classified, Unclassified, and Non-Judicial Judicial Salary Plans.

❑ Classified Salary Plan

A job code is entered for each position in SHARP. In turn, each job code is assigned to a salary plan. Since the Classified Salary Plan is based on a salary matrix with pay grades and steps, each Classified job code is tied to a pay grade.

In the example below, Classified job code 1071K2 (Administrative Assistant) is assigned to Salary Plan CLA (Classified), on Grade 017. The Step is 4 on the job code, which means that when a person is hired into a position the step defaults to 4.

❑ **Classified Salary Plan**

In Lesson 2, we discussed how to appoint employees to Classified positions and that the step defaults to 4 on the Salary Plan page in Job Data.

When you click on the 'Default Pay Components' button on the Compensation page, the corresponding rate of pay on the Classified pay plan defaults as the hourly rate. In other words, Classified job code 1071K2, Grade 017, Step 4 is an hourly rate of 12.35 on the Kansas Civil Service Basic Pay Plan as of June 5, 2016. You can view this pay plan here.

❑ **Unclassified Salary Plan**

Job codes assigned to the Unclassified Salary Plan share one Salary Grade – 001 and there are no assigned pay rates or steps. Therefore, a pay rate doesn't automatically insert when a person is appointed to a position with a job code tied to the Unclassified Salary Plan.

❑ **Unclassified Salary Plan**

You must manually enter an hourly rate in the Comp Rate field on the Compensation page in Job Data when an employee is appointed to a position tied to the Unclassified Salary Plan.

When you click on the 'Calculate Compensation' button the annual rate and other compensation fields on the page update based on the hourly rate.

❑ **Non-Judicial Employees in Judicial Branch Salary Plan**

The Non-Judicial Judicial Salary Plan (code WS) is tied to certain Unclassified job codes used only by the Judicial Branch for Unclassified Non-Judicial (non-Judge) positions.

These job codes are assigned to pay grades and steps on a pay matrix used only by the Judicial Branch of state government. In this example, the Clerk Typist job code is tied to the WS salary plan on Pay Grade 011, Step 1.

❑ **Longevity Bonus**

Classified employees (and designated unclassified employees) may be eligible to receive longevity bonus payments upon reaching 10 years of service with the state as authorized by K.S.A. 75-5541. At that time, employees receive payments based on $40 for each year of service. Payments are capped at 25 years of service, or $1,000.

Employees hired or rehired after June 15, 2008, are not eligible for a longevity bonus. However, if a person was laid off and comes back to active Classified service under the provisions of K.A.R. 1-6-23 (Reemployment) they are still eligible to receive a longevity bonus.

In addition, if an employee was previously eligible for a longevity bonus moves to a position in the Unclassified service (that is not eligible), and returns to a Classified position after June 15, 2008, provided there was no break in service with the state, that employee would be eligible for the longevity bonus.

In order for the automated Longevity program in SHARP to work properly, you must enter the correct Hire or Rehire action and reason codes as you appoint employees.

Also, an employee must be terminated from a non-benefits eligible position before being appointed to a benefits eligible position in order to prevent a longevity bonus calculation.

❑ Longevity Bonus

SHARP runs a program at the beginning of each pay period (Sunday) which "reads" the Benefits Service Date of eligible employees. If the month and day of the Benefits Service Date falls within that pay period, and the employee is in Active status, the employee is added to the **Longevity Bonus- Active page** with the Approved? check box on. This means the Longevity (LNG earnings code) and Overtime Differential Pay due (ODP earnings code) -- if overtime was reported in the previous 12 months -- will add to the employee's timesheet on the Monday night following the end of the pay period.

If the employee is on Leave of Absence or Suspended, the employee will appear on the **Longevity Bonus - Inactive** page with the Approved? check box off.

You can access these pages by entering the Department on the Longevity Bonus search page.

❑ **Longevity Bonus**

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The bonuses are paid in the next regular pay check after the eligible employee's length of service reaches 10 or more years of service if the employee is in Active Payroll Status. (Length of service for employees who work .50 or more are not prorated).

Except for employees on military leave, employees who do not accumulate length of service while on leave (e.g., classified employees on leave without pay) do not receive a longevity bonus while in leave status.

Employees on military leave without pay are to receive longevity bonuses that they would have received had the employee not been on military leave without pay. Bonuses are to be paid when due, just as if the employee were not on military leave.

Agencies are responsible to temporarily return the employee from leave in order to process the longevity bonus.

❑ **Longevity Bonus**
    ❑ **Benefits Service Date**

The Benefits Service Date on the Employment Information page impacts the amount and when an eligible employee receives the longevity bonus. As mentioned in previous lessons, it's very important that this date is correct since it's used to calculate an employee's length of service.

❑ **Longevity Bonus**
❑ **Benefits Service Date**

If Length of Service is adjusted on the Kansas Employment page, the Benefits Service Date on the Employment Information page automatically adjusts to reflect this change.

❑ **Longevity Bonus**
   ❑ **Benefits Service Date**

Or you can change the Benefits Service Date manually by checking the 'Override' box next to the field on the Employment Information page.

The date field then opens so you can change the Benefits Service Date.

❑ **Lesson Summary**

Salary Plans

In SHARP, salary plans are established for various types of positions and employees and each is assigned to a salary plan. Both job codes and salary plans are maintained centrally. We looked more closely at the Classified, Unclassified, and Non-Judicial Judicial Salary Plans.

Longevity Bonus

Classified employees (and designated unclassified employees) may be eligible to receive longevity bonus payments upon reaching 10 years of service. Employees hired or rehired after June 15, 2008, are not eligible for a longevity bonus in most cases. The Benefits Service Date on the Employment Information page in Job Data impacts the amount and when an eligible employee receives the longevity bonus.