



Updating Approved Salary Plans on Position Overview

There are rare occasions when an agency seeks to extend the maximum salary limit on specific positions in order to recruit and retain incumbents. This Job Aid will address the process to update an Alternate Salary Plan and Grade on a Position.

Prior to DHRM changing the salary grade on a Position, the following steps will have been completed:

- 1. Agency HR identifies the need for an Alternate Salary Plan
- Agency HR requests DHRM approval of an Alternate Salary Plan, in writing to the DHRM Compensation Team for the respective Business Unit if none exists or an adjustment is required. Request shall include justification for the Alternate Plan, relevant pay factors, and contain a list of impacted positions
- 3. DHRM approves or denies the Alternate Salary Plan
- 4. If approved, DHRM will work with PPS to create the Alternate Salary Plan in Cardinal
- 5. DHRM creates a help desk ticket to track the request
- 6. PPS completes configuration of the new Alternate Salary Plan in Cardinal and updates the help desk ticket
- 7. DHRM is notified of completion, verifies that the alternate salary plan is correct for the Business Unit and closes the help desk ticket

After the above steps, the DHRM and Agency user will follow this Job Aid to complete the last three steps in the process:

- 1. DHRM updates the position(s) to reflect the new Alternate Salary Grade
- 2. DHRM sends email to HR Agency to notify them of completion of the Alternate Salary Plan/Grade change
- 3. Agency HR updates the Alternate Salary/Grade Table and Position(s) with step if applicable
- 4. Update the incumbent's job record with the new compensation rate

For further information on Compensation Changes, see the Job Aid titled **HR351_Updating an Employee's Compensation** Job Aid. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.



Human Resources Job Aid

HR351_Updating Approved Salary Plan on the Position

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 2</u> ; after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



DHRM Updates Position

After PPS configures the new Alternate Salary Plan, DHRM will update the Position.

Step	Action			
1.	Navigate to the Position page using the following path: NavBar > Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Manage Position			
The View	Manage/Create Position Search page displays.			
	▼ New Search View Manage/Create Position			
	Position Number Q Description Position Status ~ Position Status ~ Reports To Position Number Q Business Unit Q Department Q Search Clear			
2.	Enter the applicable Position Number in the Position Number field.			
	Position Number			



Step	Action
3.	Click the Search button.
	Search Clear
The Pos i	tion information displays.
1	Iew Search View Manage/Create Position 1 results found. 1
	sition Number S00283 Q Chart No
De	scription + Add 1 row
Po	sition Status
Re	Clipports To Position Number Clipports To Position Number Clipports To Prog & Services Clipport Clipport Clipport Reservices Clipport Reservices
Ви	siness Unit
4.	Click the corresponding row to select the applicable Position.
	Position Reports To Business Company Department Status Job Current Head Number ☆ Description ☆ ◇ Unit ◇ ◇
	Number & Description * O Unit & O Code & Count & CJS00283 Division Dir Prog & Services CJS00001 14000 CJS 10310 Active 19225 1/1
The Pos i	tion Details page displays for the applicable Position.
	Search Results Position Details
	Position Number CJS00283 Headcount Status Filled Count 1 of 1
Г	1 row
L. L	+ + sffective Date Effective Sequence ◊ Reason ◊ Business Unit ◊ Department ◊ Job Code ◊ Location ◊ Approval Chain ◊ ◊ Sequence ◊ Sequence ◊ Location ◊ ♦ Approval Chain ◊
	1/01/1901 0 New Position Dept of Criminal Justice Svcs Programs Div. Director Gen Admin Manager III Washington Building Approved Approval Chain
5.	Click the Add a New Row icon (+) to make the change to the Position.
0.	
	+ Effective Date Effective Reason & Rusinger Unit & Department & Unit Code & Leastion & Status Approval Chain
	Effective Date Energine Care Reason \diamond Business Unit \diamond Department \diamond Job Code \diamond Location \diamond Status Approval Chain 01/01/1901 0 New Position Dep of Criminal Justice Svcs Programs Div. Director Gen Admin Manager III Washington Building Approval Chain >



Step	Action				
The Requ	quest Details page displays in a pop-up window.				
	Cancel Request Details Continue				
	*Effective Date				
	Effective Sequence 0				
	Reason Code Q				
6.	The Effective Date field defaults to the current date. Update as needed using the Effective Date Calendar icon.				
	Note : If a respective pay increase regarding this alternate grade is planned, ensure that the effective date is prior to the date of the compensation change.				
	*Effective Date 01/16/2025				
	The Effective Sequence field will default to the next sequential number if other changes have been entered on the Position with the same effective date.				
ĺ	Effective Sequence 0				
	Reason Code Q				
7.	Select "UPD" using the Reason Code Look Up icon.				
	*Effective Date 01/16/2025				
	Effective Sequence 0				
	Reason Code UPD Q Position Data Update				
8.	Click the Continue button.				
	Continue				



Step	Action		
The Man	age Positio	n page displays (Step 1 of 4: Position Data).	
× Ex	it	Manage Position :	
Heado	Position Number CJS00283 Headcount Status Filled Current Head 1 of 1 Count		
	Position Data visited	Step 1 of 4: Position Data	
2 5	Specific Information Not Started	Effective Date 01/16/2025 Review Date Imm Effective Sequence 0 *Position Months 12.00	
3	Budget Incumbents Not Started	Reason Code UPD Stmt of Economic Interest Read	
4	Review and Submit Not Started	Position Information	
		"Position Status Approved Max Head Count 1 "Status Active Status Date 09/21/2022 Imited	
		Action Date 01/23/2025	
		Alternate Work Schedule No Job Sharing Permitted No	
		Key Position No Available for Telework Yes Budgeted Position Yes *EEO-4 Job Category Officials and Administrators v	
		Confidential Position No "Workers' Comp Code B810	
9.		n to the Salary Plan Information section and review.	
	Standa	Imation Grade 4 Q Imin Plan SW Q Grade 4 Q ard Hours 40.00 Step Q 4 4 Q 4 4 Q 4	
		Mon Tue Wed Thu Fri Sat Sun 8.00 8.00 8.00 8.00 100 </td	
10.	Select the	newly added Alternate Salary Plan/Grade value using the Grade Look Up icon.	
	Salary Plan In	formation	
	Salary Adm	nin Plan SW Q Grade 5 Q	
	Standard	d Hours 40.00 Step Q	
		: Period W Q Weekly	
		Mon Tue Wed Thu Fri Sat Sun 8.00 8.00 8.00 8.00	



Step	Action				
11.	Click the Next button to advance through to the Review and Submit page (Step 4 of 4).				
	Next >				
	1 Position Data Visited				
	2 Specific Information Visited				
	3 Budget Incumbents Not Started				
	4 Review and Submit Not Started				
12.	Review the changes made to the Position and then click the Submit button.				
	Previous Submit				
	If there are no incumbents in the Position, the following Warning displays.				
i	Warning – Update incumbents flag should be turned off for a position with no incumbents. Since this position doesn't have employees assigned to it, the Update Incumbents flag should be turned off. Uncheck the Update Incumbents checkbox on the Specific Information page				
	OK Cancel				
13.	Click the OK button.				
	Warning – Update incumbents flag should be turned off for a position with no incumbents. Since this position doesn't have employees assigned to it, the Update Incumbents flag should be turned off. Uncheck the Update Incumbents checkbox on the Specific Information page				
	OK Cancel				
The Posi t	The Position Confirmation displays.				
	Position Confirmation 🗌 🤉 : 🙆				
	The Position Number VCU1DHRM has been successfully updated.				
Head	Position Number VCU10HRM eadcount Status Open rent Head Count 0 of 2				
	Go to Position Details Go to Manage/Create Position				



Step	Action
14.	Click the Go to Position Details button to return and view the updated information for the position.
	Position Confirmation 🖍 🔍 : 📀
	The Position Number VCU1DHRM has been successfully updated.
	Position Number VCU1DHRM Headcount Status Open Current Head Count 0 of 2
	Go to Position Details Go to Manage/Create Position



Agency HR Adds or Updates Steps to the Alternate Salary/Grade Table

If the agency is using Salary Steps, follow the instructions in this section to make adjustments to current steps, or to add/remove salary steps. If the agency does not use steps, proceed to the next section of this Job Aid.

	Step	Action	
	1. Log into Cardinal using an Agency HR Administrator role.		
2. Navigate to the Salary Grades page using the following path: NavBar > Menu > Set Up HCM > Product Related > Compensation > Base Compensation > Salary Grades		Navigate to the Salary Grades page using the following path:	
	The Salary Grades Find an Existing Value page displays.		

Cardinal Homepage	Salary Grades
Salary Grades Find an Existing Va ∽ Search Criteria	alue (D) Add a New Value
Enter any information you h	have and click Search. Leave fields blank for a list of all values. Choose from recent searches V Saved Searches Choose from saved searches V
Salary Adn	*Set ID = V STATE Q ministration Plan begins with V Q Salary Grade begins with V Description begins with V A Show fewer options Case Sensitive Include History Correct History Clear
"Overview	information pertaining to the Cardinal HCM Search pages, refer to the Job Aid to of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal on Job Aids under Learning .
Note: The Search Criteria Salary Administrat	*Set ID = V STATE Q



Step	Action			
4.	Enter/select the applicable Alternate Salary Plan in the Salary Administration Plan field.			
	Salary Administration Plan begins with NV Q Salary Grade begins with			
5.	Enter the applicable Salary Grade in the Salary Grade field.			
6.	Click the Search button. Case Sensitive Include History Correct History Search Clear			



Step	Action			
The Salary Grades page displays (Salary Grade Table tab).				
	Salary Grade Table	Salary Step Components		
	Set ID STATE Salary Grade 3	Salary Administration Plan NV Northern Virginia Standard Hours 40.00 Salary Basis A Anni Basis		
	Salary Grade ⑦		N All	
	*Effective Date Description		-	
	Additional Description	-		
	Salary Matrix Code Rating Model	I		
	Salary Ranges ⑦	Range Spread 251.1 %		
	Annual Monthly	Minimum Midpoint Maximum 32,843.000 74,075.000 115,307.000 2,736.920 6,172.920 9,608.920		
	Daily Hourly BiWeekly	126.320 284.910 443.490 15.789904 35.612981 55.436058		
	Save Return to Sea	arch Notify Add Update/Display Include Histo	лу	
7.	Click the Salar	ry Step Components tab.		
	Salary Grade	Table Salary <u>Step Components</u>		



Step	p A	Action												
The Sa	The Salary Step Components tab displays.													
	Salary g	Grade Table	Salary S	tep Components										
	Sa	Set ID s	STATE		Salary		stration Plan N ndard Hours 40		-	alary Basis	A	Annl Basi	is	
	Salary G	rade ⑦								Q	• •	1 of 1 🗸	View All	
			ective Date escription	06/10/2024 III	tended Range 3						Increm	Status ient Type	Active + -	
	Salary	Step ⑦							€ €	1 of 1 🗸	▶	View All		
		*Step			Step De Months to Next Step Ir Hours to Next Step Ir		nt					+ -]	
		omponents												ĺ
	*Rate Co		Seq	Details	Comp Rate		Currency	*Frequency		ercent				
		۹	0	Details			USD Q		۹		+	-		
	Totals	Hour	ly Rate		Daily Rate	Mo	nthly Rate	Annu	ual Rate					
	Save	Return to Se	earch	Notify						Add	d Upda	ate/Display	Include History	
8.					step to an ex proceed to S			/ Grade,	cont	inue w	vith S ⁻	tep 9.	To add st	əps to
9.	C	Click the	e Adc	l a Row	icon (+) with	in th	ne Salar	y Grade	sect	ion.				
		Salary Grad	e ?							Q		€ 1 0	of 1 🗸 🕨 🕨	View All
			ctive Date	06/10/2024 Northern VA Ex	tended Range 3			Stat Increment Ty			~		Spec Accum	+ - Q
i				row is cr e curren	eated, the ro t date.	ow c	ount inc	reases b	y one	e and	the E	ffecti	i ve Date fie	ld
10.	ι	Jpdate	the e	ffective of	date as need	led ι	using the	Effectiv	ve Da	ate Ca	alend	ar ico	on.	
	N	lote : If	a res	pective	pay increase entered her	reg	arding th	nis Altern	nate (Grade	/Step	is pla	anned, ensu	ıre
		*Effect	ive Da	ate 01/1	6/2025									



Step	Action					
11.	Click the Add a Row icon (+) within the Salary Step section.					
	Salary Step ⑦ Q I I I I I View All					
	*Step Step Description					
	Months to Next Step Increment					
12.	Enter the next sequential Step Number in the Step field.					
	Salary Step ⑦ Q [4] 4 2 of 2 v > > View All					
	*Step 1 Step Description +					
	Months to Next Step Increment					
	Hours to Next Step Increment					
13.	Enter a description for the Step in the Step Description field (i. e., Min Step amount or Max Step amount).					
	Salary Step (?) Q I I View All					
	*Step 1 Step Description					
	Months to Next Step Increment					
	Hours to Next Step Increment					
14.	In the Salary Components sections, select "STATE" using the Rate Code Look Up icon.					
	Note : The Currency field defaults to "USD".					
	Salary Components ⑦					
	*Rate Code Seq Details Comp Rate Currency *Frequency Percent					
	STATE Q 0 Details I USD Q A Q + -					
15.	Enter the annual salary amount for the Step in the Comp Rate field.					
	Salary Components ⑦					
	*Rate Code Seq Details Comp Rate Currency *Frequency Percent					
	STATE Q 0 Details USD Q A Q + -					
i	The Currency field defaults to "USD".					



Step	Action					
16.	Select "A" (Annual) using the Frequency Look Up icon.					
	Salary Components ①					
	*Rate Code Seq Details Comp Rate Currency *Frequency Percent					
	STATE Q 0 Details USD Q A Q + -					
17.	Click the Save button.					
	Save Return to Search Notify					
G	If multiple steps are required, repeat Steps 8 – 17.					
	If there is a need to add a step to a grade that has never reflected steps, continue to Step 18.					
i	When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.					
18.	Update the effective date as needed using the Effective Date Calendar icon.					
	*Effective Date 01/16/2025					
19.	Enter a Step Number of "1" in the Step field.					
	*Step 1 Step Description					
20.	Enter a description for the Step in the Step Description field.					
	*Step 1 Step Description					
21.	In the Salary Components sections, select "STATE" using the Rate Code Look Up icon.					
	Note: The Currency field defaults to "USD".					
	Salary Components ⑦					
	*Rate Code Seq Details Comp Rate Currency *Frequency Percent					
	STATE Q 0 Details USD Q A Q + -					



Step	Action			
22.	Enter the annual salary amount for the Step in the Comp Rate field.			
	Salary Components ⑦ *Rate Code Seq Details Comp Rate Currency *Frequency Percent STATE 0 Details Image: State in the second s			
i	The Currency field defaults to "USD".			
23.	Select "A" (Annual) using the Frequency Look Up icon.			
	Salary Components ⑦ *Rate Code Seq Details Comp Rate Currency *Frequency Percent			
	STATE Q Details Image: State of the stat			
	Click the Save button.			
	Save Return to Search Notify			
i	If multiple steps are required, refer to Steps 9 – 17 above.			



Agency HR Updates Position

After DHRM updates the Position with the new Alternate Salary Plan and the Agency HR updates the Alternate Salary Plan/Grade table, the Agency HR will update the Position with the new Step in the Alternate Salary Plan.

Note: If a change is made to a position that an employee currently occupies (incumbent), the next step would need to be inserted into the affected job record and the compensation changed using the "Pay Rate Change" action code. See the Job Aid titled **HR351_Updating an Employee's Compensation** for further details. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Step	Action					
1.	Log into Cardinal using an Agency HR Administrator role.					
2.	Navigate to the View Manager/Create Position page using the following path:					
	NavBar > Menu > Organizational Development > Position Management > Maintain Positions Budget > Manage/Create Position					
The View	Manage/Create Position Search	page displays.				
	▼ New Search	View Manage/Create Position				
	Position Number	+ Add				
	Description					
	Position Status					
	Reports To Position Number					
	Business Unit					
	Department Q					
	Search Clear					



Step	Action
2.	Enter the applicable Position Number in the Position Number field.
	Position Number
3.	Click the Search button.
The Posit	ion information displays.
- New S Position CJS002 Descript Position Reports Busines:	Number 1 results found. 33 Q ion + Add + Add 1 row Status 1 row Position Description ○ Reports To Business Company Department Status 1 row CJ S00283 Division Dir Prog & Services CJ S00001 14000 CJ S 10310 Active 1925 1/1
Searce Posi Head	tion Details page displays for the applicable Position. The Results Position Details To Number CJS00283 Count Status Filled Head Count 1 of 1 Clone
+ Effecti ≎ 01/01/1	Ver Date Effective Sequence ◇ Reason ◇ Business Unit ◇ Department ◇ Job Code ◇ Location ◇ Status ◇ Approval Chain ◇ 901 0 New Position Dept of Criminal Justice Svcs Programs Div. Director Gen Admin Manager III Washington Building Approval Chain >



Step	Action
5.	Click the Add a New Row icon (+) to make the change to the Position.
	Image: Provide the sequence of
The Requ	est Details page displays in a pop-up window.
	Cancel Request Details Continue
	*Effective Date Effective Sequence 0 Reason Code Q
6.	The Effective Date field defaults to the current date. Update as needed using the Effective Date Calendar icon.
	Note : If a respective pay increase regarding this alternate grade is planned, ensure that the effective date is prior to the date of the compensation change.
	*Effective Date 01/16/2025
	The Effective Sequence field will default to the next sequential number if other changes have been entered on the Position with the same effective date.
i	Effective Sequence 0
	Reason Code Q
8.	Click the Reason Code Look Up icon and select the applicable reason for the change.
	Effective Sequence 0
	Reason Code Q
9.	Click the Continue button.
	Continue



Step	Action			
The Mana	age Positio	ו page displays (Step	1 of 4: Position Data).	
× Exit			Manage Position	:
Headcou	on Number CJS00283 unt Status Filled rent Head 1 of 1 Count			Next >
	sition Data	Step 1 of 4: Position Data		
2 Sp	ecific Information	Effective Date 01/16/2025	Review Date	
Not	t Started	Effective Sequence 0 Reason Code UPD	*Position Months Stmt of Economic Interest	
3 Bu	idget incumbents I Started		Reqd VPA Covered	Yes Yes
4 Re Not	view and Submit t Started	Position Information		
		*Position Status Approved	V Max Head Count	
		*Status Active	Status Date	
		Alternate Work Schedule	Job Sharing Permitted	
		Key Position No	Available for Telework	Yes
		Budgeted Position Yes	"EEO-4 Job Category "Workers' Comp Code	Officials and Administrators
	•		Horkers Comp Code	
10.	Scroll dow	n to the Salary Plan I	nformation section.	
		-	Grade fields are grayed out a	and cannot be changed.
		-		gri
	Salary Plan Info			
		Admin Plan SW		Grade 7
	Sta	ndard Hours 40.00		Step Q
		Work Period W	Q Weekly	
		Mon Tue Wed	Thu Fri Sat Sun 8.00 8.00 9 9 9	
11.	Select the	applicable Step using	the Step Look Up icon.	
	Grade 7			
	Stop	0		
	Step	Q		
	L			



Step	Action
The Sear	ch Results display in a pop-up window.
	Cancel Lookup Search for: Step > > Search Criteria
12.	Select the step required for the position update by clicking the corresponding list item.
13.	The page refreshes. Click the Next tab in the right-hand corner of the page until the Review and Submit page is displayed.
Position N Headcount Current Head	C Previous Submit P Data Step 4 of 4: Review and Submit Effective Date 06/14/2021 Reason Code UPD Position Data Update Effective Sequence 2 0 Approval Status Not Available Approval Status Not Available
14.	Review the changes made to the Position and then click the Submit button.



Cardinal Human Resources Job Aid HR351_Updating Approved Salary Plan on the Position

Step	Action
15.	If there are no incumbents in the Position, the following Warning displays. Click the OK button.
	Warning – Update incumbents flag should be turned off for a position with no incumbents. Since this position doesn't have employees assigned to it, the Update Incumbents flag should be turned off. Uncheck the Update Incumbents checkbox on the Specific Information page
The Posit	ion Confirmation displays.

The **Position Confirmation** displays.

	Position Confirmation 🟫 🔍 🗄 📀
	✓ The Position Number VCU1DHRM has been successfully updated.
Headcou	Number VCU1DHRM It Status Open ad Count 0 of 2
	Go to Position Details Go to Manage/Create Position
16.	Click Go to Position Details link to update the incumbent's job record with the new compensation rate.
	Position Confirmation
	The Position Number VCU1DHRM has been successfully updated.
	Position Number VCU10HRM Headcount Status Open Current Head Count 0 of 2
	Go to Position Details Go to Manage/Create Position
i	For further information on how to Complete a Compensation Change, see the Job Aid titled HR351_Updating an Employee's Compensation . This Job Aid can be found on the Cardinal website in Job Aids under Learning .