

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
2. 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.



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Human Resources Job Aid

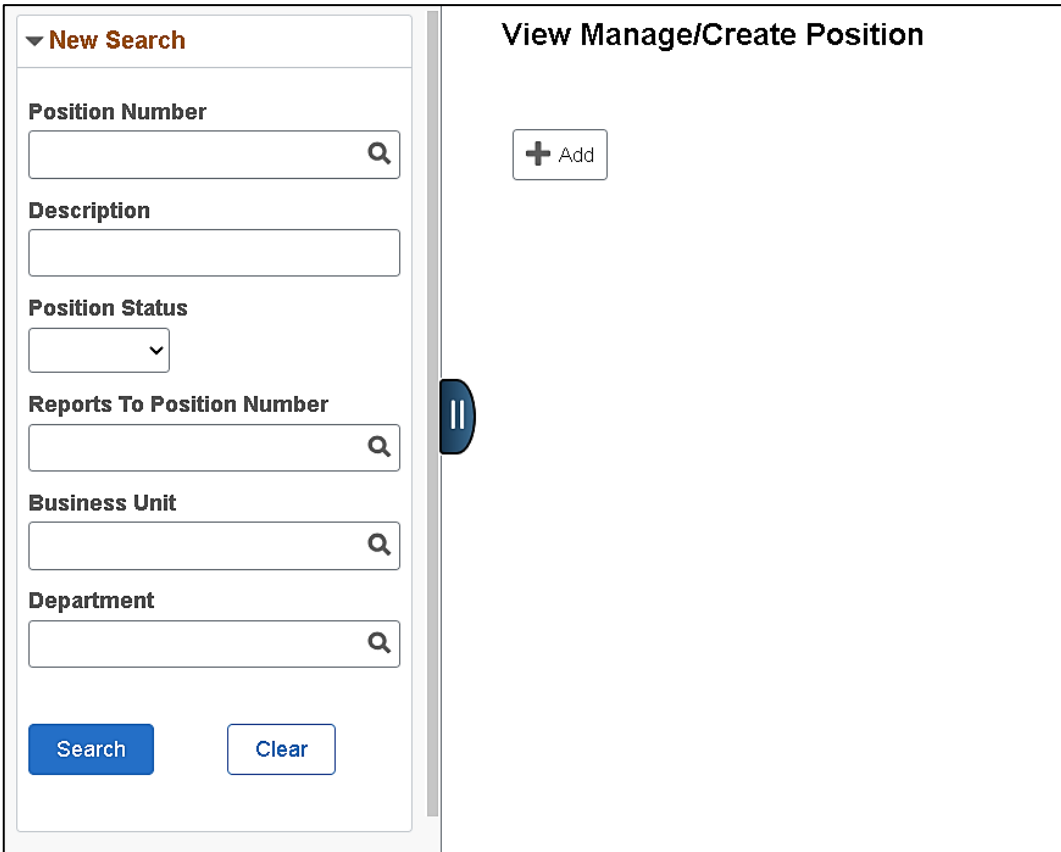

HR351_ Updating Approved Salary Plan on the Position

Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2 ; 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
<p>The View Manage/Create Position Search page displays.</p> 	
2.	Enter the applicable Position Number in the Position Number field. 

Step	Action
3.	Click the Search button.

Search

Clear

The **Position** information displays.

New Search

Position Number
CJS00283

Description

Position Status

Reports To Position Number

Business Unit

View Manage/Create Position

1 results found.

Chart No

1 row

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
CJS00283	Division Dir Prog & Services	CJS00001	14000	CJS	10310	Active	19225	1/1

4.	Click the corresponding row to select the applicable Position.
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Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
CJS00283	Division Dir Prog & Services	CJS00001	14000	CJS	10310	Active	19225	1/1

The **Position Details** page displays for the applicable Position.

Position Details

Position Number CJS00283
Headcount Status Filled
Current Head Count 1 of 1

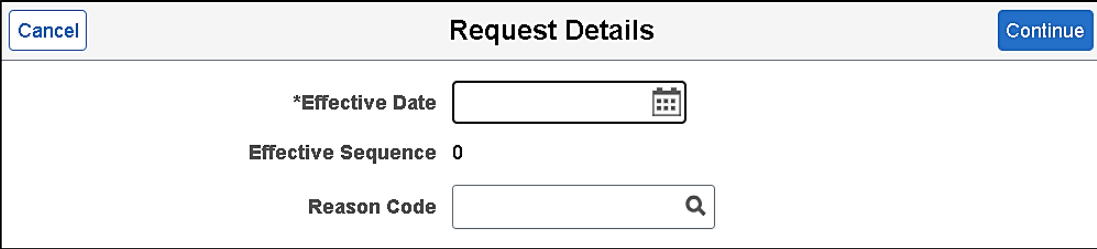
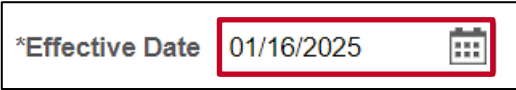

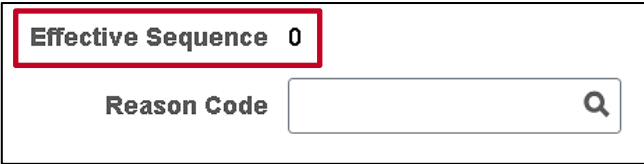
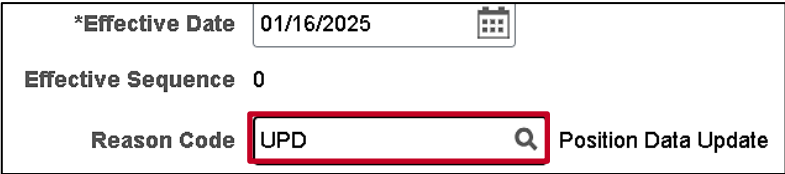

[Clone](#)

1 row

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
01/01/1901	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.
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Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
01/01/1901	0	New Position	Dept of Criminal Justice Svcs	Programs Div. Director	Gen Admin Manager III	Washington Building	Approved	Approval Chain

Step	Action
	<p>The Request Details page displays in a pop-up window.</p> 
6.	<p>The Effective Date field defaults to the current date. Update as needed using the Effective Date Calendar icon.</p> <p>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.</p> 
	<p>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.</p> 
7.	<p>Select "UPD" using the Reason Code Look Up icon.</p> 
8.	<p>Click the Continue button.</p> 



Step	Action
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The **Manage Position** page displays (**Step 1 of 4: Position Data**).

Manage Position

Position Number: CJS00283
Headcount Status: Filled
Current Head Count: 1 of 1

Step 1 of 4: Position Data

Effective Date: 01/16/2025
Effective Sequence: 0
Reason Code: UPD

Review Date: [Calendar Icon]
*Position Months: 12.00
Stmnt of Economic Interest Reqrd: Yes
VPA Covered: Yes

Position Information

*Position Status: Approved
*Status: Active
Action Date: 01/23/2025
Alternate Work Schedule: No
Key Position: No
Budgeted Position: Yes
Confidential Position: No

Max Head Count: 1
Status Date: 09/21/2022
SOC Code / Extension: 11-1021
Job Sharing Permitted: No
Available for Telework: Yes
*EEO-4 Job Category: Officials and Administrators
*Workers' Comp Code: 8810

9. Scroll down to the **Salary Plan Information** section and review.

Salary Plan Information

Salary Admin Plan: SW
Standard Hours: 40.00
Work Period: W Weekly

Grade: 4
Step: [Search Icon]

Mon: 8.00, Tue: 8.00, Wed: 8.00, Thu: 8.00, Fri: 8.00, Sat: [Search Icon], Sun: [Search Icon]

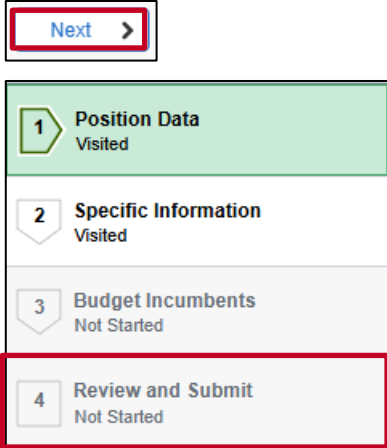


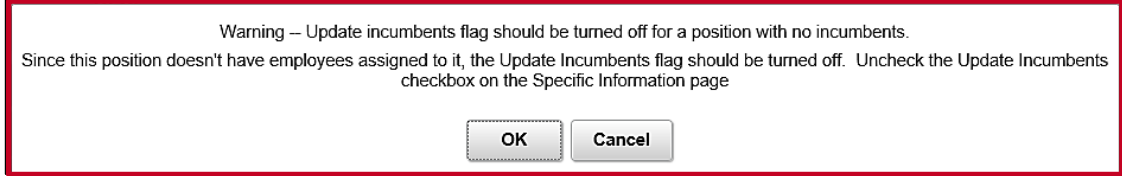
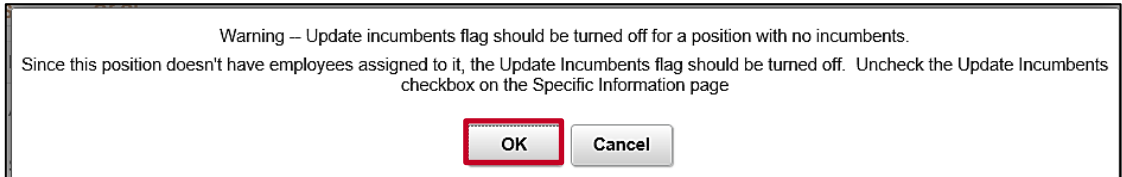
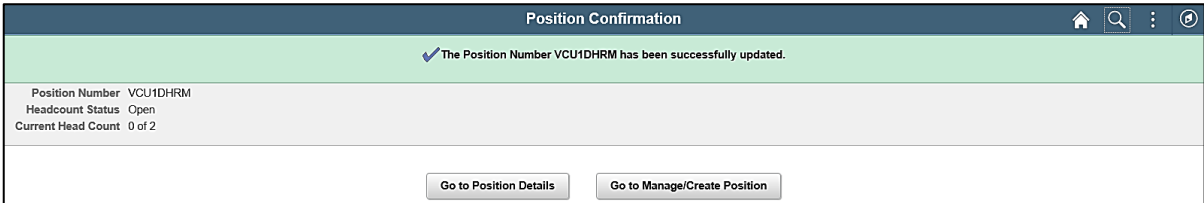
10. Select the newly added Alternate Salary Plan/Grade value using the **Grade Look Up** icon.

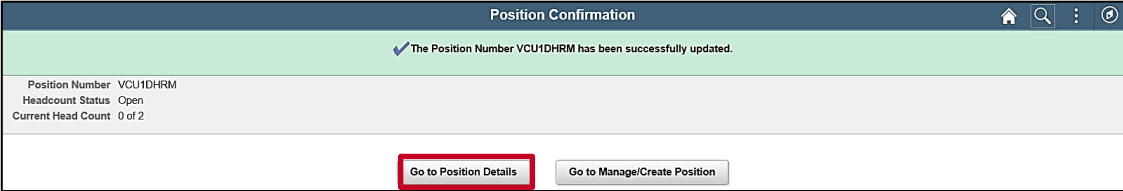
Salary Plan Information

Salary Admin Plan: SW
Standard Hours: 40.00
Work Period: W Weekly

Grade: 5
Step: [Search Icon]

Mon: 8.00, Tue: 8.00, Wed: 8.00, Thu: 8.00, Fri: 8.00, Sat: [Search Icon], Sun: [Search Icon]

Step	Action
11.	<p>Click the Next button to advance through to the Review and Submit page (Step 4 of 4).</p> 
12.	<p>Review the changes made to the Position and then click the Submit button.</p> 
	<p>If there are no incumbents in the Position, the following Warning displays.</p> 
13.	<p>Click the OK button.</p> 
<p>The Position Confirmation displays.</p> 	

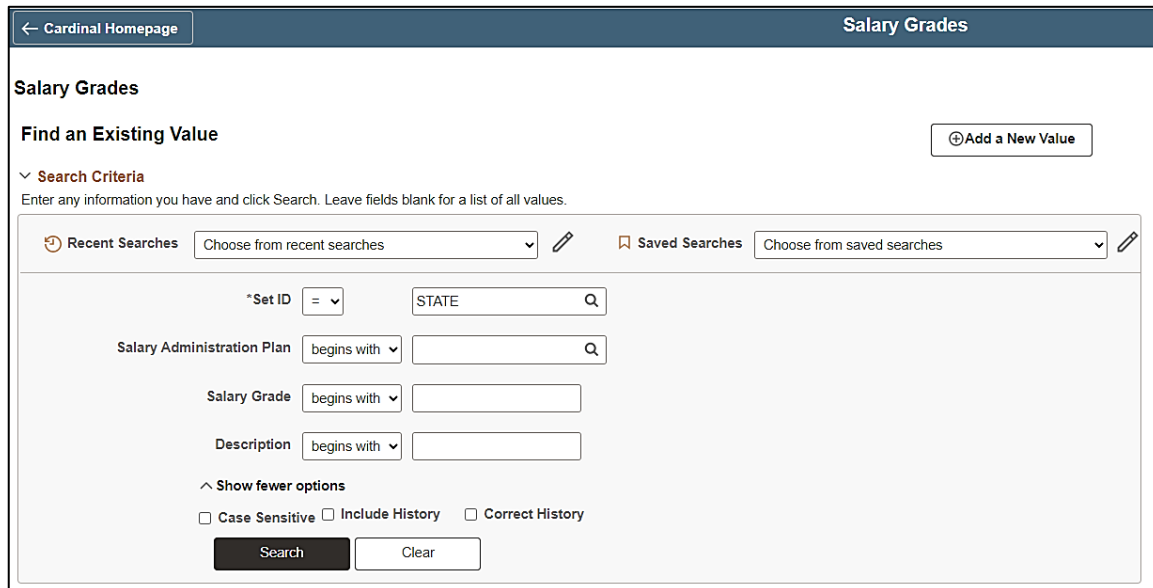
Step	Action
14.	<p>Click the Go to Position Details button to return and view the updated information for the position.</p> 

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

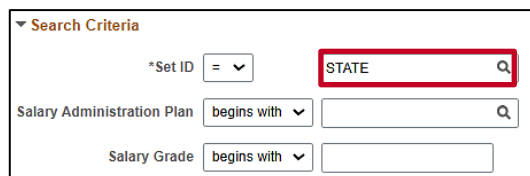
The **Salary Grades Find an Existing Value** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

3. Enter the applicable Agency Set ID in the **Set ID** field.

Note: The **Set ID** field defaults to “STATE”.





Step	Action
4.	<p>Enter/select the applicable Alternate Salary Plan in the Salary Administration Plan field.</p> <div data-bbox="293 422 820 583"><p>▼ Search Criteria</p><p>*Set ID = ▾ STATE 🔍</p><p>Salary Administration Plan begins with ▾ NV 🔍</p><p>Salary Grade begins with ▾</p></div>
5.	<p>Enter the applicable Salary Grade in the Salary Grade field.</p> <div data-bbox="293 669 837 846"><p>▼ Search Criteria</p><p>*Set ID = ▾ STATE 🔍</p><p>Salary Administration Plan begins with ▾ NV 🔍</p><p>Salary Grade begins with ▾ 3</p></div>
6.	<p>Click the Search button.</p> <div data-bbox="293 932 971 1056"><p><input type="checkbox"/> Case Sensitive <input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p><p>Search Clear</p></div>



Step	Action
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The **Salary Grades** page displays (**Salary Grade Table** tab).

Salary Grade Table

Salary Step Components

Set ID STATE Salary Administration Plan NV Northern Virginia

Salary Grade 3 Standard Hours 40.00 Salary Basis A Annl Basis

Salary Grade 1 of 1

*Effective Date Status Active

Description Northern VA Extended Range 3 Short Description NV Ext 3

Additional Description

Salary Matrix Code

Rating Model

Range Spread 251.1 %

Salary Ranges

	Minimum	Midpoint	Maximum
Annual	32,843.000	74,075.000	115,307.000
Monthly	2,736.920	6,172.920	9,608.920
Daily	126.320	284.910	443.490
Hourly	15.789904	35.612981	55.436058
BiWeekly			

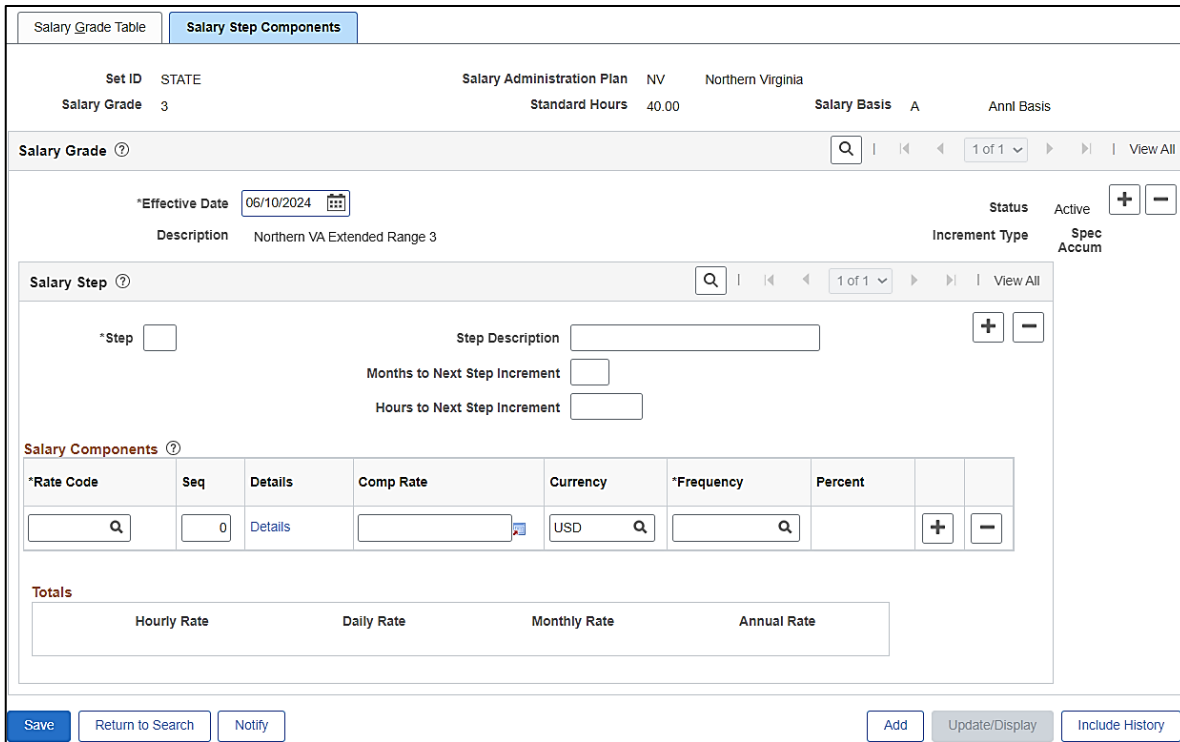
7. Click the **Salary Step Components** tab.

Salary Grade Table

Salary Step Components

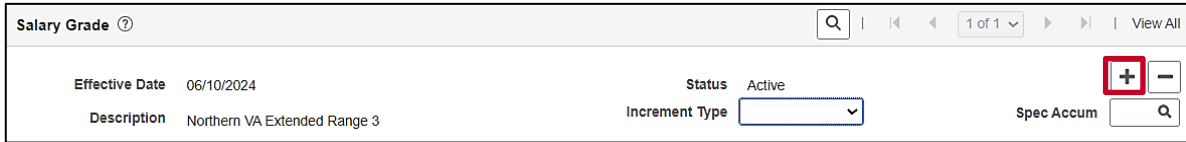
Step	Action
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The **Salary Step Components** tab displays.



8. To add an additional step to an existing Salary Grade, continue with Step 9. To add steps to a new Salary Grade, proceed to Step 18.

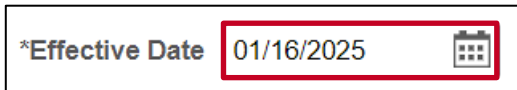
9. Click the **Add a Row** icon (+) within the **Salary Grade** section.

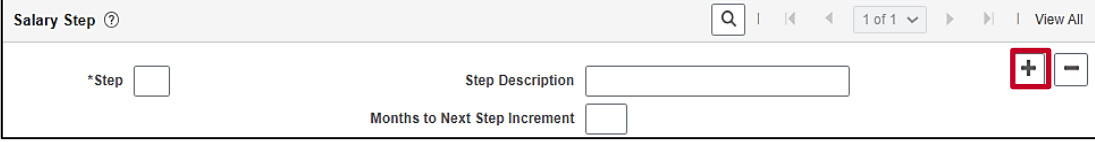
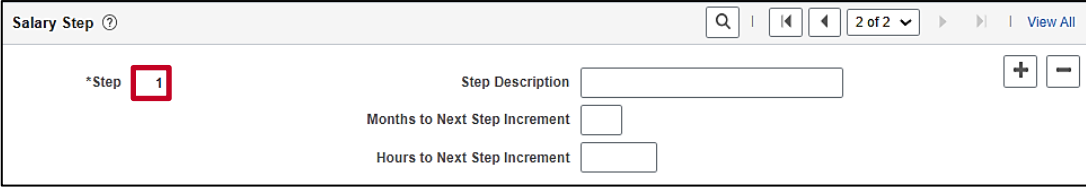
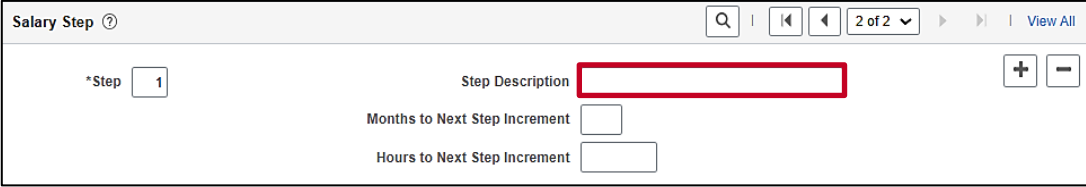
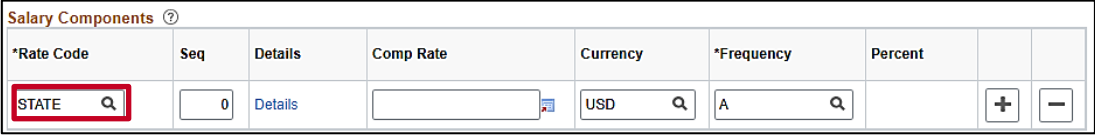
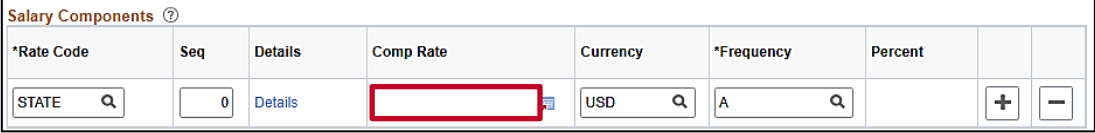



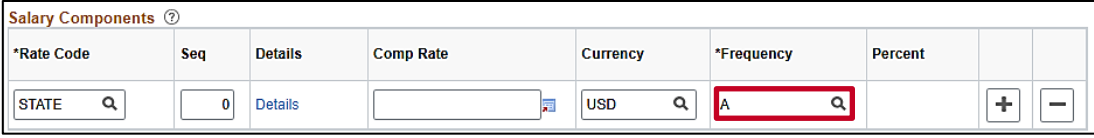
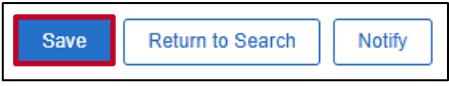





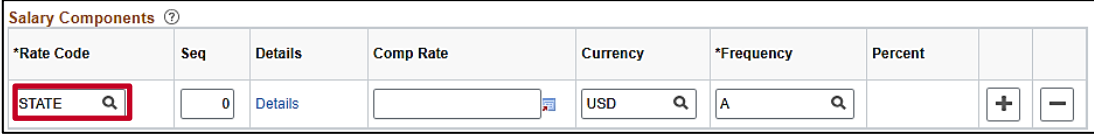
 When a new row is created, the row count increases by one and the **Effective Date** field defaults to the current date.

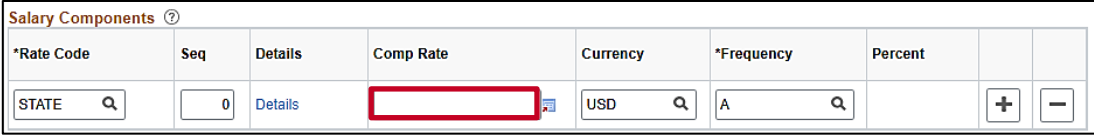

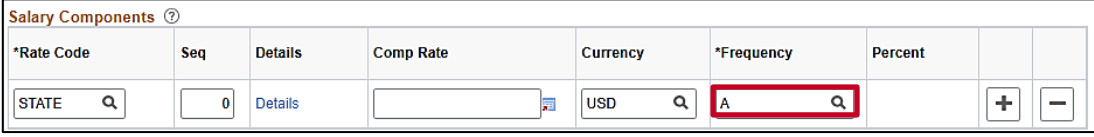
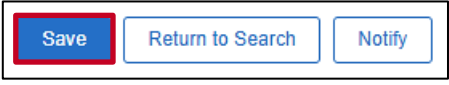

10. Update the effective date as needed using the **Effective Date Calendar** icon.

Note: If a respective pay increase regarding this Alternate Grade/Step is planned, ensure that the effective date entered here is prior to the planned date of the pay increase.



Step	Action
11.	Click the Add a Row icon (+) within the Salary Step section. <div data-bbox="293 422 1382 562" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
12.	Enter the next sequential Step Number in the Step field. <div data-bbox="293 646 1373 831" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
13.	Enter a description for the Step in the Step Description field (i. e., Min Step amount or Max Step amount). <div data-bbox="293 953 1373 1138" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
14.	In the Salary Components sections, select “STATE” using the Rate Code Look Up icon. Note: The Currency field defaults to “USD”. <div data-bbox="293 1276 1382 1409" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
15.	Enter the annual salary amount for the Step in the Comp Rate field. <div data-bbox="293 1499 1382 1631" style="border: 1px solid black; padding: 5px; margin-top: 10px;">  </div>
	The Currency field defaults to “USD”.

Step	Action
16.	<p>Select "A" (Annual) using the Frequency Look Up icon.</p> 
17.	<p>Click the Save button.</p> 
	<p>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.</p>
	<p>When a new row is created, the row count increases by one and the Effective Date field defaults to the current date.</p>
18.	<p>Update the effective date as needed using the Effective Date Calendar icon.</p> 
19.	<p>Enter a Step Number of "1" in the Step field.</p> 
20.	<p>Enter a description for the Step in the Step Description field.</p> 
21.	<p>In the Salary Components sections, select "STATE" using the Rate Code Look Up icon. Note: The Currency field defaults to "USD".</p> 

Step	Action																		
22.	<p>Enter the annual salary amount for the Step in the Comp Rate field.</p>  <p>Salary Components ⓘ</p> <table border="1"> <thead> <tr> <th>*Rate Code</th> <th>Seq</th> <th>Details</th> <th>Comp Rate</th> <th>Currency</th> <th>*Frequency</th> <th>Percent</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>STATE 🔍</td> <td>0</td> <td>Details</td> <td style="border: 2px solid red;"></td> <td>USD 🔍</td> <td>A 🔍</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Rate Code	Seq	Details	Comp Rate	Currency	*Frequency	Percent			STATE 🔍	0	Details		USD 🔍	A 🔍		+	-
*Rate Code	Seq	Details	Comp Rate	Currency	*Frequency	Percent													
STATE 🔍	0	Details		USD 🔍	A 🔍		+	-											
	<p>The Currency field defaults to “USD”.</p>																		
23.	<p>Select “A” (Annual) using the Frequency Look Up icon.</p>  <p>Salary Components ⓘ</p> <table border="1"> <thead> <tr> <th>*Rate Code</th> <th>Seq</th> <th>Details</th> <th>Comp Rate</th> <th>Currency</th> <th>*Frequency</th> <th>Percent</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>STATE 🔍</td> <td>0</td> <td>Details</td> <td></td> <td>USD 🔍</td> <td style="border: 2px solid red;">A 🔍</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	*Rate Code	Seq	Details	Comp Rate	Currency	*Frequency	Percent			STATE 🔍	0	Details		USD 🔍	A 🔍		+	-
*Rate Code	Seq	Details	Comp Rate	Currency	*Frequency	Percent													
STATE 🔍	0	Details		USD 🔍	A 🔍		+	-											
	<p>Click the Save button.</p>  <p>Save Return to Search Notify</p>																		
	<p>If multiple steps are required, refer to Steps 9 – 17 above.</p>																		

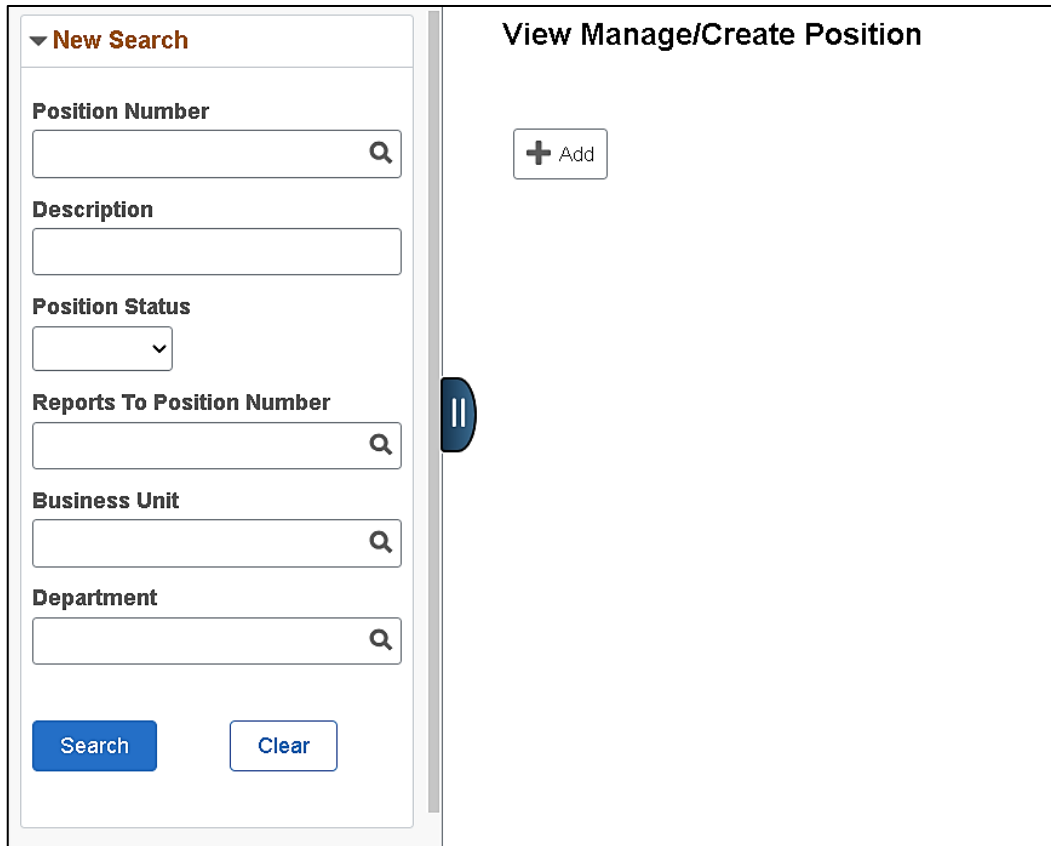
Agency HR Updates Position

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.

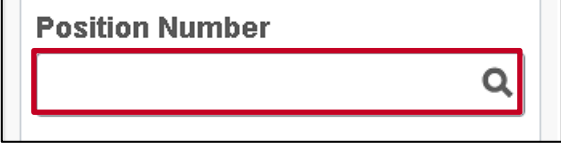

Note: If a change is made to a position that an employee currently occupies (incumbent), the next step would need to be inserted into the affected job record and the compensation changed using the “Pay Rate Change” action code. See the Job Aid titled **HR351_Updating an Employee’s Compensation** for 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

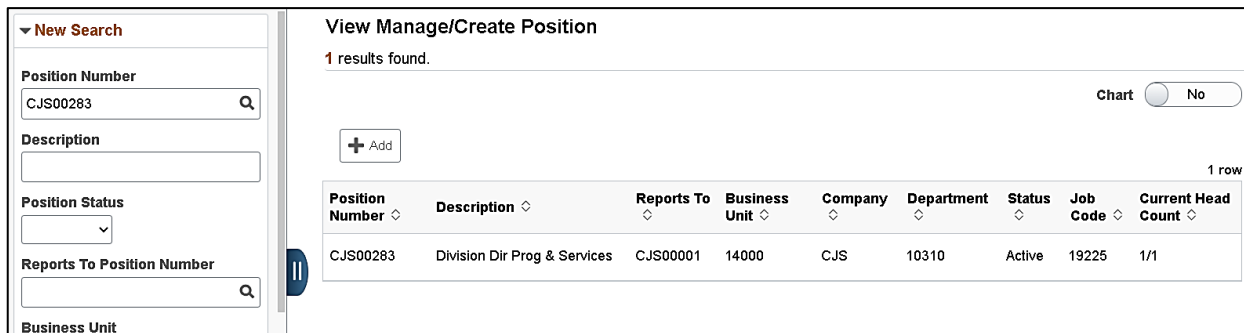
The **View Manage/Create Position Search** page displays.





Step	Action
2.	Enter the applicable Position Number in the Position Number field. 
3.	Click the Search button. 

The **Position** information displays.

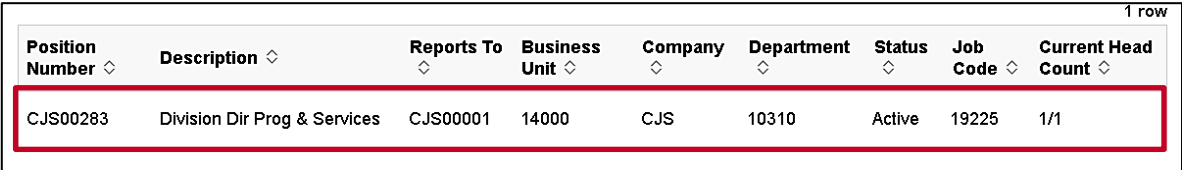


View Manage/Create Position
1 results found.

Chart No

+ Add

Position Number	Description	Reports To	Business Unit	Company	Department	Status	Job Code	Current Head Count
CJS00283	Division Dir Prog & Services	CJS00001	14000	CJS	10310	Active	19225	1/1

4.	Click the corresponding row to select the applicable Position. 
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The **Position Details** page displays for the applicable Position.

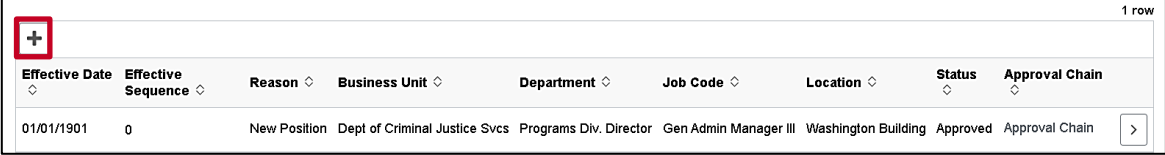
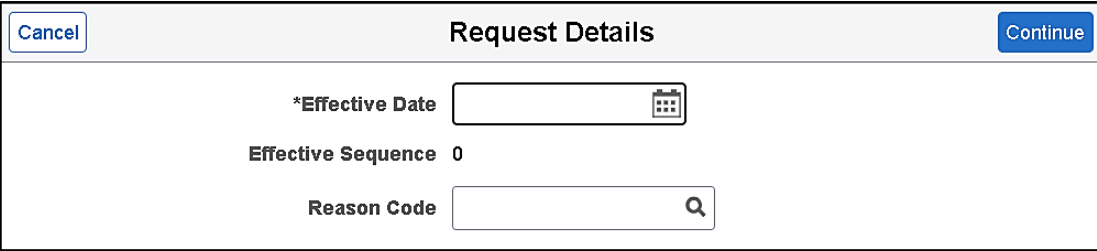
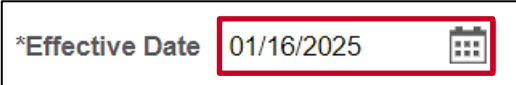


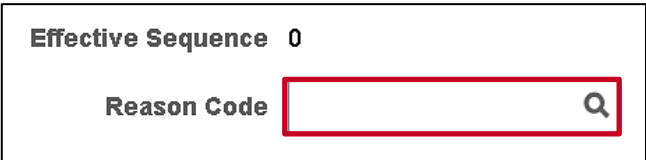



Position Details

Position Number CJS00283
 Headcount Status Filled
 Current Head Count 1 of 1

Clone

Effective Date	Effective Sequence	Reason	Business Unit	Department	Job Code	Location	Status	Approval Chain
01/01/1901	0	New Position	Dept of Criminal Justice Svcs	Programs Div. Director	Gen Admin Manager III	Washington Building	Approved	Approval Chain

Step	Action
5.	<p>Click the Add a New Row icon (+) to make the change to the Position.</p> 
<p>The Request Details page displays in a pop-up window.</p>	
	
6.	<p>The Effective Date field defaults to the current date. Update as needed using the Effective Date Calendar icon.</p> <p>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.</p> 
	<p>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.</p> 
8.	<p>Click the Reason Code Look Up icon and select the applicable reason for the change.</p> 
9.	<p>Click the Continue button.</p> 



Step	Action
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The **Manage Position** page displays (**Step 1 of 4: Position Data**).

Manage Position

Position Number: CJS00283
 Headcount Status: Filled
 Current Head Count: 1 of 1

Step 1 of 4: Position Data

Effective Date: 01/16/2025
 Effective Sequence: 0
 Reason Code: UPD

Review Date: [Calendar Icon]
 *Position Months: 12.00
 Stmt of Economic Interest Req: Yes
 VPA Covered: Yes

Position Information

*Position Status: Approved
 *Status: Active
 Action Date: 01/23/2025
 Alternate Work Schedule: No
 Key Position: No
 Budgeted Position: Yes
 Confidential Position: No

Max Head Count: 1
 Status Date: 09/21/2022
 SOC Code / Extension: 11-1021
 Job Sharing Permitted: No
 Available for Telework: Yes
 *EEO-4 Job Category: Officials and Administrators
 *Workers' Comp Code: 8810

10. Scroll down to the **Salary Plan Information** section.

Note: The **Salary Admin Plan/Grade** fields are grayed out and cannot be changed.

Salary Plan Information

Salary Admin Plan: SW
 Standard Hours: 40.00
 Work Period: W Weekly
 Grade: 7
 Step: [Search Icon]

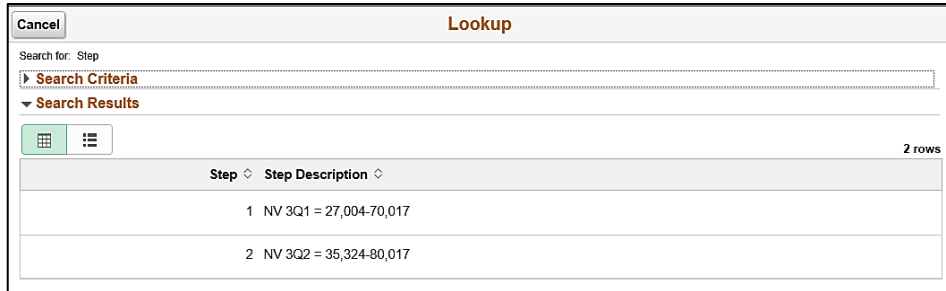
Mon: 8.00 Tue: 8.00 Wed: 8.00 Thu: 8.00 Fri: 8.00 Sat: Sun:

11. Select the applicable Step using the **Step Look Up** icon.

Grade: 7
 Step: [Search Icon]

Step	Action
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The **Search Results** display in a pop-up window.



Cancel Lookup

Search for: Step

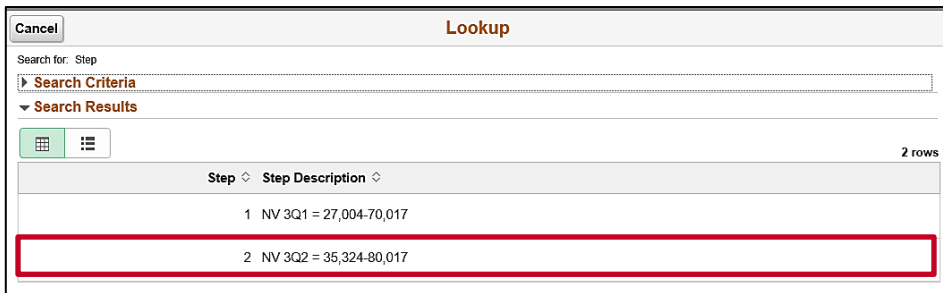
Search Criteria

Search Results

Step	Step Description
1	NV 3Q1 = 27,004-70,017
2	NV 3Q2 = 35,324-80,017

2 rows

12. Select the step required for the position update by clicking the corresponding list item.



Cancel Lookup

Search for: Step

Search Criteria

Search Results

Step	Step Description
1	NV 3Q1 = 27,004-70,017
2	NV 3Q2 = 35,324-80,017

2 rows

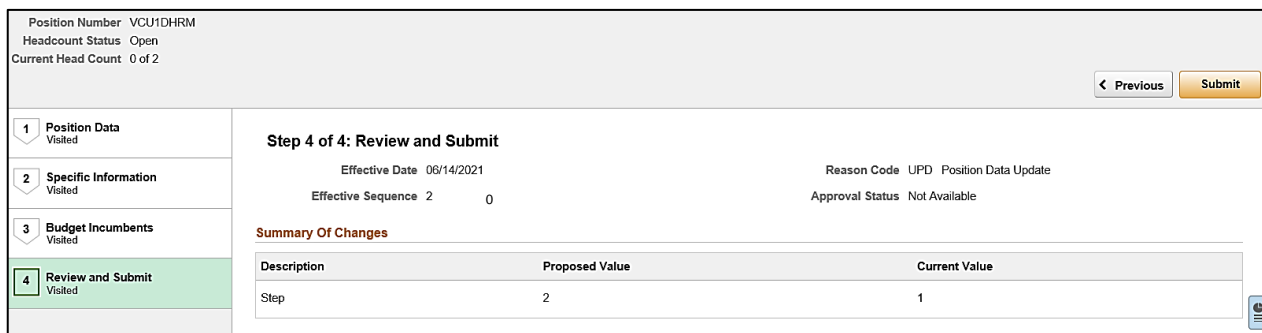
13. The page refreshes. Click the **Next** tab in the right-hand corner of the page until the **Review and Submit** page is displayed.



Position Number VCU1DHRM
Headcount Status Open
Current Head Count 0 of 2

Next >

The **Review and Submit** page displays (**Step 4 of 4**)



Position Number VCU1DHRM
Headcount Status Open
Current Head Count 0 of 2

Previous Submit

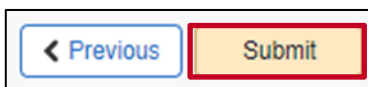
Step 4 of 4: Review and Submit

Effective Date 06/14/2021 Reason Code UPD Position Data Update
Effective Sequence 2 0 Approval Status Not Available


Summary Of Changes

Description	Proposed Value	Current Value
Step	2	1

14. Review the changes made to the Position and then click the **Submit** button.



Previous Submit

Step	Action
15.	<p>If there are no incumbents in the Position, the following Warning displays. Click the OK button.</p> <div data-bbox="293 453 1352 621" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">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</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
	<p>The Position Confirmation displays.</p> <div data-bbox="191 705 1446 919" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Position Confirmation 🏠 🔍 ⋮ 🗑️</p> <p style="text-align: center; background-color: #e0f2f1;">✔ The Position Number VCU1DHRM has been successfully updated.</p> <p>Position Number VCU1DHRM Headcount Status Open Current Head Count 0 of 2</p> <p style="text-align: center;"> <input type="button" value="Go to Position Details"/> <input type="button" value="Go to Manage/Create Position"/> </p> </div>
16.	<p>Click Go to Position Details link to update the incumbent's job record with the new compensation rate.</p> <div data-bbox="293 1037 1352 1218" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Position Confirmation 🏠 🔍 ⋮ 🗑️</p> <p style="text-align: center; background-color: #e0f2f1;">✔ The Position Number VCU1DHRM has been successfully updated.</p> <p>Position Number VCU1DHRM Headcount Status Open Current Head Count 0 of 2</p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="button" value="Go to Position Details"/> <input type="button" value="Go to Manage/Create Position"/> </p> </div>
	<p>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.</p>