



Colorado

Department of Personnel
& Administration
Division of Human Resources

ACROSS THE BOARD ("ATB") AND MERIT PAY CALCULATIONS

1. Determine June 1, 2013 monthly salary.
2. In which quartile is the June 1st monthly salary under the [FY12-13 Comp Plan](#)?
3. What is the employee's rating for the FY12-13 performance cycle?
4. What is the Merit Pay Percentage ([Merit Pay Matrix](#)) for this employee?
 - a. Determine whether Merit Pay Percentage is base building (Q1-Q3) or non-base building (Q4 and above).
 - b. You do not add merit pay to the employee's salary at this stage.
5. Apply any system maintenance studies (this year, only the IT pay structure had this change)
 - a. Salaries below the range minimum are moved up to the new pay structure minimum.
 - b. Salaries above the range maximum are put into Saved Pay Status.
6. Determine July 1, 2013 salary (this salary will not have changed from the June 1, 2013 salary unless the employee is part of a system maintenance study or the employee has received a promotion or pay reallocation since June 1, 2013). Look at [FY13-14 pay ranges](#) and determine whether the employee's July 1, 2013 salary is above the new pay range maximum under the FY13-14 Comp Plan. If so, the employee is considered to be in Save Pay status for up to three (3) years and this is their final monthly base salary for FY13-14. Neither the ATB increase nor merit increase will place an employee into saved pay status.
7. Calculate the 2% ATB based on the July 1, 2013 monthly salary from Step 6. This is the monthly ATB Increase. Add this monthly ATB Increase to the July 1, 2013 monthly salary.
 - a. The ATB Increase will be applied up to the employee's new range maximum. This is the new monthly salary.
 - b. Any monthly ATB Increase over range maximum should be multiplied by 12 and paid as a non-base, one-time lump sum in the July 2013 paycheck.
 - c. Any monthly ATB Increase for a salary already in Saved Pay Status (see Step 6) will be multiplied by 12 and paid as a non-base, one-time lump sum in the July 2013 paycheck.
8. Apply the Merit Pay Percentage determined in Step 4 to the new monthly salary arrived at in Step 7(a).
 - a. Any employee hired by the State after April 1, 2012 will have their Merit Pay pro-rated based on actual months worked during that performance cycle.
 - b. If the Merit Pay Percentage increase is base-building and does not exceed the FY13-14 pay range maximum, this will be the new final monthly base salary.
 - c. If the Merit Pay Percentage is base-building and would place the salary above FY13-14 max, then bring the salary up to the range maximum. This will be the new final monthly base salary. Multiply the remaining monthly amount that is above range maximum by 12 and pay as a non-base, one-time lump sum in the July 2013 paycheck.
 - d. If the Merit Pay Percentage is non-base building, then multiply the monthly Merit Pay Percentage increase by 12 and pay as one-time lump sum in the July 2013 paycheck. The employee's new final monthly base salary is the monthly salary arrived at in Step 7(a).
 - e. An employee whose salary is above the range maximum on June 1, 2013, and receives a performance rating of 3, will receive a non-base building, one-time lump sum payment in the July 2013 paycheck. An employee whose salary is above the range maximum on June 1, 2013, and receives a performance rating of 2, will not receive any merit pay.
9. Look at the new monthly salary derived from Steps 6 or 8(a), (b) or (c). Is it within the FY13-14 Comp Plan pay range for the employee's class?

- a. If it is below the FY13-14 pay range minimum after applying the appropriate ATB and merit increases, then move the employee's monthly salary to the new pay range minimum. This is the employee's final monthly salary for FY13-14.
- b. If it is within the pay range, this is the employee's final monthly salary for FY13-14.
- c. If it has been determined at Step 6 that the salary is in Save Pay Status, this will be the final monthly salary for up to three (3) years and this is their final monthly salary for FY13-14. The only employees in this situation will be those in classes where the pay ranges moved down from FY12-13 to FY13-14. Neither the ATB increase nor Merit increase will place an employee into Saved Pay Status.