

FY16 Compensation Guidelines – HRIS Salary Action Entry Instructions

In an effort to produce more accurate HRIS reports and to assist with auditing, the table below outlines how agencies should enter the following Salary Actions into HRIS.

SALARY ADJUSTMENT TYPE	HRIS ACTION CODE	HRIS REASON 1 CODE	HRIS REASON 2 CODE	HRIS COMMENT VERBIAGE
COUNTER OFFER	JOB / PAY CHANGE	COUNTER OFFER	N/A (NOT APPLICABLE)	—
DEMOTION (EMPLOYEE RETAINS SALARY)	JOB / PAY CHANGE	DEMOTION	NO PAY CHANGE	INDICATE IF DEMOTION IS “VOLUNTARY” OR “INVOLUNTARY”
IN-GRADE ADJUSTMENT	JOB / PAY CHANGE	IN-GRADE ADJUSTMENT	N/A (NOT APPLICABLE)	—
LATERAL TRANSFER (EMPLOYEE RECEIVES SALARY INCREASE)	JOB / PAY CHANGE	LATERAL TRANSFER	PAY CHANGE	—
POSITION REALLOCATION (SALARY INCREASE ABOVE STANDARD 2.5%)	JOB / PAY CHANGE	REALLOCATION	ABOVE STANDARD	—
SPECIAL ASSIGNMENT	STATUS / SCHEDULE	SPECIAL ASSIGNMENT	BEGIN / START	—
			END / COMPLETED	—