

ANALYST INSTRUCTIONS FOR PAY LETTER PROCESS

1. What should go into Section I Pay Letter?

(Use the Class Data Sheet to send information to the Personnel Services Branch.)

- a. CBID changes.
- b. WWG changes.
- c. MCR changes.
- d. Special salary adjustments.
- e. Revisions to the Alternate Range Criteria other than deep classes. (Revisions to salary issues for deep classes are included in Section I.)
- f. Deletion of Special In-Grade Salary Adjustments (SISA).
- g. Establishment/revision to pay differentials. (To be effective the first of a pay period.)

NOTE: If any of these changes are included as part of a classification action (Board item), the changes will be included in Section II Pay Letter.

2. What should go into Section II Pay Letter?

- a. Classification changes adopted by the SPB.
- b. Footnote 19 changes.
- c. Revisions to Alternate Range Criteria for deep classes other than salary issues.
- d. Corrections to items listed in Section II Pay Letter.

3. How should specification and footnote changes initiated by the SPB analyst be incorporated in the Pay Letter process?

The SPB analyst will notify the DPA analyst responsible for the class affected by the change. The DPA analyst is then responsible for filling out the Class Data Sheet.