



Within-Grade Increase (WGI)

Chapter 4 Section 2

Introduction In EHRP, an important automated HR function is the Within-Grade Increase (WGI). This section describes what the system requires to perform this function and how the managers use the information that the system provides.

Requirements To enable EHRP to run automatic actions, the required position and employee data must first be set up. In order for the WGI actions to be performed, the employee must have received a **performance rating of “Satisfactory” or better** and that review must have occurred over the last 15 months. The employee must also have a **WGI status of “Waiting” or “Approved”** on the **Employment 1** page. The **Reports To Position** must also be completed on the **Employment 2** page.

Employee Performance Appraisal Another critical requirement for Auto WGI to function properly is a “Satisfactory” employee performance appraisal.

The following steps detail how to enter the employees performance appraisal ratings:

Follow the navigational path:

Home → Administer Workforce → Manage Performance →
Use → Employee Appraisal

The following **Employee Appraisal** page appears:

Enter the effective date of the appraisal in the **Effective Date** field.

In the From/To Date fields, enter the period of time for which the employee is being appraised.

If known, enter the date of the next review in the **Next Review Date** field.

Select the **Rating Scale** from the dropdown menu.

NOTE: The valid values are OPM Rating of Record Pattern A and OPM Rating of Record Pattern H.

Select the **Review Rating** from the dropdown menu.

Click Save.

User Information

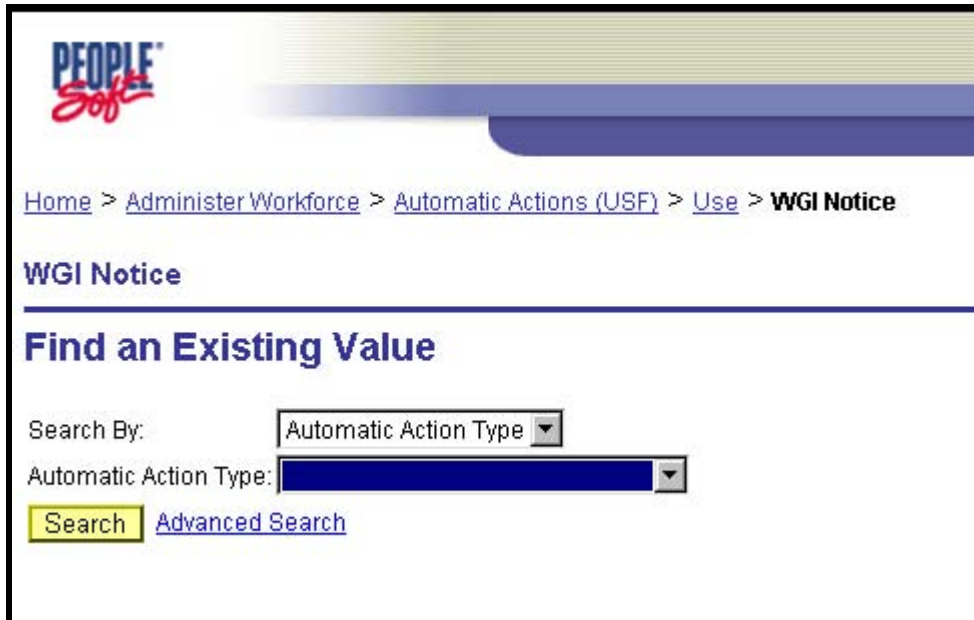
The WGI Automatic Action will identify employees who are eligible for an increase within 60 days.

The following details the steps the manager will use to review the list of employees the system has identified as eligible for a within-grade increase within 60 days.

Follow the navigational path:

Home → Administer Workforce → Automatic Actions (USF) →
Use → WGI Notice

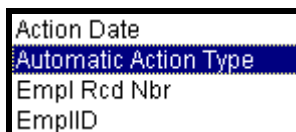
The following page appears:



The screenshot shows the PEOPLE Soft interface for the WGI Notice page. The breadcrumb trail is: Home > Administer Workforce > Automatic Actions (USF) > Use > WGI Notice. The page title is "WGI Notice". Below the title is a section titled "Find an Existing Value". There are two search criteria fields: "Search By:" with a dropdown menu set to "Automatic Action Type", and "Automatic Action Type:" with a dropdown menu. A yellow "Search" button and a blue "Advanced Search" link are located below the search fields.

The supervisor selects which search criteria to use by selecting one from the Search **By** dropdown menu.

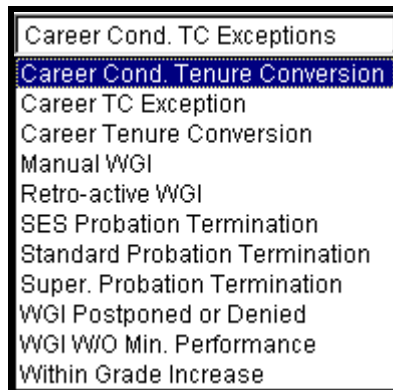
The **Search By** field contains the following possible values:



The screenshot shows a dropdown menu with the following options: Action Date, Automatic Action Type (highlighted), Empl Rcd Nbr, and EmplID.

The supervisor now would select the Automatic Action Type from the dropdown menu.

The **Automatic Action Type** field contains the following options:



Click .

The page will list the employees that meet the search criteria and are eligible for a within-grade increase.

NOTE: If the supervisor wishes to deny the WGI, the supervisor will request a personnel action to deny the WGI. This personnel action request would be an 888-0 NOA, Denial of WGI and the manager would enter the following action and reason codes, DTA and PRA.

NOTE: If the supervisor approves of the within-grade increase, then the system will automatically process that increase.

Automatic Action Type Definitions

Here are definitions for WGI automatic actions:

- **Within Grade Increase** – These employees will receive an automatic WGI within 60 days.
- **Manual WGI** – You need to process these employees' WGIs manually. For example, employees with intermittent or seasonal work schedules require manual WGI processing.
- **Retroactive WGI** – These employees have a **WGI Status** of *Waiting*, but were due a WGI in a previous pay period.
- **WGI W/O Min. Performance** – These employees have an **Overall Review Rating** below *Satisfactory* or don't have a review within the last fifteen months.

Frequency of Review

The effectiveness of the WGI automatic process is dependent upon the supervisor reviewing their notifications for WGI frequently. It is recommended that the supervisor review the notifications, at minimum, once per pay period. In addition, the managers must be diligent about entering the performance appraisals of their employees.

NOTES: