Compensation: Interim Assignment Pay (IAP)

City of Dallas

This job aid is for all Interim Assignment Pay requests, **except for Executives**. **Executive IAPs will need to be submitted to HR Compensation for review/approval.**

Interim Assignment Pay is an allowance plan using the **Request Compensation Change** business process.

BUSINESS PROCESS STEPS AND ROLES

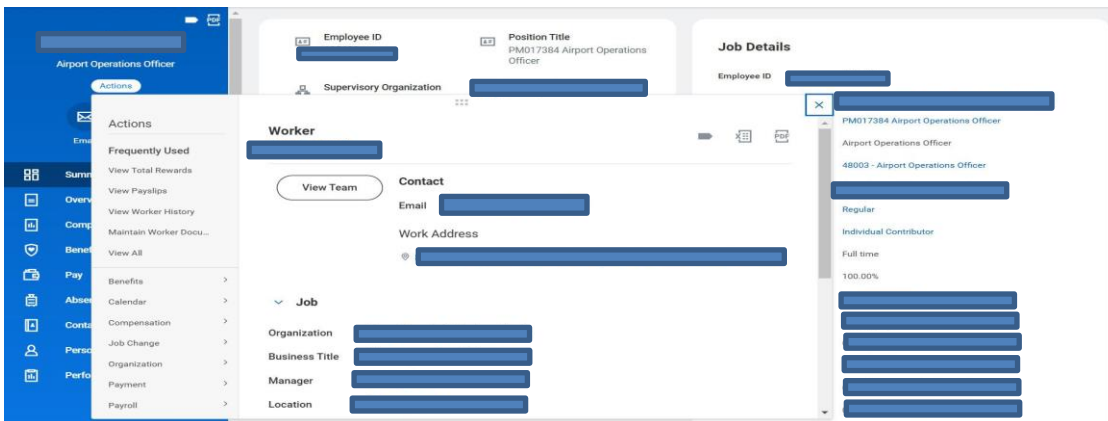### Eligibility Requirements and Important Information

- IAP can **ONLY** be used for filling a higher-level position (e.g. employee is in a Grade 10 job profile filling in for someone in a Grade 11 job profile).

- Hourly or Salary section on the Base Pay category on Workday should **NOT** be changed. **Only** add the IAP in the **Allowance section** (as detailed below).

- Initiator must include the **IAP position PM number** and corresponding **open job requisition number** on the request.

- New IAPs **must** start at the beginning of a pay period

- Minimum of 6 months in employee's current position to qualify for IAP

- Ending date cannot exceed 6 months after the effective date

As a manager, you may initiate the **Request Compensation Change** task for *your team members only*. After you initiate, the business process will route to HR and Payroll for completion.
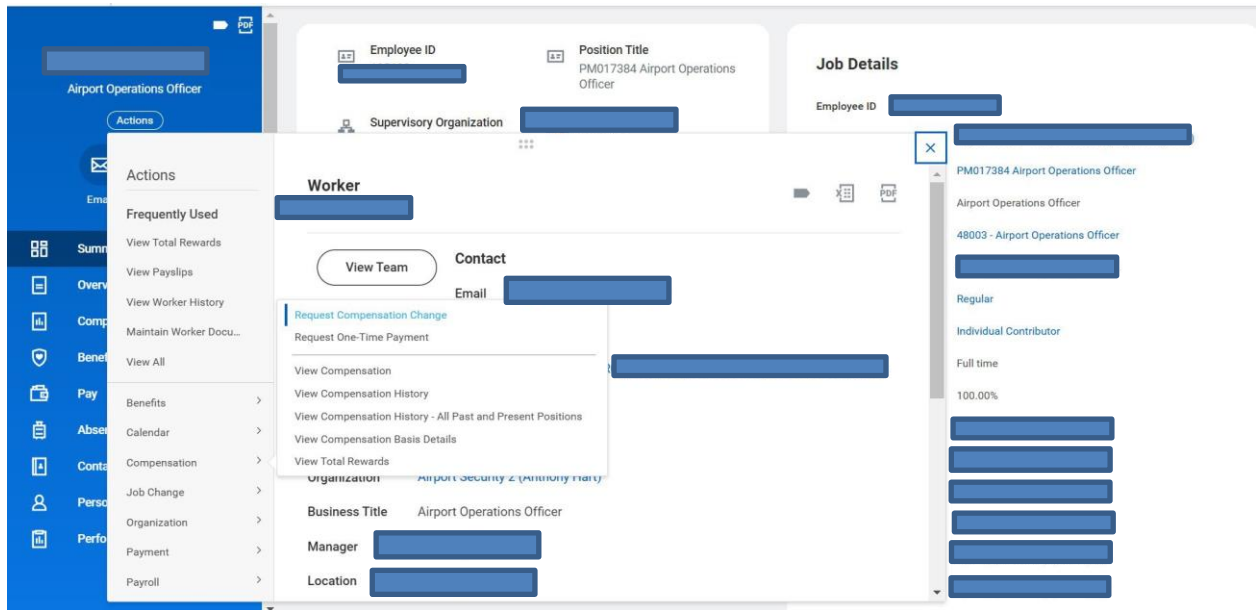
Steps

From the Workday Launch Page:

1. **Enter the employee's name in search field.**

2. **On their Workday profile: complete the following fields:**
   - Click the Actions button
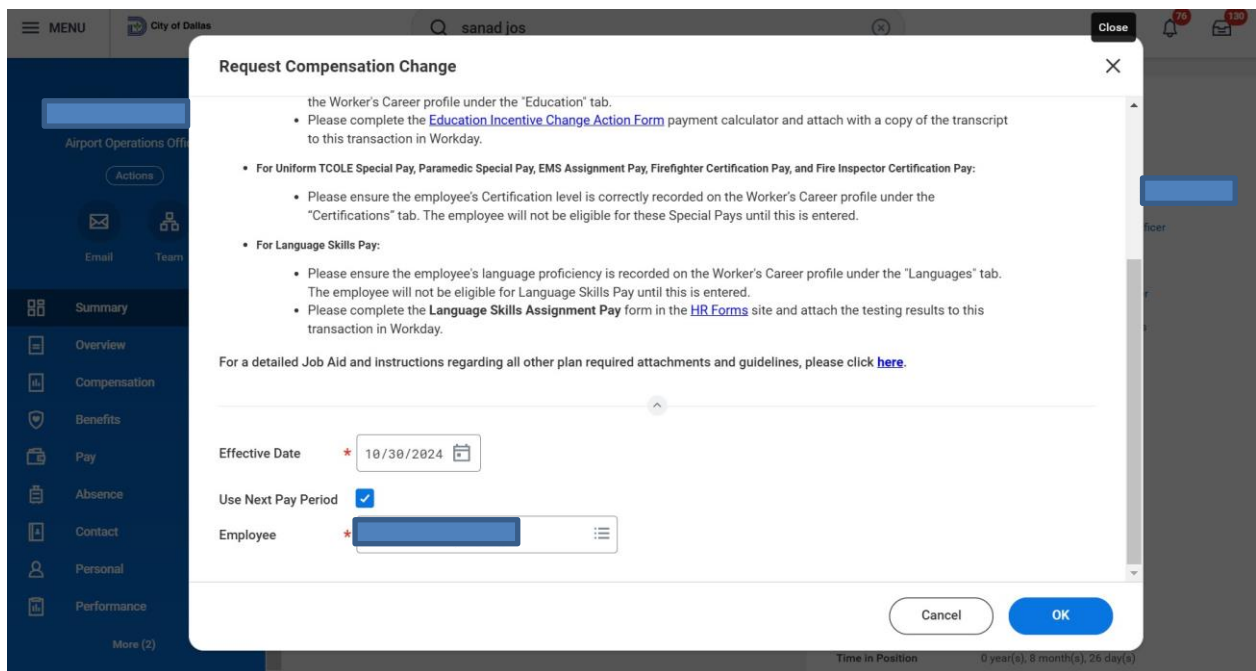   - Under Compensation Tab: Click "Request Compensation Change"
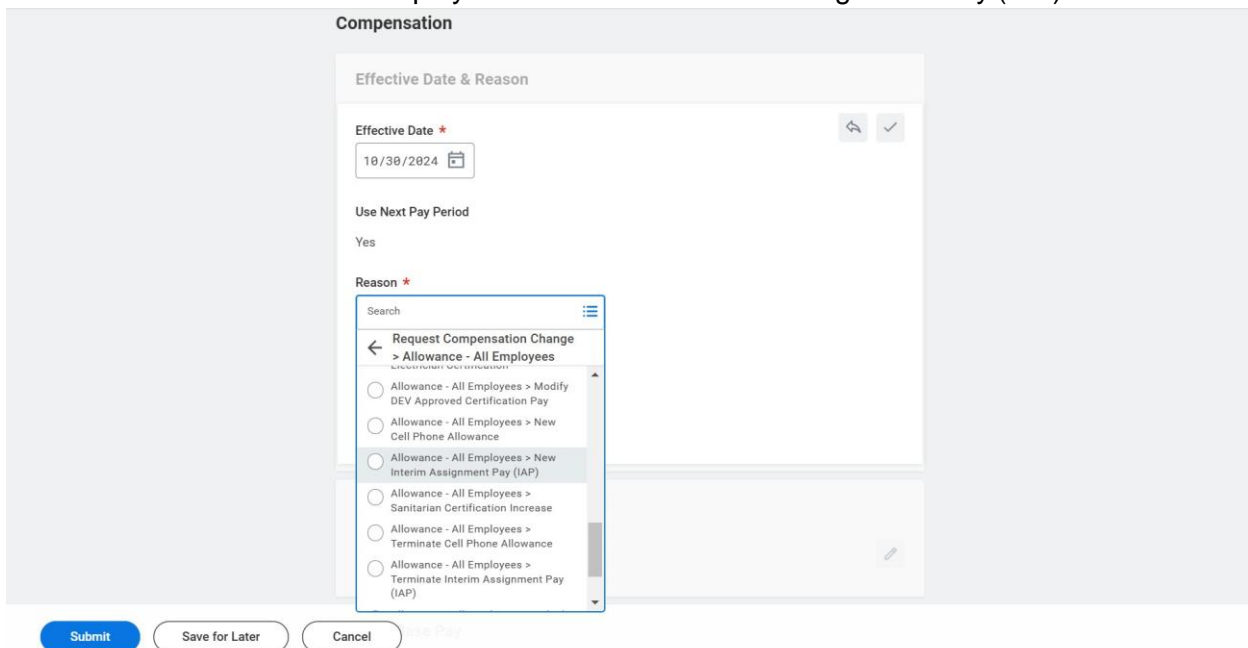
3. **In the Request Compensation Change Tab**
   - Ensure the effective date is the start of a pay period (check "use next pay period" box)
   - Ensure the employee's name is correct
   - Click OK

"Service First!"
Empathy | Ethics | Excellence | Engagement | Equity

4. **Effective Date & Reason**
   - Reason: Request Compensation Change > Allowance – All Employees
     - Allowance – All Employees > New Interim Assignment Pay (IAP)
       - Allowance – All Employees > 1st Extension – Interim Assignment Pay (IAP)
       - Allowance – All Employees > 2nd Extension – Interim Assignment Pay (IAP)
       - Allowance – All Employees > 3rd Extension – Interim Assignment Pay (IAP)
       - Allowance – All Employees > Terminate Interim Assignment Pay (IAP)

5. **Employee Visibility Date** section
6. **Guidelines** section
7. **Salary** section. **DO NOT EDIT.**
8. **Hourly** section. **DO NOT EDIT.**

Review these sections for accuracy

9. **Under Allowances/Compensation Plan**
   - Select IAP – Interim Assignment Pay
   - Regular positions only allow for a 5% increase or Bring to Minimum
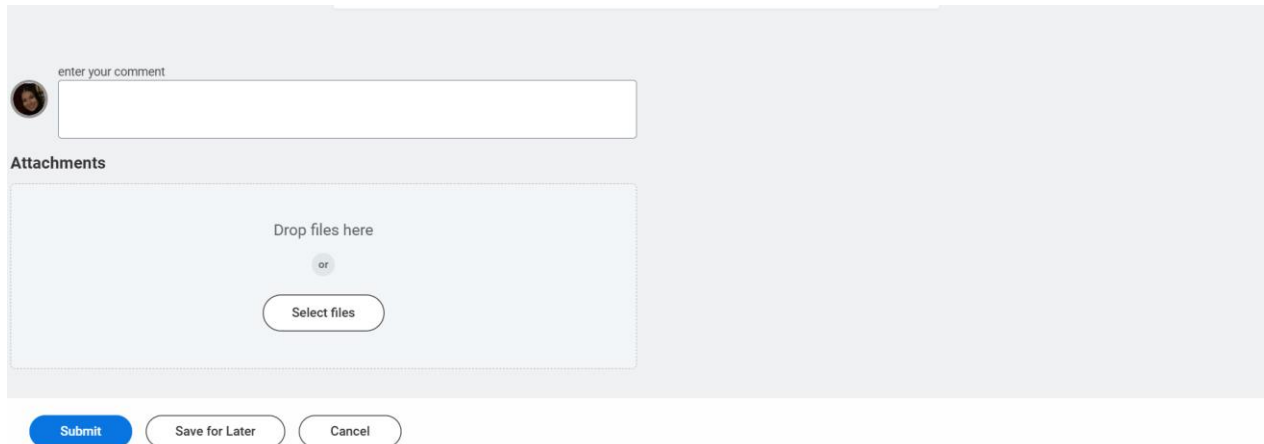
10. Confirm the effective and end dates of the IAP (REQUIRED)
- **An End Date MUST be selected in the Allowance section, or the transaction WILL be sent back for revision.**
- Minimum of 6 months in employee's current position to qualify for IAP
- Ending date cannot exceed 6 months after the effective date

11. In the comment box
- Provide justification on why the employee will be on the IAP
- **Provide the PM number AND open Job Requisition number in Workday**
  - Please note that an open (and unfilled if this is a new IAP) is required

12. Select Submit. The Request Compensation page closes. A summary screen displays.

13. Up Next: Indicates the next step in the request process and who owns the step.

14. To review compensation change requested, select Details and Processes: Click on the to view the details associated with the request (Details tab), or to view all steps in the workflow (Process tab).

15. Select Done. .

HR Compensation Workflow

(Completed by HR Compensation

Steps

From the Workday Inbox page,

1. IAP request will come in through the Workday inbox

IAPs   13 items

Q Search: IAPs   ↑↓

⚙ **Advanced Search**

Compensation Change: [redacted] 21 hours ago ☆
- PM021449 Police Report
Representative

Effective: 07/11/2024

2. Open the request and begin reviewing all information is accurate.

Review Compensation Change [redacted] ⋯ PM021449 Police Report Representative ⋯   📄

Compensation

Effective Date & Reason

Effective Date   ✎

07/11/2024

Use Next Pay Period

No

Reason

Request Compensation Change > Allowance - All Employees > 1st Extension - Interim Assignment Pay (IAP)

Allowance

Assignment Details
- 5% Annual added

Plan Name
- IAP - Interim Assignment Pay added

Effective Date
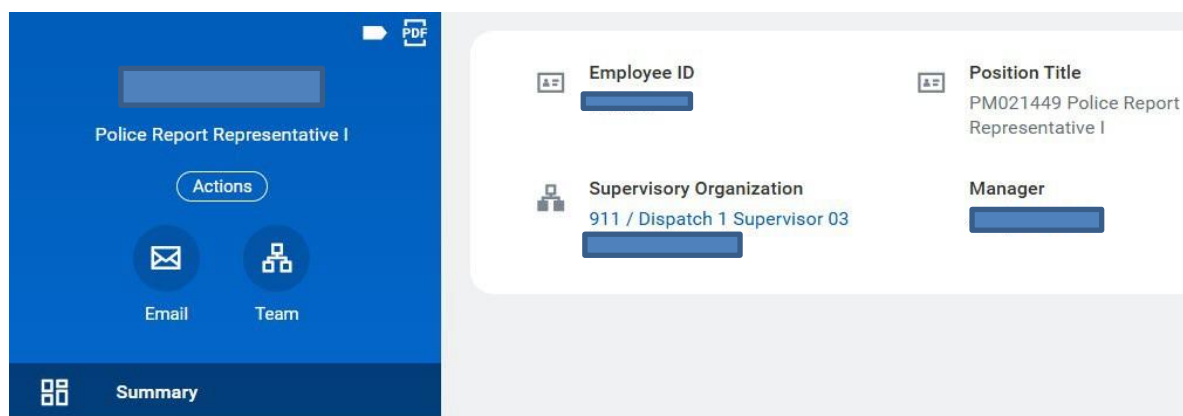- 07/11/2024 added

Actual End Date
- 08/20/2024 added

3. **In a separate tab, pulling up the employee's Workday profiles and verify their name, employee #, etc. in a separate tab.**

Police Report Representative I

Actions

Email   Team

Summary

Employee ID		**Position Title** PM021449 Police Report Representative I
Supervisory Organization 911 / Dispatch 1 Supervisor 03		**Manager**

4. **In the Workday search bar, look up the Interim PM number to ensure that it is unfilled and is the same as listed in the business process request. The Job Requisition tied to the Interim PM number should be open (and unfilled if it is a new IAP). If there is no requisition or it is not open, send the request back to the initiator in Workday for corrections.**
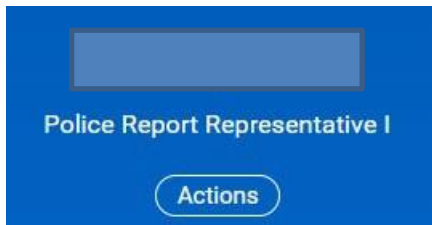
🔍 PM019197   ⊗

Staffing

PM019197 Police Report Representative, Senior
Position

5. **Verify the employee's current position information and interim information for the following: Position Title, Org, Class Code, and Grade.**

     A. **Employee Title** (Found on Workday Profile)

     B. **Interim Title** (Search PM number in Workday)

Position   PM019197 Police Report Representative, Senior

     C. **Employee Org** (Employee Workday Profile>Supervisory Org>Org Assignments)

Cost Center	1010 Mayor/Council Central AC	1932 Communications
	1056 Court Management Service	
	1110 City Manager	
	1119 CDBG Support	
	1121 Adminstration	
	⊕ More (104)	

     D. **Interim Org** (Search PM number>Click PM under staffing position)

Position   PM019197 Police Report Representative, Senior

Supervisory Organization	911 / Dispatch 2 Supervisor 03
Position Restrictions	PM019197 Police Report Representative, Senior
Organization Assignments	Advantage Fund: 0001 General Fund
	Company: City of Dallas
	Cost Center: 1932 Communications
	Fund: General Fund

E. Employee Class Code (Search Employee's current Job Code in Workday. Make sure Job Code matches Title)

Staffing

40035 - Police Report Representative I
Job Profile

F. Interim Class Code (Search Interim Job Code in Workday. Make sure Job Code matches Interim Title)

Staffing

40032 - Police Report Representative, Senior
Job Profile

G. Employee Grade (Search Employee's current Job Code in Workday>Click Job Code>Click Compensation tab under Overview)

40035 - Police Report Representative I ⋯

| Overview | Qualifications | Pay |

Overview   Characteristics   Compensation   Unions   Business Process History

Compensation Grade   3   Compensation Grade Profile   Grade 3 Hourly Plan

H. Interim Grade (Search Employee's Interim Job Code in Workday>Click Job Code>Click Compensation tab under Overview)

40032 - Police Report Representative, Senior ⋯

| Overview | Qualifications | Pay |

Overview   Characteristics   Compensation   Unions   Business Process History

Compensation Grade   6   Compensation Grade Profile   Grade 6 Hourly Plan

6. **In the IAP Business process request confirm the reason**
    - **Reason: Request Compensation Change > Allowance – All Employees**
        - Allowance – All Employees > New Interim Assignment Pay (IAP)
        - Allowance – All Employees > 1st Extension – Interim Assignment Pay (IAP)
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        - Allowance – All Employees > 3rd Extension – Interim Assignment Pay (IAP)
        - Allowance – All Employees > Terminate Interim Assignment Pay (IAP)

Reason

Request Compensation Change > Allowance - All Employees > 1st Extension - Interim Assignment Pay (IAP)

7. **Employee Visibility Date** section
8. **Guidelines** section
9. **Salary** section. **NO CHANGE**
10. **Hourly** section. **NO CHANGE**

Review these sections for accuracy. No edits may be needed.
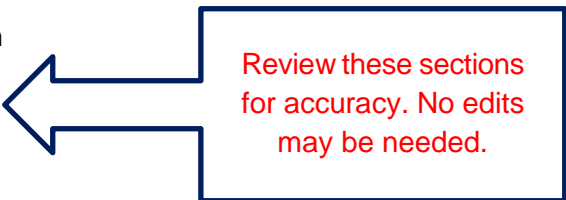
11. **Confirm the effective and end dates of the IAP.**
    - New IAPs must start at the beginning of a pay period
    - Minimum 6 months in their position to qualify for IAP – Check employee history
    - Ending date cannot exceed 6 months after the effective date
        - If the end date is blank, insert a date that is 6 months from the effective date

12. **Confirm the Allowance increase**
    - Regular positions allow a 5% increase
    - Executive positions allow a 10% increase (unless higher % is approved by the City Manager)

Allowance

Assignment Details
- 5% Annual added

Plan Name
- IAP - Interim Assignment Pay added

Effective Date
- 07/11/2024 added

Actual End Date
- 08/20/2024 added

13. Review comment box and ensure that justification has been provide by the department.

enter your comment

14. Review compensation change requested to ensure accuracy. If not additional changes need to be made, approve the request.

Approve   Send Back   •••