# 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

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)
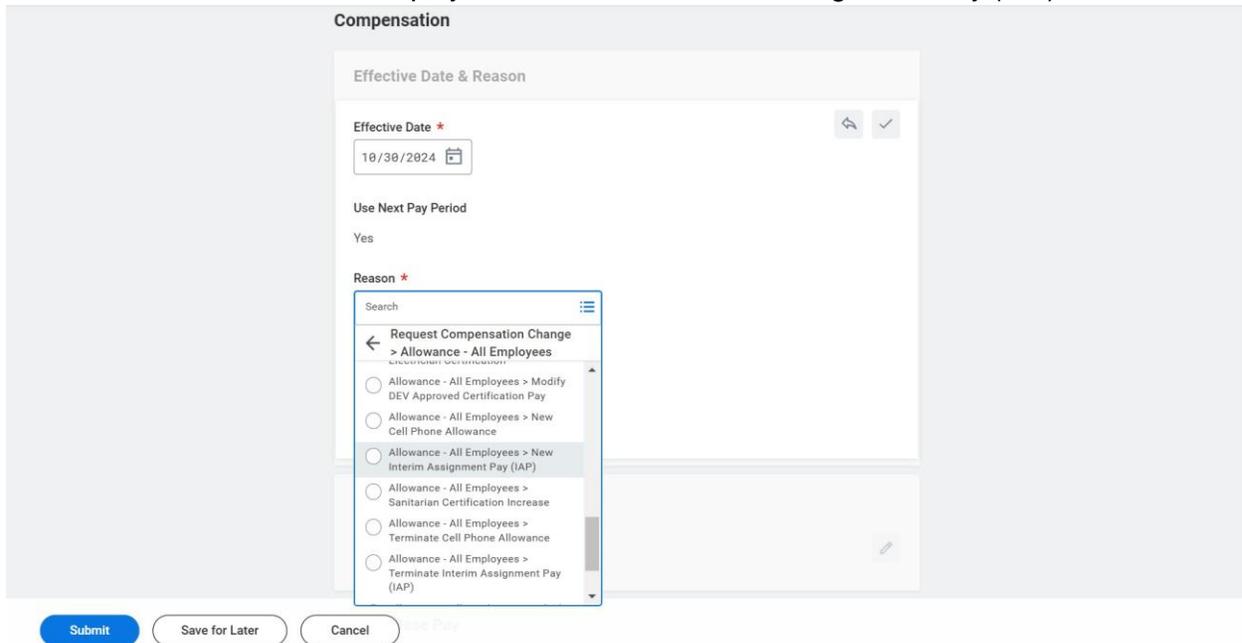


5. **Employee Visibility Date** section
6. **Guidelines** section
7. **Salary** section. **DO NOT EDIT.**
8. **Hourly** section. **DO NOT EDIT.**

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
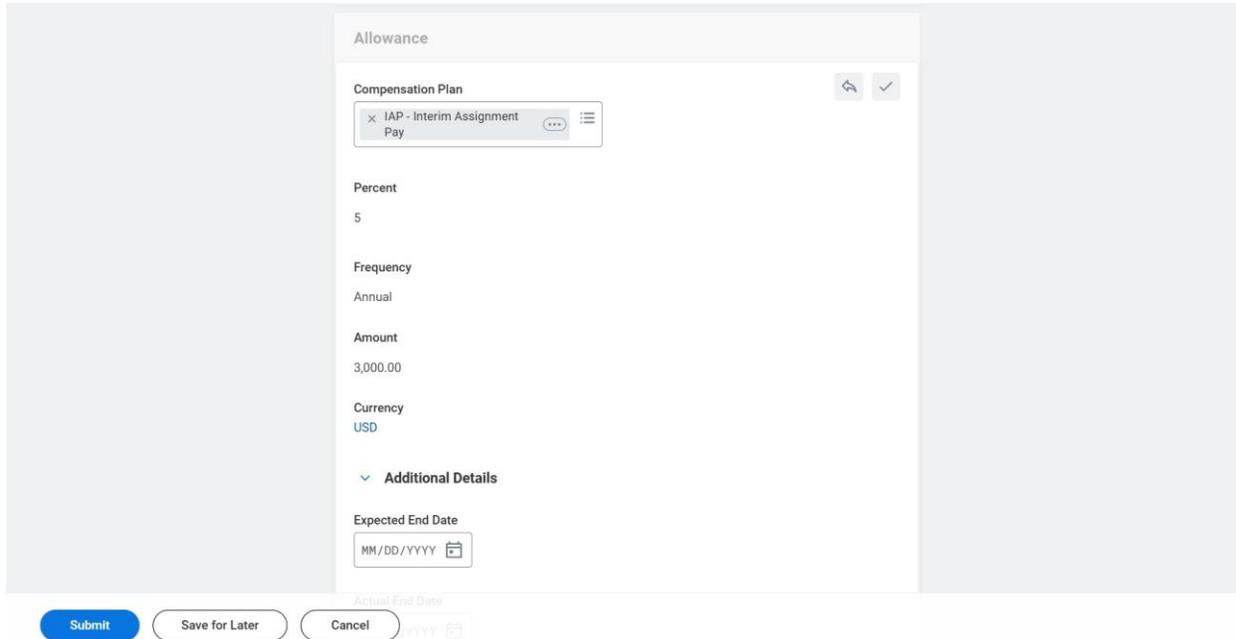
**10. Confirm the effective and end dates of the IAP**
- New IAPs must start at the beginning of a pay period
- Minimum of 6 months in employee's current position to qualify for IAP
- Ending date cannot exceed 6 months after the effective date
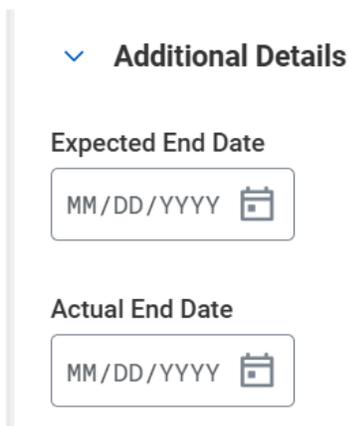


**11.** In the comment box
- Provide justification on why the employee will be on the IAP
- **Provide the PM number AND open Job Requisition number in Workday**
  - Please note that an open (and unfilled if this is a new IAP) is required
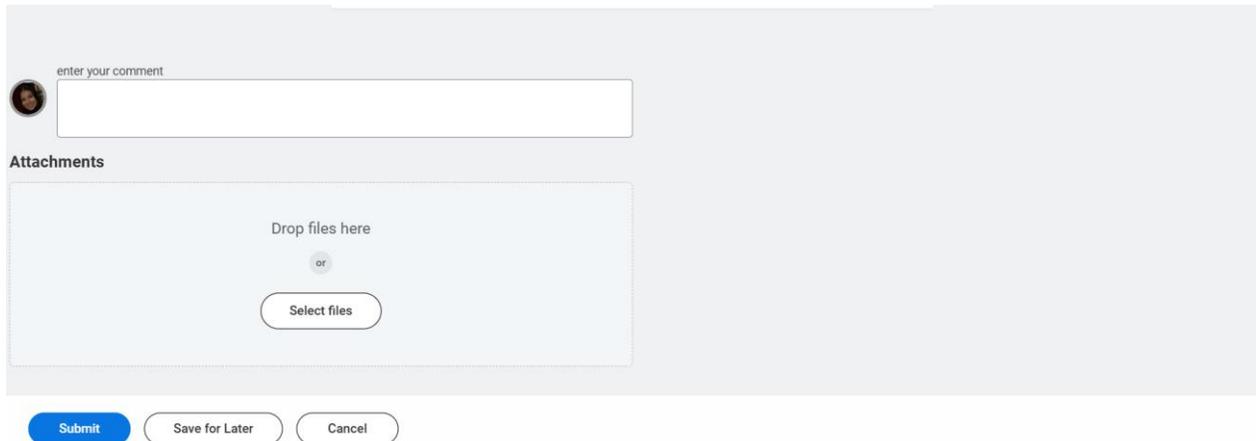
**12. Select Submit. The Request Compensation page closes. A summary screen displays.**



**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**



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

**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.**
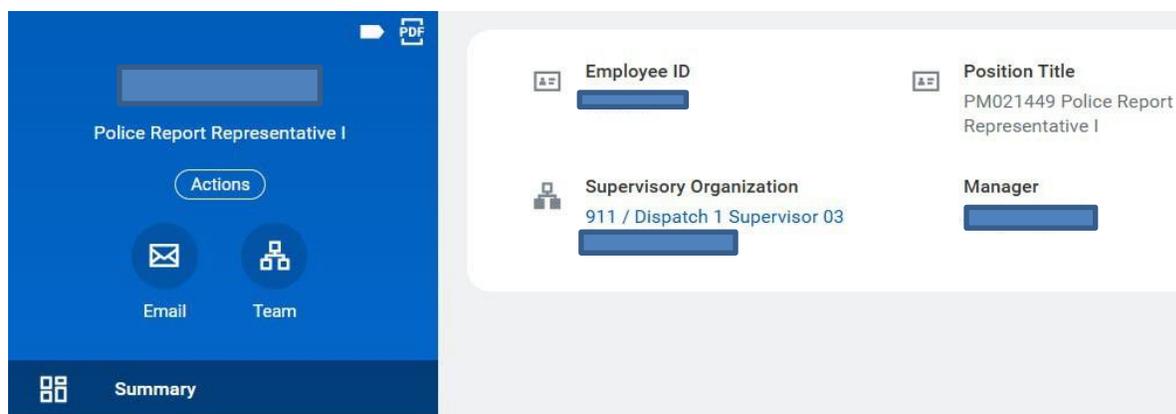
Police Report Representative I

Actions

Email    Team

Summary

Employee ID

Supervisory Organization
911 / Dispatch 1 Supervisor 03

Position Title
PM021449 Police Report Representative I

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.**

Q  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)

Police Report Representative I

Actions

    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)
     - 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)

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     •••