



Annual Increment - Quarterly Audit Guidance



Annual Increment dates are established in accordance with 101 KAR 2:034 Section 4(3). This date, stored on *Infotype (IT) 0041 – Date Specifications*, reflects the next date that the employee is due to receive an annual increment action. To facilitate accuracy of employee records, agency HR offices conduct a quarterly audit of the employee increment dates, with audits occurring in April, July, October, and January. Additionally, the Division of Employee Management, Personnel Administration Branch conducts an annual audit of increment records. Provided within this document, are recommended procedures and tips in conducting an effective annual increment audit.

ZPAR004 Position – PA Master Position Report

The PA Master Position Report is the recommended report to utilize for auditing increment dates as the employee’s status and increment date are both listed on the reporting output. Upon accessing the selection screen, the user needs two pieces of information: the organizational unit and the reporting key date. The organizational unit will vary based on the user’s responsibility. The reporting key date will be one of the following:

Month of Audit	Reporting Key Date
April	March 31
July	June 30
October	September 30
January	December 31

Additionally, to better assist the user, the */ANNINCREMNT* layout has been saved, excluding multiple columns unrelated to the audit process. Users can run the PA Master Position Report with or without selecting the special layout. Once the report is executed, the user will need to review the output to verify the following:

1. All employees with status should have increment dates listed that fall within 12 months of the reporting key date.
2. All employees on initial probation should have increment dates listed that are 12-24 months from the reporting key date.

To accomplish this review, the user may find it beneficial to export the output table to Microsoft Excel and utilize the spreadsheet filtering and sorting features.

ZPAQ0032 – All Actions Approved for Month

Once the increment dates are validated to be current, the user should also verify that employees who held status received an annual increment action during the previous year. Agencies may find *ZPAQ0032 – All Actions Approved for Month* to be helpful with this review. The user can copy the PerNrs from the preceding report (most effective when copying from Excel) and upload them from the clip board rather than manually typing each PerNr.

Once the PerNrs have been copied, the user can access ZPAQ0032. From the selection screen, select the Multiple Selection icon  to the right of the Personnel Number field. From the Multiple Selection for Personnel Number table, select Upload from Clipboard . The user should identify the OrgStructure, as well as the following information:

Field Name	Field Entry
Action Type	Z9 (Change in Pay)
Action Reason	03 (Annual Increment)
Start Date	January 1, XXXX to December 31, XXXX (listing the duration of the prior year)

Note: Reporting instructions for both of the above transactions are available on the HR Website under Resources/ /Reports/Personnel Administration.

Next Steps

The agency must address any issues discovered as a result of the quarterly audit of annual increment dates.

- If the increment date requires adjusting, the agency can process a *Miscellaneous Action –Increment Date Change*. Remarks are required for this action type/reason.
- If the employee did not receive an annual increment that should have been provided, the agency will need to manually process a *Change in Pay – Annual Increment* for the appropriate date, following the appropriate procedures for retroactive processing.

Once the quarterly audit has been completed for the entire agency, an email should be sent to the assigned PA Consultant, copying the HRE.