

Bowling Green State University
BG@100 Information Item
ESC Submission: July 12, 2004



Identification Information:

<i>Reference Number</i>	HCM-0014
<i>Functional Area</i>	Human Resources/Payroll
<i>Title</i>	Classified Staff End of Probation Pay Increase

Background Information:

When we hire or promote a classified staff member who works a regular schedule which includes all full-time staff and part-time staff who work Monday through Friday, they serve either a 120 or 180 day probation. They receive a pay increase at the end of the period. Due to AMS system constraints, our current practice is to make the pay increase effective on the first day of the pay period that includes the end of probation date.

Information Item:

PeopleSoft will automatically give the pay increase on the actual end of probation date, regardless of where it occurs within a pay period. Therefore all hours worked prior to the end of probation will be paid at the "beginning probation" rate and all hours worked on or after the end of the probation will be paid at the "end of probation" rate.