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Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

March 29, 2019

MEMORANDUM

To: All **Non SPMS** State Agencies

From: Dhiren V. Shah
              Deputy Director
              Central Payroll Bureau

Subject: April 1, 2019 COLA Pay Adjustment

Employees scheduled for a COLA will be eligible for a partial pay adjustment representing the new rate of pay for the last 9 days of the pay period, which ends April 9, 2019. The new rate of pay will be posted on the on-line Exception Time Report for the following pay period, which ends April 23, 2019.

The April 1 COLA salaries that have been certified to us by Statewide Personnel System (SPS) for pass through agencies, USM Personnel Authorization Consolidation Site (PACS), and Judiciary should have a system generated entry in the INCR ADJ field on the top right-hand corner of the on-line Exception Time Report (ETR) for the pay period ending April 9th. No other salary changes will be processed for the April 9th pay period. The adjustment is calculated by multiplying 9/14 (decimal equivalent **0.642857**) of the difference between the old and new biweekly rate of pay.

EXAMPLE:
The new bi-weekly pay adjustment COLA is based on the normal (non-leap year) rate and is computed as follows:

New Increment Salary 4/1/2019	1930.13	Grade 16 - 3
Old salary	1920.50	Grade 16 - 3
Difference	9.63	
Times (9/14)	x 0.642857	
COLA Adjustment	6.19	

The pay scale showing the biweekly salary for all grades and steps can be found on our web site:
http://comptroller.marylandtaxes.gov/Government_Services/State_Payroll_Services/Salary_Scales/

A. If an adjustment is not system generated for an employee and the employee is due an April 1 salary increase, it will be necessary for you to calculate and enter the adjustment in the ADJ REG WITH RET (Subject to Retirement) field, with an explanation in the Remarks field.

B. If an employee is not due the full system generated adjustment, reduce it by entering the reduction amount with a minus sign in the ADJ REG WITH RET field. If both a reduction adjustment and a manual increase adjustment are necessary, the amounts must be combined (netted) for one manual entry in the same field, with an explanation in the Remarks field.

C. Any absence without pay occurring on April 1 will require an offset to the system generated adjustment. The "minus adjustment" must not exceed the amount of the system generated adjustment. If you need help with this calculation, please call our office for assistance.

D. If an employee is on accident pay for the entire pay period you need to post 10 days absent and minus the system generated increment adjustment by entering the reduction amount with a minus sign in the ADJ REG WITH RET field. The accident dollars to be paid will be calculated by adding the system generated increment adjustment to the biweekly salary times the accident rate (.6667). The result should then be entered in accident $ field with the corresponding hours in accident hours field. Please call our office for explanation on how to handle partial accident pay.

If you have any questions regarding any of these changes, please call our office at 410-260-7401.

SPECIAL NOTE FOR CONTRACTUAL EMPLOYEES:

Contractual employees are not automatically eligible for the COLA. DBM has indicated that agencies may provide contractual employees the COLA if the agency can pay for it out of existing funds and meet their reversion targets. DBM will not reimburse the agency for providing the bonus.

Please email Cindy Kollner, Executive Director of the Office of Personnel Services & Benefits, at cindy.kollner@maryland.gov of your agency's intention to provide the COLA to your contractual employees.