

Department of Accounts Payroll Bulletin

Calendar Year 2023

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The Payroll Bulletin is published periodically to provide HCM agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Cathy McGill at (804) 371-7800 or Email at cathy.mcgill@doa.virginia.gov

State Payroll Operations

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General Guidelines for June 10, 2023, Salary Increase

DHRM Policy and Guidance

The Department of Human Resource Management distributed a memorandum dated May 17, 2023, entitled Fiscal Year 2024 Authorizations and Compensation Activities. Within this document DHRM provided an explanation of the policies related to the June 10 salary increase.

www.dhrm.virginia.gov/docs/default-source/compensationdocuments/fy24compensationmemo.pdf?sfvrsn=6909a7f2_4

Additional resources, including a FAQ, are available here:

<https://www.dhrm.virginia.gov/hr-partners/compensation-and-classification/resources-for-june-10-2023-pay-increase>

Legislative Increase

Beginning in 2023, DHRM in conjunction with Cardinal implemented an automated tool to evaluate, verify, and process salary increases as authorized in accordance with the Act of Appropriations for agencies utilizing the tool. See job aid HR351, Using the Legislative Salary Increase Tool (FY24) for more information. Agencies also had the option to manually key increases or send them to Cardinal HCM via the HR003 Employee Data Interface or a Job Data Mass Upload. Regardless of the method employed, all increases should be entered no later than June 15 when paysheets for the 06/10 – 06/24 pay period will be created.

Imputed life in HCM is calculated during the first pay period of each month. Mid-month changes do not trigger a recalculation of imputed income for the month and agencies are NOT required to manually calculate and enter.

Changes to retirement creditable comp will process on July 5 with the VNAV interface from VRS.

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General Guidelines for June 10, 2023, Salary Increase

**Employees
Who Exceed
Maximum Pay
Band Amount**

Base pay is restricted to the appropriate pay band maximum for the position. If the computed salary increase exceeds the limit, rates will be increased by the maximum allowed amount. Excess amounts are paid as a one-time non-discretionary bonus to the employee. This bonus amount will not be updated in HCM automatically. Spot transactions with earnings code, BON, will be required. Contact your HR department for a list of employees and amounts.
