

HR Weekly Podcast  
05-07-2014

Today is May 7, 2014, and welcome to the HR weekly podcast from the State Human Resources Division. Today's topic discusses the potential upcoming general increase and discrepancy reports in SCEIS.

At this time, the South Carolina Senate Finance Committee has completed its version of the budget for fiscal year 2014-2015 and it provides for a 1.5% general increase, or GI, for state employees, as did the South Carolina House of Representatives version of that budget. In addition to the GI, the Senate Finance version proposes a \$300 bonus for state employees. It is expected that this week the full Senate will consider the Senate Finance Committee's version of the budget. Therefore, there is not yet a final version of the FY 2014-2015 budget.

Assuming that the FY 2014-2015 budget contains a GI, for the vast majority of eligible State employees, the GI would be applied automatically through the SCEIS system, with no action required on the agency's part. The GI, however, would not automatically apply to employees for whom agencies have entered any HR or Payroll actions with an effective date of June 2, 2014, or later. For these employees, agency HR and Payroll staff will need to manually enter the GI into SCEIS. The SCEIS Team will provide those agencies that have employees with HR or Payroll actions on or after June 2, 2014, with a comprehensive list of employees who were excluded from the SCEIS GI load and will require the agency manually to enter the GI.

Data load templates will be posted to the SCEIS website to load Temporary, Temporary Grant, and Time-Limited Project employee increases if the agencies choose to do so. Please do not use "Reason Code 01-General Increase" for these employees. Use codes:

- 32 – Increase – Temporary
- 33 – Increase – Temporary Grant
- 34 – Increase – Time-Limited

Finally, on April 18, 2014, agencies received the first memo from the State Human Resources Division regarding discrepancy data in SCEIS, along with the latest discrepancy reports. On May 1, 2014, another batch of discrepancy reports was sent to all agencies. The reports that contain the data that needs to be corrected before the GI can be applied by SCEIS are:

- Employee Group and Subgroup OM vs. PA
- Job Class Code vs. Position Class Code
- Job Class Code vs. Employee & Position Pay Grade
- Employee Pay Grade vs. Position Pay Grade
- Pay Grade as Not Assigned
- Employee Hours Per Week vs. Position Hours per Week
- Salary Below Min or Above Max (Full-Time EE's)
- FTE Positions with UZ01 Job Class Code

The State Human Resources Division will be in communication with agencies when the FY 2014-2015 budget is final. If you have questions about this topic, please contact your HR Consultant at 803-896-5300. Thank you.