Overview

The HR teams are responsible for three steps related to the granting of Within-Grade-Increases (WGI) to staff:

- Determining who is eligible each pay period
- Securing the supervisor's Level of Competence determination
- Ensuring the action generates or processing the WGI manually if necessary.

Procedures

Determining WGI Eligibility

1) Navigation

   Home > Reporting Tools > Query > Query Viewer

   Note: For detailed information on running queries/reports see the Public Queries/Reports job aid.

2) Each HR team is responsible for determining who is eligible to receive a WGI in a given pay period.
   a) You must access, review, and reconcile several separate reports in Capital HR and check the leave without pay (LWOP) status of each of the employees.
3) Queries:
   a) HE0001: Possible WGI
      i) To run the query, enter HE0001 in the 'Search by' box:
      ii) This report identifies employees who are eligible for a WGI in any given pay period prior to the effective date of the WGI
      iii) It also identifies employees who are eligible but for whatever reason, the WGI will not generate.
      iv) Run this query three weeks in advance of the effective date AND the Monday after the beginning of each pay period.
      v) Query parameters:
         (1) WGI Due Date >: Beginning date of the pay period
         (2) WGI Due Date<: Beginning date of the pay period
         (3) SetID: NIH00
         (4) Click on 'View Results'
      vi) Research whether the employees on the report that is run AFTER the beginning of the pay period should have received the WGI.

vii) WGI's will not process automatically for eligible employees who have pending actions; therefore, these employees will appear on the report as being eligible but not having a WGI processed. Once you have confirmed that these employees should have received the WGI, the WGI should be processed manually (see section 3 of this job aid, "Processing a Manual WGI").

b) HE0021: WGI Elig - Missing Reports To

i) To run the query, enter HE0021 in the 'Search by' box:

ii) This query identifies employees who are eligible for WGIs but do not have an entry in their "Reports To" field in Capital HR.

iii) A WGI will NOT generate for employees whose "Reports To" field is not complete. For employees without a "Reports To" you should contact the program area to obtain the information below and e-mail it to CSD:

(1) Employee's name

(2) Employee's EmplID

(3) Employee's position number

(4) Name of the person to whom the employee reports

(5) Position number of the person to whom the employee reports

iv) Run this report three weeks in advance of each effective date.

v) Query parameters:

(1) Start Date – Beginning date of the pay period

(2) End Date - Last day of the pay period

(3) Department SetID: NIH00

(4) Click on 'View Results'

c) HE0022 – WGI Elig – No Employee Review

i) To run the query, enter HE0022 in the 'Search by' box:

ii) This query identifies employees who are eligible for a WGI but do not have a rating in Capital HR.

iii) A WGI will NOT generate for employees who do not have a rating. For employees without a rating, you should contact the supervisor to obtain the needed information and key the appropriate performance rating as indicated in step iv below.

NOTE: If the employee is not ratable, the performance information still needs to be keyed using the appropriate code for not ratable. This information needs to be keyed into Capital HR before the effective date of the WGI.

iv) Processing a Rating:

(1) Navigation

Home > Compensation > Base Compensation > Review History USF

(2) Locate employee record and enter:

(a) Effective Date -use date keyed

(b) From Date -use 01/01/year of current rating period or EOD date if applicable

(c) To Date – use date keyed

(d) Rating Scale – A

(e) Rating – choose one of the following:

(i) 1=Unacceptable

(ii) 3=Fully successful or equivalent

(iii) X=Not rated

(iv) Z=Exclusion

v) Run this query three weeks in advance of each effective date.

(1) Start Date – Beginning date of the pay period

(2) End Date - Last day of the pay period

(3) Department Set ID – NIH00

(4) Click on 'View Results'

d) HE0050 – WGI Elig – Old Review Data

i) To run the query, enter HE0050 in the 'Search by' box:

ii) This query identifies employees who are eligible for a WGI but have a rating that is over 15 months old.

iii) A WGI will NOT generate for employees whose performance rating is over 15 months old. For these employees you should contact the supervisor to obtain the needed information and key the appropriate performance rating as indicated in step c.) iv) above.

NOTE: If the employee is not ratable, the performance information still needs to be keyed using the appropriate code for not ratable. This information needs to be keyed into Capital HR before the effective date of the WGI. To process the rating see the section above on "Processing a Rating."

iv) Run this query three weeks in advance of effective date.

v) Query Parameters"

(1) Within-Grade Increase Due Date - Beginning date of the pay period

(2) 15 Months Date -Subtract 15 months from the effective date of the WGI

(3) Click on 'View Results'

e) HE0002 – Automatic WGI

i) To run the query, enter HE0002 in the 'Search by' box:

ii) This report identifies employees who received a generated WGI for any given pay period.

iii) Run this report the Monday following the beginning of each pay period or Tuesday if Monday is a holiday.

iv) Query parameters:

(1) Start Date – Beginning date of the pay period

(2) End Date – Last day of the pay period

(3) Work in Progress – Pro

(4) Department Set ID – NIH00

(5) Click on 'View Results'

f) Verfiy LWOP/ AWOL status

i) Once you have used identified the employees possibly eligible for a WGI, the LWOP status of each employee needs to be checked to determine if the WIGI needs to be delayed.

ii) Human Resource Assistants are responsible for obtaining LWOP/AWOL information from the timekeepers and/or AO's and taking appropriate action if a WGI should be delayed.

iii) If an employee has had excess LWOP/AWOL, the HR Assistants should compute the new eligibility date and process a 9000 in Capital HR, using a current effective date to update the new WGI eligibility date.

Securing the Supervisor's Level of Competence Determination:

1) The HR staff is responsible for securing the supervisor's Level of Competence determination.
2) This process is to be handled electronically, using the e-mail message below and should be sent three weeks in advance.

Date: Current Date

From: Name of HRA

Subject: Within Grade Increase

The following employee is eligible for a Within Grade Increase effective on MM/DD/YY:

EMPLOYEE NAME:

GRADE:

NEW STEP:

For the employee to receive this Within Grade Increase, he/she must be currently performing at an acceptable level of competence. Please check the appropriate box below and reply by return email no later than: (Use date two weeks prior to effective date of WGI.)

_____ WIGI Approved (The employee is performing acceptably).

_____ WIGI denied (The employee is not performing acceptably).**

3) The electronic approval/disapproval should be received back from the supervisor/manager two weeks prior to the effective date of the WGI.

Note: Contact your Human Resources Specialist immediately for further instructions if the employee's performance is not acceptable, and you wish to withhold the within-grade-increase.

Processing a Manual WGI:

Automatic WGIs should generate the first Monday or Tuesday of each pay period. If an employee is due a WGI and an action exists in any WIP status other than "PRO", the WGI will not generate.

If an employee does not receive an automatic WGI and you have determined that the employee is eligible based on a review of the reports and the supervisor's Level of Competence certification, a manual WGI should be processed as follows:

1) Navigation

   Home > Workforce Administration > Job Information > HR Reviewer/HR Processor
2) Locate the employee record
3) Insert a new row and enter:
   a) Effective date
   b) Action – PAY
   c) Reason Code – WGI
   d) NOAC:
      i) 8910 for GM payplan
      ii) 8930 (for all other pay plans)
   e) Legal Authority:
      i) Z2P – GM WGI
      ii) Q7M – GS WG
      iii) VUL – Wage Employees
   f) Remarks – Use all appropriate remarks
4) Select the Compensation Tab and enter:
   a) New step
5) Select the Employment 1 Tab and enter:
   a) New LEI date
   b) New eligibility date
6) Ensure WGI status is "waiting" unless the WGI takes them to the top step of their grade.

NOTE: For employees due WGI's that have pending actions, the WGI status will be "approved", however, the WGI will not have generated. Change the status to "waiting" unless at the top of the grade.

For Help Contact HR Systems Support:

Submit a help desk ticket:
http://intrahr.od.nih.gov/helpdeskform.htm

Email:
hrss@nih.gov

Website:
http://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm

Try It with OnDemand:
http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html