

Kopp, Kathy - OSER

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Sent: Tuesday, June 17, 2014 3:59 PM
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Cc: Kopp, Kathy - OSER; Wiesman, John M - OSER
Subject: OSER Update regarding IT Market Adjustments

Kathy Kopp has shared the following information regarding implementation of the IT Market Adjustments:

- Central Payroll (CP) will distribute spreadsheets to agencies on Friday, June 20, based on employee information for Pay Period 13 ending June 14. CP will provide administrative instructions.
- Finalized spreadsheets will be due to Central Payroll by July 2. John Wiesman at OSER should be copied on the spreadsheets submitted to CP. John will be assisting CP in identifying any administrative problems.
- Agencies will be responsible for making revisions, additions, and/or deletions to their agency spreadsheet for all internal transactions and original hires in Pay Period 14 involving eligible IS classifications, and for any internal transactions (intra-agency or inter-agency) effective June 29, the first day of Pay Period 15 and the effective date of the market adjustments.
- Original hires effective June 29 are *not* eligible for the IS market and do *not* generate funds.
- Internal transactions (intra-agency or inter-agency) effective June 29 will be processed *before* the General Wage Adjustment and *before* the reallocation of the professional IS classifications to the newly created IS pay ranges. Therefore, the \$1.50 market generation is based on the final agency and classification title on June 29 for each employee. For example, if an employee transfers between agencies effective June 29, the receiving agency gets credit for the employee, and the employee does *not* generate market for the previous "sending" agency.
- Personnel transactions effective June 29 or earlier that are not processed in time to be on the spreadsheets submitted to Central Payroll by July 2 may still be processed manually through CP by July 9.

Any questions regarding the above information should be directed to John Wiesman, OSER Compensation Analyst, by phone at 266-1418 or via e-mail at john.wiesman@wisconsin.gov.

Thanks.

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