# Promotions

USDA Pay-Setting Guide

March 2023

This pay-setting guide was developed to provide a comprehensive reference to assist HR Specialists to set pay. This guide provides in-depth coverage of many areas; however, users should refer to applicable laws, regulations, Departmental Regulations, and agency-specific policy when making pay decisions.

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## 

**PROMOTIONS**

A promotion is a change of an employee while continuously employed from one General Schedule (GS) grade to a higher GS grade. Only GS employees who are promoted to a higher grade under the General Schedule without a break in service are covered by the two-step promotion rule.

## References

The two-step promotion rule is found under [5 U.S.C. 5334](https://uscode.house.gov/view.xhtml?req=(title:5%20section:5334%20edition:prelim)%20OR%20(granuleid:USC-prelim-title5-section5334)&f=treesort&edition=prelim&num=0&jumpTo=true)(b) and the implementing regulations are in [5 CFR 531.214](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-531/subpart-B/subject-group-ECFR9b085ee4a0f815a/section-531.214). Also see [5 CFR 531.243](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-531/subpart-B/subject-group-ECFR67ddb218d73be04/section-531.243) for GM employees.

## PAY TABLES

**Q: There are so many pay tables and I never know which one I’m supposed to use. How do I figure out which pay table to use?**

Everyone with a duty station in the U.S. will have a locality pay table that applies to their position. Certain positions will also have a special rate table that applies (here will either be 1 or 2 pay tables that apply to the position you’re filling). We always need to find the locality table and also check to see if a special rate table applies.

1. **Step 1: Locality Table.** Find the locality table that applies to the position you’re filling.

Go to OPM’s [Duty Station Locator](https://dw.opm.gov/datastandards/dutystation/main.jsp) webpage and you can search by duty station code from the SF-52 or search by city name.

1. **Step 2: Special Rate Table.** Now check to see if a special rate table also applies to the position you’re filling. Go to OPM’s website (salary tables) and use the special rate search.
   1. First search by “Occupation”
   2. Then search by “Agency”
   3. Then search by “Location” (if the county or city doesn’t show up then it will fall under RUS)

**Q: We found two pay tables that apply to the position that I’m filling. Which pay table do I use?**

The table with the “highest applicable rate range”.  (We’ll cover this throughout the guide)

## THE TWO-STEP PROMOTION RULE

* Pay is set using the two-step rule when an employee moves from a lower GS grade to a higher GS grade. *Notice how this doesn’t say anything about receiving a pay increase*.
* Only GS employees who are promoted to a higher grade under the General Schedule without a break in service are covered by the two-step promotion rule. The rules are different for non-GS (FWS, pay-banding) moving to GS.
* For pay-setting purposes, the promotion entitlement is expressed as a dollar amount, not a grade or step.
* The two-step promotion rule must be applied using one of two methods: the standard method or the alternate method.

### Personnel Processing Rules

Even though an action may not be a promotion under the personnel processing rules it still may be a promotion for pay purposes.

The following examples would be processed as something other than promotions (conversions and transfers) but they are all promotions for pay-setting purposes and require application of the two-step promotion rule. For example:

1. An employee transfers from another agency to USDA at a higher grade.
2. An employee on a temporary appointment receives another temporary appointment at a higher grade without a break in service.
3. An employee on a temporary appointment receives a permanent appointment at a higher grade without a break in service.
4. An employee on a permanent appointment receives a new career/career-conditional appointment at a higher grade from a competitive examination.

### When do I use the Standard Method?

We use the standard method when the same pay tables apply to the current position and the position the employee is being promoted into, and if the alternate method doesn’t produce a higher rate of pay than the standard method. For example:

1. Promoted in the Same Series:
   1. A GS-0201-11 in Atlanta (ATL) promoted to a GS-0201-12 in Washington, DC (DCB). Same series but is moving to a different locality area.
   2. A GS-2210-09 in Albuquerque (999B) promoted to a GS-2210-11 position in Washington, DC (999C). Same series but is moving to a different locality area.
   3. A GS-0462-07 in Los Angeles (SSR 0256) promoted to a GS-0462-08 in Phoenix (PX). Even though we’re going from a special rate table to a GS locality table (because the special rate table doesn’t apply at the new location), the standard method and the alternate method will produce the same result because there isn’t a change in the series.
2. Promoted to a Different Series, but a special rate table doesn’t apply to the current position or to the position the employee is being promoted into:
   1. A GS-0203-06 in Albuquerque (ABQ) promoted to a GS-0201-07 in Golden, CO (DEN).
   2. A GS-0301-11 in Washington, DC (DCB) promoted to a GS-0201-12 position in New Orleans (RUS).

**5 CFR 531.214: Setting Pay Upon Promotion**

| **Steps** | **Promotion Rule – Standard Method** |
| --- | --- |
| Step A | If applicable, apply the geographic conversion rule in § 531.205 to determine the employee's rate(s) and range(s) of basic pay based on the employee's position of record before promotion and the new official worksite, as required by paragraph (b) of this section. Also, if applicable, provide any simultaneous within-grade increase or quality step increase, as required by paragraph (c) of this section. Use the resulting rate(s) of basic pay as the existing rate(s) in effect immediately before promotion in applying steps B and C. |
| Step B | Identify the employee's existing GS rate (or LEO special base rate) in the grade before promotion, and increase that rate by two GS within-grade increases for that grade. |
| Step C | Determine the payable (highest) rate of basic pay for the step or rate determined in step B by applying any locality payment or special rate supplement applicable to the given grade, based on the employee's position of record before promotion and official worksite after promotion. (If the rate determined in step B is above the range maximum, use the same locality payment or special rate supplement that applies to rates within the rate range.) |
| Step D | Identify the highest applicable rate range for the employee's position of record after promotion and find the lowest step rate in that range that equals or exceeds the rate determined in step C. This is the employee's payable rate of basic pay upon promotion. (If the rate identified in step C exceeds the maximum of the rate range identified in this step, the employee's payable rate is that maximum rate, or, if the employee's existing rate is higher than that maximum rate, a retained rate under 5 CFR part 536 equal to that existing rate.) |

### When do I use the Alternate Method?

We use the alternate method when one pay table applies to the current position, but a different pay table applies to the position the employee is being promoted into **based on a change in the series.** For example:

1. **Non-SSR to SSR.** A special rate doesn’t apply to the current position, but a special rate applies to the position you’re filling based upon a change in the series.

For example, a GS-0201 to GS-2210 (no special rate to a special rate because of a change in the series).

1. **SSR to Different SSR.** A special rate applies to the current position, but a different special rate applies to the position you’re filling based upon a change in the series.

For example, a GS-0462 to GS-1801 (one special rate (0256) to a different special rate (0414) based upon a change in the series).

1. **SSR to Non-SSR**. A special rate applies to the current position, but a special rate doesn’t apply to the position you’re filling based upon a change in the series.

For example, a GS-1801 to GS-1811 (a special rate to no special rate based upon a change in the series).

1. Or, if the alternate method will produce a higher payable rate upon promotion that the standard method.

### The Steps

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** If the employee is moving and a different locality pay table applies at the new location, then we must always process the geographic conversion rule first and any simultaneous pay actions (if applicable) before we can move onto the promotion action. The following order must be followed when processing simultaneous pay actions:
   1. Geographic conversion rule.
   2. General pay adjustment.
   3. Within-grade increase or quality step increase.
   4. Then move to Step 2 to determine the promotion.

Each step builds upon each other. We take the result from Step A and then move to Step B; we take the result from Step B to determine Step C; then we take the result from Step C and use that to determine Step D. We never move backwards.

1. **Step B: Two-Step Promotion Rule.** Use the GS base table (or LEO base table) and increase the step by two steps.
   1. We never take the current table and jump 2 steps and use that dollar amount.
   2. All we’re doing is adding 2 steps to their current step:
2. **Step C: Promotion Entitlement.** The promotion entitlement is expressed as a dollar amount, not a grade or step.
   1. Find the locality pay table and the special rate table (if applicable) that apply to the current position, at the new location (if applicable).
   2. Take the grade and step from Step B (the two-step promotion) and place it on the locality pay table and the special rate table (if applicable).
   3. Whichever table produces the highest dollar amount will determine the employee’s promotion entitlement.
3. **Step D: Set the Pay.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).
   2. If a locality table and a special rate table both apply, then use the table with the “highest applicable rate range”.
   3. Take the salary from Step C (promotion entitlement) and slot the pay into the table.
   4. When the pay falls between two steps we use the higher step because we can never pay them less than their promotion entitlement.
   5. Set the pay.

**Alternate Method**

Steps A-C are the same as the standard method to determine the promotion entitlement:

* Step A: Geographic Conversion and Simultaneous Pay Actions.
* Step B: Apply the Two-Step Promotion Rule.
* Step C: Promotion Entitlement.

**Steps D and E are different**. Here’s the tricky part and the difference between the standard method and the alternate method.

* Under the standard method it’s easy because you promote them to their new position (which makes perfect sense, and we all understand that).
* *But with the alternate method and what is so confusing is that* ***we promote them using the pay table that applies to the current series at the new grade*** *(like we were promoting them in their current position and not the new position) and then* ***crosswalk the grade and step to the pay table that applies to the new series****.*

**Step F.** Compare the results from the Standard Method and the Alternate Method. Use the method that produces the higher amount.

**5 CFR 531.214: Setting Pay Upon Promotion**

| **Steps** | **Promotion Rule – Alternate Method** |
| --- | --- |
| Steps A, B, and C | Same as standard method in paragraph (d)(3) of this section. |
| Step D | Identify the highest applicable rate range for the employee's grade after promotion based on consideration of any pay schedule that applied to the employee's position of record before promotion (after any geographic conversion). (Do not consider pay schedules that apply only to the employee's new position of record after promotion. For example, if a particular special rate schedule applies only to an employee's position of record after promotion, disregard that schedule in applying this step.) Find the lowest step in the highest applicable rate range that equals or exceeds the rate identified in step C. (If the rate identified in step C exceeds the maximum of the rate range identified in this step, the employee's payable rate is that maximum rate, or, if the employee's existing rate is higher than that maximum rate, a retained rate under 5 CFR part 536 equal to that existing rate.) |
| Step E | Convert the lowest step rate identified in step D to a corresponding step rate (same step) in the highest applicable rate range for the employee's new position of record after promotion. This is the employee's alternate payable rate of basic pay upon promotion. (If the rate derived under step D was a retained rate, determine the alternate payable rate of basic pay as provided in paragraph (D)(4) of this section.) |
| Step F | If the alternate payable rate identified in step E exceeds the payable rate resulting from the standard method in paragraph (d)(3) of this section, the employee is entitled to the alternate rate upon promotion. Otherwise, the employee is entitled to the payable rate derived under the standard method, except as provided in paragraph (d)(2)(iii) of this section. |

## PAY-SETTING EXAMPLES

### Basic Two-Step Promotion

Glenn is a GS-0203-06 step 7 and is promoted to a GS-0203-07 position. Both positions are in Los Angeles. We use the standard method because the same pay tables apply to the old position and the position we’re filling.

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions**. The employee is being promoted in the same area so there isn’t a geographic conversion, and we don’t have any simultaneous pay actions (general adjustment, WGI or QSI).

*None.*

1. **Step B: Apply the Two-Step Promotion Rule**. Use the GS base table and increase Glenn’s current step by two WGIs:

*GS-06 step 7 + 2 steps = GS-06 step 9*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 06 | 31,819 | 32,880 | 33,941 | 35,002 | 36,063 | 37,124 | 38,185 | 39,246 | 40,307 | 41,368 |

1. **Step C: Promotion Entitlement.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the current position, at the new location (if applicable).

*The Los Angeles locality table applies to a GS-0203-06 position in LA.*

* 1. Take the grade and step from Step B (GS-06 step 9) and place it on the pay table.

*$52,258 is Glenn’s promotion entitlement.*

* 1. This is the dollar amount the employee is entitled to by law which means you cannot pay him less than $52,258.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |

**This is very important and don’t mess around with an employee’s promotion entitlement.**

1. **Step D: Set the Pay.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to position you are filling at the new location (if applicable).

*The Los Angeles locality applies to a GS-0203-07 position in Los Angeles.*

* 1. Slot $52,258 (promotion entitlement) into the GS-07 grade on the Los Angeles locality table.

*$53,258 falls between step 5 and step 6.*

* 1. When we slot the promotion entitlement into the grade they’re going into and when it falls between two steps, we always use the higher step because we can never pay them less than their promotion entitlement.
  2. Pay is set at GS-0203-07 step 6, $53,486, Los Angeles, CA locality. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

#### Ex. 1 Worksheet

| Steps | **Promotion Worksheet**  **Locality Table to Locality Table**  *Use this worksheet when only a locality pay table applies to the current position and the position you’re filling (a special rate table doesn’t apply to the current position or to the position you’re filling based upon a change in the series).* |
| --- | --- |
| **Current Salary** | Pay Table: **LA** Series: **0203** Grade: **06** Step: **5** Salary: **$49,507** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** The following order must be followed when processing simultaneous pay actions: (1) Geographic Conversion; (2) General Adjustment (NOA-894); (3) WGI/QSI; then (4) Promotion.  N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step B** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade: **06** Step: **7** *+ 2 steps* = Grade: **06** Step: **9**  *If higher than step 10 then STOP and use the “Promotion from Step 9 or 10 Worksheet” to determine the promotion entitlement*. |
| **Step C** | **Promotion Entitlement.**   1. Find the locality pay table that applies to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on the pay table.   Pay Table: **LA** Grade: **06** Step: **7** Salary:**$52,258**  *This is the dollar amount the employee is entitled to by law which means you cannot pay them less than this amount.* |
| **Step D** | **Set the Pay**   1. Find the locality pay table that applies to the position you’re filling, at the new location (if applicable). 2. Take the salary from Step C (promotion entitlement) and slot the pay into the pay table. 3. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **LA** Series: **0203** Grade: **07** Step: **6** Salary: **$53,486**  Did you look at HPR? Yes:\_\_\_ N/A: **X** |

### Two-Step Promotion w/Geographic Conversion

*GS-0201-13 (DCB) to GS-0201-14 (ABQ)*

Julie is a GS-201-13 step 8 in Washington, DC and is promoted to a GS-201-14 in Albuquerque. Neither position is covered by a special rate. The standard method is used since the same pay tables apply to the current position and the position we’re filling. The employee’s promotion entitlement is determined as follows:

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** 
   1. The employee is moving from Washington, DC to Albuquerque, NM, so we need to apply the geographic conversion rule.
   2. Get the pay table that applies to the current position at the new location.
   3. Take the employee’s grade and step and place it on the pay table at the new location.
   4. Julie’s converted rate is $106,115.
   5. The employee was a GS-13 step 8 in Washington, DC and they are now a GS-13 step 8 in Albuquerque. That’s all there is to the geographic conversion, and we will never look at the DCB locality pay table again.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 94,796 | 97,956 | 101,116 | 104,275 | 107,435 | 110,595 | 113,755 | 116,914 | 120,074 | 123,234 |
| **ABQ** | 13 | 86,040 | 88,908 | 91,776 | 94,644 | 97,512 | 100,379 | 103,247 | 106,115 | 108,983 | 111,851 |

1. **Step B: Apply the Two-Step Promotion Rule**.
   1. Increase Julie’s current step by two within-grade increases.
   2. Get the GS base table (or just use your fingers and count two steps):

*GS-13 step 8 + 2 steps = GS-13 step 10*

1. **Step C: Promotion Entitlement.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to her current position, at the new location (if applicable).

*The ABQ locality table applies to a GS-0201-13 position in Albuquerque.*

* 1. Take the grade and step from Step B (GS-13 step 10) and place it on the pay table.

*$111,851 is Julie’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 13 | 86,040 | 88,908 | 91,776 | 94,644 | 97,512 | 100,379 | 103,247 | 106,115 | 108,983 | 111,851 |

1. **Step D: Set the Pay.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to the position she is being promoted into at the new location (if applicable).

*The ABQ locality table applies to a GS-0201-14 position in ABQ.*

* 1. Take the promotion entitlement from Step C ($111,851) and slot it into the GS-14 grade on the ABQ table.

*$111,851 falls between step 4 and step 5.*

* 1. Pay is set at GS-14 step 5, $115,231, ABQ locality. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 14 | 101,674 | 105,063 | 108,452 | 111,842 | 115,231 | 118,620 | 122,009 | 125,399 | 128,788 | 132,177 |

Notice this is less than she was making in Washington, DC at the GS-13 grade. We cannot take the pay she was making in Washington, DC and slot it into the ABQ locality table. The DCB rate only applied to her position while she was in Washington, DC. Remember, the two-step promotion rule is moving from a lower GS-grade to a higher GS-grade – it doesn’t say anything about an increase in pay.

## PROMOTION FROM STEP 9 OR STEP 10 ON A LOCALITY TABLE

### GS-7 step 10 to GS-9

*GS-201-07 step 10 (DCB) to GS-201-09 (DCB)*

Jamie is a GS-0201-07 step 10 and is promoted to a GS-201-09 position. Both positions are in Washington, DC. We use the standard method because the same pay tables apply to the old position and the position we’re filling.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 07 | 44,941 | 46,440 | 47,938 | 49,437 | 50,935 | 52,434 | 53,932 | 55,431 | 56,929 | 58,428 |

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 07 | 35,359 | 36,538 | 37,717 | 38,896 | 40,075 | 41,254 | 42,433 | 43,612 | 44,791 | 45,970 | 1,179 |

* 1. Use the GS Base table to find the amount of a within-grade increase. *$1,179*
  2. Multiply the amount of a WGI at grade 07 on the GS Base table by two.

*$1,179 x 2 = $2,358*

* 1. Add the result to the GS Base GS-07 step 10 rate:

*$45,970 + $2,358 = $48,328*

*$48,328 is the employee’s current base rate plus two WGIs.*

1. **Step C: Promotion Entitlement**. Multiply the base rate plus two WGIs ($48,328) by the locality payment.

SALARY TABLE 2017-DCB

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF **27.10%**

FOR THE LOCALITY PAY AREA OF WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA

TOTAL INCREASE: 2.88%

EFFECTIVE JANUARY 2017

*$48,328 X 1.2710 = $61,425*

*$61,425 is Jamie’s promotion entitlement. Jamie is entitled to $61,425 even though it exceeds step 10 on the DCB locality table.*

1. **Step D: Set the Pay.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to the position she is being promoted into at the new location (if applicable).

*The DCB locality table applies to a GS-201-09 position in Washington, DC.*

* 1. Slot $61,425 (promotion entitlement) into grade 09 on the DCB table.

*$61,425 falls between step 4 and 5.*

* 1. Pay is set at GS-0201-09 step 5, $62,303, Washington, DC locality. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 54,972 | 56,805 | 56,638 | 60,470 | 62,303 | 64,136 | 65,969 | 67,801 | 69,634 | 71,467 |

#### Ex. 3 Worksheet

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Locality Table**  *Use this worksheet when the employee is at step 9 or step 10 on a locality table and is being promoted. If going from a locality table to a special rate table* ***based upon a change in the series,*** *then also use the Alternate Method Worksheet once you have determined the promotion entitlement.* |
| --- | --- |
| **Current Salary** | Pay Table: **DCB** Series: **0201** Grade: **07** Step: **10** Salary: **$58,428** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase: **$1,179** 2. (a) **$1,179** x 2 = (b) **$2,358** 3. Current Base Rate of Pay: (c) **$45,970** 4. (c) **$45,970** +(b) **$2,358** = (d) **$48,328** *Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.** Multiply the rate from Step 2(d) by the locality payment:   1. Base rate + 2 WGIs: **$48,328** 2. Locality payment\*: **27.10%** 3. (a) **$48,328** x **1.2710** = **$61,428** *Promotion entitlement*   *\* Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step 3(c) (promotion entitlement) and slot the pay. 4. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **DCB** Series: **0201** Grade: **09** Step: **5** Salary: **$62,303**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### GS-11 step 10 to GS-13 and You’re Checking HPR

*GS-301-11 step 10 (RUS) to GS-201-13 (RUS)-HPR earned in a different year*

Sheryl is a GS-0301-11 step 10 in Boise, ID (RUS). Sheryl applied for and was selected for a GS-0201-13 position in the same area. She qualified at the GS-13 grade level because she previously held a GS-0201-12 step 7 position at DOD in 2009. The standard method is used since the same pay table applies to the current position and the position we’re filling.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 11 | 61,218 | 63,259 | 65,299 | 67,340 | 69,381 | 71,422 | 73,463 | 75,504 | 77,545 | 79,586 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Two-Step Promotion**. Use the GS Base table, increase her step by two WGIs and add the result to the GS-11 step 10 rate:

*$1,769 x 2 = $3,538*

*$68,983 + $3,538 = $72,521*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 11 | 53,062 | 54,831 | 56,600 | 58,369 | 60,138 | 61,907 | 63,676 | 65,445 | 67,214 | 68,983 | 1,769 |

1. **Step C: Promotion Entitlement.** Multiply the base rate plus two WGIs by the locality payment:

SALARY TABLE 2018-RUS

INCORPORATING THE 1.4% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 15.37%

FOR THE LOCALITY PAY AREA OF REST OF U.S.

TOTAL INCREASE: 1.67%

EFFECTIVE JANUARY 2018

*$72,521 x 1.1537 = $83,667*

*Sheryl is entitled to $83,667 even though it exceeds step 10 of the GS-11 grade.*

1. **Step D: Set the Pay**. Slot $83,667 into grade 13 on the RUS locality.

*$83,667 falls below step 1. Under the two-step promotion rule, Sheryl is entitled to GS-13, step 1, $87,252.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 13 | 87,252 | 90,161 | 93,069 | 95,977 | 98,886 | 101,794 | 104,703 | 107,611 | 110,520 | 113,428 |

Now let’s see what we get under HPR.

Highest Previous Rate

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
2. Sheryl earned her HPR in 2009 as a GS-12 step 7 in Washington, DC (DCB) so get the 2009 GS base table.

*Sheryl’s HPR is $71,257.*

1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? **Yes.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 59,383 | 61,362 | 63,341 | 65,320 | 67,299 | 69,278 | 71,257 | 73,236 | 75,215 | 77,194 |

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
   1. We’re filling a GS-13 position so take the same GS Base table and slot her HPR ($71,257) into grade 13 on the 2009 GS Base Table.
   2. $71,257 falls between step 1 and step 2. Pay may be set as high as step 2 based upon HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 13 | 70,615 | 72,969 | 75,323 | 77,677 | 80,031 | 82,385 | 84,739 | 87,093 | 89,447 | 91,801 |

1. **Step 3: Crosswalk the grade and step to the locality table in the current year.**
   1. Find the locality table in the current year that applies to the position you’re filling.
   2. Take the grade and step and crosswalk it to the pay table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 13 | 87,252 | 90,161 | 93,069 | 95,977 | 98,886 | 101,794 | 104,703 | 107,611 | 110,520 | 113,428 |

1. **Step 4 - Compare the results.**
   1. The two-step promotion rule produced a GS-13 step 1 and HPR produced a GS-13 step 2.
   2. Pay may be set at GS-13 step 1 based upon the two-step promotion rule or pay may be set at step 2, based upon HPR. Refer to your agency-specific policy regarding HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 13 | 87,252 | 90,161 | 93,069 | 95,977 | 98,886 | 101,794 | 104,703 | 107,611 | 110,520 | 113,428 |

## PROMOTION FROM STEP 9 OR STEP 10 ON A SPECIAL RATE TABLE

**Q: When you pull up a special rate table it will show steps 1 through 10 like a GS locality table, but over on the far right it will show a “Supplement” and sometimes it will show a dollar amount, sometimes it will show a percentage rate, or even sometimes it will show “Varies”. Have you ever wondered what that meant?**

When we look at the GS base table, the amount of a within-grade increase is a fixed dollar amount. But when we look at a special rate table, the “Supplement” may be a fixed dollar amount, a percentage supplement, or varies:

**Fixed Dollar Amount:**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0256** | 05 | 37,113 | 38,065 | 39,017 | 39,969 | 40,921 | 41,873 | 42,825 | 43,777 | 44,729 | 45,681 | **952** |

**A Percentage:**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 07 | 42,027 | 48,596 | 50,164 | 51,732 | 53,300 | 54,868 | 56,436 | 58,004 | 59,572 | 61,140 | **38%** |

**Varies:**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0159** | 04 | 34,143 | 35,197 | 36,250 | 37,304 | 38,358 | 39,412 | 40,466 | 41,520 | 42,573 | 43,627 | **VARIES** |

### Promotion from Step 10 with a Fixed Dollar Amount

*GS-807-9 step 10 (CHI) to GS-807-11 (RUS)*

Geraldo is a GS-0807-09 step 10 in Chicago and received a TLP to a GS-0807-11 position in Blairsden, CA (RUS). We will use the standard method to set pay because the same pay tables apply to the current position and the position we’re filling.

* Special Rate Table 414 and the Chicago locality table apply to the employee’s current position (GS-0807-09 in Chicago); however, the Chicago table is the highest applicable rate range, so the employee’s current position is paid from the Chicago locality table.
* The employee is moving to the RUS locality. Special Rate Table 414 and the RUS locality table apply to the position we’re filling (GS-0807-11 in Blairsden, CA).
* Special Rate Table 414 has a fixed dollar supplement:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHI** | 09 | 54,864 | 56,693 | 58,522 | 60,351 | 62,181 | 64,010 | 65,839 | 67,668 | 69,497 | 71,326 |

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.**
2. The employee is currently in Chicago and is paid from the Chicago locality table (because the Chicago locality table is higher than Special Rate Table 414).
3. The employee is moving to Blairsden, CA (RUS).
4. The Rest of US locality table and Special Rate Table 414 apply at the new location.
5. Place the GS-09 step 10 on both pay tables and whichever table is more will be the converted rate.
6. Special rate table 414 is higher, so $69,207 is Geraldo’s converted rate.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHI** | 09 | 54,864 | 56,693 | 58,522 | 60,351 | 62,181 | 64,010 | 65,839 | 67,668 | 69,497 | 71,326 |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

1. **Step B: Two-Step Promotion Rule.**
2. Special Rate Table 414 has a fixed rate supplement.
3. Use the GS base table and increase his current step by two within-grade increases and add the special rate supplement to the result to determine his promotion entitlement.
4. Amount of a WGI is $1,442.
5. $1,442 X 2 = $2,884
6. $56,229 (GS-9 step 10 base) + $2,884 = $59,113
7. $59,113 is the base rate plus two WGIs.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 | 1,442 |

1. **Step C: Promotion Entitlement.**
2. Base rate plus two WGIs is $59,113
3. Add the special rate supplement for grade 09 to the base amount:

$59,113 + $12,978 (GS-9 special rate supplement) = $72,091

1. $72,091 is Geraldo’s promotion entitlement.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 | 12,978 |

1. **Step D: Set the Pay.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the position the employee is being promoted into, at the new location (if applicable).
   1. At the GS-09 grade, Special Rate Table 414 and the RUS locality applied.
   2. But Special Rate Table 414 doesn’t have grade 11 on it.
   3. Since SSR 414 doesn’t have grade 11 on it then the only pay table that applies to a GS-0807-11 position in Blairsden, CA is the RUS locality table.
3. Slot $72,091 (promotion entitlement) into grade 11 on the RUS locality table.

*$72,091 falls between step 6 and step 7.*

1. Pay is set at GS-0807-11 step 7, $72,250, RUS locality. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 11 | 60,210 | 62,216 | 64,223 | 66,230 | 68,236 | 70,243 | 72,250 | 74,256 | 76,263 | 78,270 |

#### Ex. 5 Worksheet

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Special Rate Table**  **The Supplement is a Fixed Dollar Amount**  *Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table has a “Supplement” with a fixed dollar amount. If going from a special rate table to a different special rate table or locality table* ***based upon a change in the series*** *then also use the Alternate Method Worksheet once you have determined the promotion entitlement.* |
| --- | --- |
| **Current Salary** | Pay Table: **CHI** Series: **0807** Grade: **09** Step: **10** Salary: **$71,326** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A:\_\_\_  From: Pay Table: **CHI** Grade: **09** Step: **10** Salary: **$71,326**  To: Pay Table: **414** Grade: **09** Step: **10** Salary: **$69,207** |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase: **$1,442** 2. (a) **$1,442** x 2 = (b) **$2,884** 3. Current Base Rate of Pay: (c) **$56,229** 4. (c) **$56,229** +(b) **$2,884** = (d) **$59,113** *Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.** Add the rate from Step 2(d) to the special rate supplement.   1. Base rate + 2 WGIs: **$59,113** 2. Special Rate Supplement: **$12,978** 3. (a) **$59,113** + **$12,978** = **$72,901** *Promotion entitlement*   *The employee is entitled to this dollar amount even though it exceeds step 10.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step 3(c) (promotion entitlement) and slot the pay. 4. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **RUS** Series: **0807** Grade: **11** Step: **7** Salary: **$72,250**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### Promotion from Step 10 with a Percentage Supplement

*GS-2210-11 step 10 (999B) to GS-2210-11 (ABQ)*

Connie is a GS-2210-11 step 10 and is promoted to a GS-2210-12 position. Both positions are in Albuquerque.

* Connie’s current position is paid from Special Rate Table 999B.
* Special Rate Table 999B has a percentage supplement:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 | **18%** |

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** None.
2. **Step B: Two-Step Promotion Rule.** 
   1. Use the GS Base table to find the amount of a WGI*: $1,744*
   2. Multiply the amount of a WGI at grade 11 on the GS Base table by two:

*$1,744 x 2 = $3,488*

* 1. Add the result to the GS Base GS-11 step 10 rate:

*$68,025 + $3,488 = $71,513*

* 1. $71,513 is the employee’s current base rate plus two WGIs.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 11 | 52,329 | 54,073 | 55,817 | 57,561 | 59,305 | 61,049 | 62,793 | 64,537 | 66,281 | 68,025 | 1,744 |

1. **Step C: Promotion Entitlement.** 
   1. Take the base rate plus 2 WGIs and multiply it by the special rate percentage supplement:

*$71,513 x 1.18\* = $84,385*

* 1. $84,385 is Connie’s promotion entitlement.
  2. Connie is entitled to $84,385 even though it exceeds step 10 on SSR 999B.

*\*When multiplying, put a 1 in front of the decimal place (1.XX) and it will give you the payable rate of pay.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 | **18%** |

1. **Step D: Set the Pay.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the position she is being promoted into, at the new location (if applicable).
   1. At the GS-11 grade, Special Rate Table 999B and the ABQ locality applied.
   2. But Special Rate Table 999B doesn’t have grade 12 on it.
   3. The only pay table that applies to a GS-2210-12 position in Albuquerque is the ABQ locality because Special Rate Table 999B doesn’t have grades higher than grade 11, so we use the ABQ locality to set her pay.
3. Slot $84,835 (promotion entitlement) into grade 12 on the ABQ locality table.

*$84,385 falls between step 5 and step 6.*

1. Pay is set at GS-2210-12 step 6, $84,417, Albuquerque locality. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 12 | 72,356 | 74,768 | 77,180 | 79,593 | 82,005 | 84,417 | 86,829 | 89,241 | 91,654 | 94,066 |

#### Ex. 6 Worksheet

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Special Rate Table**  **The Supplement is a Percentage**  *Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table has a “Supplement” with a percentage rate.* |
| --- | --- |
| **Current Salary** | Pay Table: **999B** Series: **2210** Grade: **11** Step: **10** Salary: **$80,870** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase: **$1,744** 2. (a) **$1,744** x 2 = (b) **$3,488** 3. Current Base Rate of Pay: (c) **$68,025** 4. (c) **$68,025** +(b) **$3,488** = (d) **$71,513** *Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.** Multiply the rate from Step 2(d) by the special rate supplement.   1. Base rate + 2 WGIs: **$71,513** 2. Special Rate Supplement: **18%** 3. (a) **$71,513** x **1.18** = **$84,385** *Promotion entitlement*   *\* When multiplying, put a 1 in front of the decimal place (1.XX) and it will give you the payable rate of pay. The employee is entitled to this dollar amount even though it exceeds step 10.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step 3(c) (promotion entitlement) and slot the pay. 4. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **ABQ** Series: **2210** Grade: **12** Step: **6** Salary: **$84,417**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### Promotion from Step 10 and Supplement “Varies”

*GS-819-12 step 10 (414A) to GS-819-13 (AK)*

Janet is a GS-0819-12 step 10 covered by Special Rate Table 414A in Petersburg, AK and is promoted to a GS-0819-13 position in Juneau, AK. Special rate table 414A and the Alaska locality table both apply. The standard method to set pay because the same pay tables apply to the old position and the new position.

* Special Rate Table 414A and the AK locality table apply to the employee’s current position.
* Special Rate Table 414A supplement “VARIES”:

| 2017 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 | Supp. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414A** | 12 | 81,829 | 84,488 | 87,146 | 89,804 | 92,463 | 95,121 | 97,779 | 100,437 | 103,096 | 105,754 | VARIES |

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** Special Rate Table 414A applies to both Petersburg, AK and Juneau, AK so the employee’s pay remains unchanged.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414A** | 12 | 81,829 | 84,488 | 87,146 | 89,804 | 92,463 | 95,121 | 97,779 | 100,437 | 103,096 | 105,754 |

1. **Step B: Two-Step Promotion Rule.**
2. Special Rate Table 414A supplement varies.
3. Use the GS base table to find the amount of a WGI.
4. The amount of a WGI at grade 12 is $2,091.
5. Multiply this rate by two: *$2,091 x 2 = $4,182*
6. Add the result to her current base rate: *$81,541 + $4,182 = $85,723*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 62,722 | 64,813 | 66,904 | 68,995 | 71,086 | 73,177 | 75,268 | 77,359 | 79,450 | 81,541 | 2,091 |

1. **Step C: Promotion Entitlement.**
2. Get the special rate table.

| 2017 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 | Supp. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414A** | 12 | 81,829 | 84,488 | 87,146 | 89,804 | 92,463 | 95,121 | 97,779 | 100,437 | 103,096 | 105,754 | VARIES |

1. The supplement varies so we need to determine the special rate supplement.
2. Get the rate for a GS-12 step 10 from the base table and from the special rate table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 62,722 | 64,813 | 66,904 | 68,995 | 71,086 | 73,177 | 75,268 | 77,359 | 79,450 | 81,541 |
| **414A** | 12 | 81,829 | 84,488 | 87,146 | 89,804 | 92,463 | 95,121 | 97,779 | 100,437 | 103,096 | 105,754 |

*The GS base salary is $81,541.*

*The special rate salary is $105,754*

1. Subtract the base rate from the special rate to determine the special rate supplement:

*$105,754 - $81,541 = $24,213*

1. $24,213 is the special rate supplement.
2. Add the special rate supplement to the base pay plus two WGIs to determine the promotion entitlement:

*$24,213 + $85,723 = $109,936*

1. The employee is entitled to $109,936 even though it exceeds step 10.
2. **Step D: Set the Pay.**
3. Find the locality pay table and the special rate table (if applicable) that apply to the position the employee is being promoted into, at the new location (if applicable).
4. At the GS-12 grade, Special Rate Table 414A and the AK locality applied.
5. But Special Rate Table 414A doesn’t have grade 13 on it.
6. Since SSR 414A doesn’t have grade 13 on it then the only pay table that applies to a GS-0819-13 position in Alaska is the AK locality table.
7. Slot $109,936 (promotion entitlement) into grade 13 on the AK locality table.

*$109,936 falls between step 5 and step 6.*

1. Pay is set at GS-0819-13 step 6, $110,621, AK locality. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AK** | 13 | 94,819 | 97,979 | 101,140 | 104,300 | 107,460 | 110,621 | 113,781 | 116,942 | 120,102 | 123,263 |

#### Ex. 7 Worksheet

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Special Rate Table**  **The Supplement Varies**  *Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table “Supplement” reads “VARIES”.*  *If going from a special rate table to a different special rate or locality table* ***based upon a change in the series*** *then also use the Alternate Method Worksheet once you have determined the promotion entitlement.* |
| --- | --- |
| **Current Salary** | Pay Table: **414A** Series: **0819** Grade: **12** Step: **10** Salary: **$105,754** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A: **X**  From: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase: **$12,091** 2. (a) **$2,091** x 2 = (b) **$4,182** 3. Current Base Rate of Pay: **$81,541** 4. (c) **$81,541** + (b) **$4,182** = (d) **$85,723** *Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.** Find the salary for the current grade and step on the locality table and the Base table.   1. Locality Table Salary: **$105,754** 2. Base Table Salary: **$81,541** 3. Subtract the base rate salary from the locality rate salary to determine the special rate supplement: 4. (a) **$105,754** – (b) **$81,541** = (d) **$24,213** *Special Rate Supplement* 5. Add the Special Rate Supplement to the Base Rate + 2 WGIs to determine the promotion entitlement: 6. 3(d) **$24,213** + 2(d) **$85,723** = **$109,936** *Promotion Entitlement*   *The employee is entitled to this dollar amount even though it exceeds step 10.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply, then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the promotion entitlement and slot the pay. 4. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **AK** Series: **0819** Grade: **13** Step: **6** Salary: **$110,621**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

## SSR EXAMPLES USING THE STANDARD METHOD

### SSR to Same SSR

*GS-2210-07 step 10 (ABQ & 999B) to GS-2210-09 (ABQ & 999B)*

Tim is a GS-2210-07 step 10 and is promoted to a GS-2210-09 position. Both positions are in Albuquerque. Special rate table 999B and the Albuquerque locality table both apply. The standard method is used since the same pay tables apply to the employee before and after promotion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 07 | 42,027 | 48,596 | 50,164 | 51,732 | 53,300 | 54,868 | 56,436 | 58,004 | 59,572 | 61,140 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Even though Tim is at step 10 he is still entitled to the two-step promotion rule. Increase Tim’s current step by two WGIs:
3. Get the GS base table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 07 | 35,359 | 36,538 | 37,717 | 38,896 | 40,075 | 41,254 | 42,433 | 43,612 | 44,791 | 45,970 | 1,179 |

1. The amount of a WGI at grade 07 is $1,179.
2. Multiply this rate by two: *$1,179 x 2 = $2,358*
3. Add the result to his current base rate: *$45,970 + $2,358 = $48,328*
4. Get the special rate table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 07 | 42,027 | 48,596 | 50,164 | 51,732 | 53,300 | 54,868 | 56,436 | 58,004 | 59,572 | 61,140 | 33% |

1. The special rates from table 999B are based upon percentage supplements. The supplement at grade 07 is 33%.
2. Multiply the base rate plus 2 WGIs by the supplement: *$48,328 x 1.33 = $64,276*
3. **Step C: Promotion Entitlement.** $64,276 is Tim’s promotion entitlement. He is entitled to $64,276 even though it exceeds step 10.
4. **Step D: Set the Pay.**
5. Find the special rate table and the locality table that apply to the new position.

*The ABQ locality and special rate table 999B apply to a GS-2210-09 position in Albuquerque.*

1. Compare the steps on both pay tables to determine the highest applicable rate range for each step. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the locality table and do that for each step. If the dollar amount for each step is higher on one table, then use that table.
2. Since all the steps are higher on the special rate table, the special rate table is the highest applicable rate range for all steps, and we won’t even look at the ABQ locality table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |
| **999B** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |

1. Take $64,276 (promotion entitlement) and slot the pay into SSR 999B.

*$64,276 falls between step 5 and step 6.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |

1. Pay is set at GS-2210-09 step 6, $65,599, Special Rate Table 999B. Don’t forget to look at HPR.

**Ex. 8 Highest Applicable Rate Range.** *$64,276 falls between step 9 and step 10 on the locality table but because the special rate table is the “highest applicable rate range” for all steps at grade 09 in this example, that means we must use the special rate table. We can’t use the locality table to set their pay in this example.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |
| **999B** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |

### SSR to Same SSR

*GS-2210-09 (DCB & 999C) to GS-2210-11 (DCB & 999C)*

Todd is a GS-2210-09 step 8 and is promoted to a GS-2210-11 position. Both positions are located in Washington, DC. The standard method is used since the same pay tables apply to the employee before and after promotion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 54,972 | 56,805 | 56,638 | 60,470 | 62,303 | 64,136 | 65,969 | 67,801 | 69,634 | 71,467 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Use the GS base table and increase the employee’s current step by two WGIs. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-09 step 8 + 2 steps = GS-09 step 10*

1. **Step C: Promotion Entitlement.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The DCB locality and Special Rate Table 999C apply to a GS-2210-09 position in Washington, DC.*

1. Take the grade and step from Step B (GS-09 step 10) and place it on both pay tables.
2. Whichever table produces the highest dollar amount will determine the promotion entitlement.

*$73,098 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 54,972 | 56,805 | 56,638 | 60,470 | 62,303 | 64,136 | 65,969 | 67,801 | 69,634 | 71,467 |
| **999C** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |

1. **Step D: Set the Pay.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the position the employee is being promoted into, at the new location (if applicable).

*The DCB locality and Special Rate Table 999C apply to a GS-2210-11 position in Washington, DC.*

1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the locality table to the dollar amount of step 1 on the special rate table (and do that for each step).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 11 | 66,510 | 68,727 | 70,943 | 73,160 | 75,377 | 77,593 | 79,810 | 82,027 | 84,243 | 86,460 |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |

1. Notice how the steps are all higher on the locality table; therefore, the locality table is the highest applicable rate range for steps 1-10.
2. We will use the locality table to set the employee’s pay and *we won’t even look at the special rate table*.
3. Slot $73,098 into grade 11 on the locality table. *$73,098 falls between step 3 and 4.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 11 | 66,510 | 68,727 | 70,943 | 73,160 | 75,377 | 77,593 | 79,810 | 82,027 | 84,243 | 86,460 |

1. Pay is set at GS-11 step 4, $73,160, DCB locality. Don’t forget to look at HPR.

**Ex. 9 Highest Applicable Rate Range.** *$73,098 falls between step 5 and step 6 on the special rate table but because the locality table is the “highest applicable rate range” for all steps at grade 11 in this example, that means we must use the locality table. We can’t use the special rate table to set their pay in this example.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 11 | 66,510 | 68,727 | 70,943 | 73,160 | 75,377 | 77,593 | 79,810 | 82,027 | 84,243 | 86,460 |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |

### SSR to SSR w/WGI

*GL-1801-07 (LEO-DEN & 980C) to GL-1801-09 (LEO-DEN & 980C) w/WGI*

Walter is a GL-1801-07 step 3 and is promoted to a GL-1801-09 position. Both positions are located in Denver. Special Rate Table 980C and the Denver LEO locality apply to Walter’s position. Walter receives a WGI to step 4 on the same effective date as his promotion action. The standard method is used since the same pay tables apply to the employee before and after promotion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-DEN** | 07 | 49,953 | 51,423 | 52,893 | 54,362 | 55,832 | 57,302 | 58,771 | 60,241 | 61,710 | 63,180 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** Walter’s WGI to step 4 is effective on the same date as his promotion action. The following order must be followed when processing simultaneous pay actions: (1) Geographic conversion rule; (2) General pay adjustment; (3) Within-grade increase/quality step increase; then (4) Promotion.
2. Both the special rate table 980C and the LEO-Denver locality table apply to the GL-1801-07 position.
3. Compare the steps on both pay tables to determine the highest applicable rate range for each step. In 2017, the LEO-Denver locality table is the highest applicable rate range for steps 1-10.
4. The employee receives a WGI from step 3 to step 4. Since the LEO-Denver locality is higher at step 4 we will use the LEO-Denver locality pay table for the WGI.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-DEN** | 07 | 49,953 | 51,423 | 52,893 | 54,362 | 55,832 | 57,302 | 58,771 | 60,241 | 61,710 | 63,180 |
| **980C** | 07 | 48,442 | 50,057 | 51,672 | 53,288 | 54,903 | 56,518 | 58,133 | 59,748 | 61,364 | 62,979 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GL-07 step 4 + 2 steps =**GL-07 step 6*

1. **Step C: Promotion Entitlement.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The Denver LEO locality and Special Rate Table 980C apply to a GS-1801-07 position in Denver.*

1. Take the grade and step from Step B (GL-07 step 6) and place it on both pay tables. Whichever table produces the higher dollar amount will determine the promotion entitlement.

*$55,832 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-DEN** | 07 | 49,953 | 51,423 | 52,893 | 54,362 | 55,832 | 57,302 | 58,771 | 60,241 | 61,710 | 63,180 |
| **980C** | 07 | 48,442 | 50,057 | 51,672 | 53,288 | 54,903 | 56,518 | 58,133 | 59,748 | 61,364 | 62,979 |

1. **Step D: Set the Pay.**
2. Find the locality table and the special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The Denver LEO locality and Special Rate Table 980C apply to a GS-1801-09 position in Denver.*

1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the locality table and do that for each step.
2. The special rate table is higher at each step so that means we must use the special rate table to set his pay and we won’t even look at the LEO-Denver locality table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-DEN** | 09 | 55,710 | 57,507 | 59,305 | 61,102 | 62,900 | 64,697 | 66,495 | 68,292 | 70,089 | 71,887 |
| **980C** | 09 | 56,659 | 58,548 | 60,437 | 62,326 | 64,215 | 66,104 | 67,993 | 69,882 | 71,771 | 73,660 |

1. Take the promotion entitlement and slot the pay. $57,302 falls between step 1 and step 2.
2. Pay is set at GL-09 step 2, $58,548, Special Rate Table 980C. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980C** | 09 | 56,659 | 58,548 | 60,437 | 62,326 | 64,215 | 66,104 | 67,993 | 69,882 | 71,771 | 73,660 |

### SSR to Same SSR w/Geographic Conversion

*GS-2210-09 in CO (DEN & 999D) to GS-2210-11 in OR (POR & 999C)*

Erin is a GS-2210-09 step 4 in Golden, CO and is promoted to a GS-2210-11 position in Portland. A special rate applies to a GS-2210 position.

* Special rate table 999D applies in Golden, CO.
* After geographic conversion, special rate table 999C applies in Portland.
* The standard method is used because we are promoting the employee in the same series, so the same pay tables apply before and after promotion. The Standard Method and the Alternate Method with produce the same result.

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** Erin’s converted rate is $61,850.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999D** | 09 | 57,524 | 59,442 | 61,360 | 63,277 | 65,195 | 67,113 | 69,031 | 70,949 | 72,867 | 74,785 |
| **999C** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |

1. **Step B: Apply the Two-Step Promotion Rule.** Take Erin’s current step and increase it by two WGIs. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-09 step 4 + 2 steps = GS-09 step 6*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to Erin’s current position, at the new location (if applicable).

*The Portland locality and Special Rate Table 999C apply to a GS-2210-09 position in Portland, OR.*

* 1. Take the grade and step from Step B (GS-09 step 6) and place it on both pay tables.
  2. Whichever table produces the highest dollar amount will determine the promotion entitlement.

*$65,599 is Erin’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 09 | 52,745 | 54,503 | 56,26 | 58,020 | 59,779 | 61,537 | 63,296 | 65,054 | 66,813 | 68,571 |
| **999C** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |

1. **Step D: Set the Pay.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to the position she is being promoted into, at the new location (if applicable).

*The Portland locality and Special Rate Table 999C apple to a GS-2210-11 position in Portland.*

* 1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the POR table to the dollar amount of step 1 on the special rate table (and do that for each step).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |

* 1. Notice how the steps are all higher on the Portland locality table; therefore, the Portland locality table is the highest applicable rate range for steps 1-10.
  2. We will use the Portland locality table to set her pay and *we won’t even look at the special rate table* (because the special rate table isn’t the highest applicable rate range for all steps in 2017).
  3. Slot $65,599 into grade 11 on the Portland locality table. *$65,599 falls between step 1 and 2.*
  4. Pay is set at GS-2210-11 step 2 $65,942, Portland, OR locality. Don’t forget to look at HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |

**Ex. 11 Highest Applicable Rate Range.** *If we were to take the promotion entitlement ($65,599) and slot it into both pay tables:*

* *Portland Locality. $65,599 falls between step 1 and step 2*
* *Special Rate Table 999C. $65,599 falls between step 2 and step 3*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |

*In Step D the first thing we did was look at both pay tables to determine the “highest applicable rate range” and we determined the Portland locality table was the highest applicable rate range for all steps at grade 11. That means we must use the Portland locality table. We can’t use table 999C to set their pay because in this example, the Portland locality is the highest applicable rate range for all steps.*

#### Ex. 11 Worksheet

| Steps | **Promotion Worksheet**  **Special Rate to Special Rate**  *Use this worksheet when the same special rate table applies to the current position and the position you’re filling (even when there’s a geographic conversion and the same special rate now applies or now doesn’t apply at the new location; and even when the special rate doesn’t have the higher grade you’re filling).* |
| --- | --- |
| **Current Salary** | Pay Table: **999D** Series: **2210** Grade: **09** Step: **4** Salary: **$63,227** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** N/A:\_\_\_  From: Pay Table: **999D** Grade: **09** Step: **4** Salary: **$63,227**  To: Pay Table: **999C** Grade: **09** Step: **4** Salary: **$61,850** |
| **Step B** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade: **09** Step: **4** *+ 2 steps* = Grade: **09** Step: **6**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”*. |
| **Step C** | **Promotion Entitlement.**   1. Find the locality table and special rate table (if applicable) that apply to the current position, at the new location (if applicable). 2. If only a locality table then take the grade and step from Step B and place it on the locality table. 3. If a special rate and locality table apply, then take the grade and step from Step B and place it on both pay tables. 4. Whichever table produces the highest dollar amount will determine the promotion entitlement.   Pay Table: **999C** Grade: **09** Step: **6** Salary**: $65,599** |
| **Step D** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step C (promotion entitlement) and slot the pay. 4. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **POR** Series: **2210** Grade: **11** Step: **2** Salary: **$65,942**  Did you look at HPR? Yes:\_\_\_ N/A: **X** |

### SSR to Same SSR w/Geographic Conversion

*GS-2210-09 in NM (ABQ & 999B) to GS-2210-11 in GA (ATL & 999B)*

Erica is a GS-2210-09 step 5 in Albuquerque and is promoted to a GS-2210-11 position in Atlanta. The standard method is used since the same pay tables apply to the employee before and after promotion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.**
2. The employee is currently in Albuquerque and is paid from Special Rate Table 999B (because SSR 999B is higher than the ABQ locality table).
3. The employee is moving to Atlanta, GA. The Atlanta locality table and special rate table 999B apply at the new location.
4. Place their current grade and step (GS-09 step 5) on both pay tables and whichever table is more will be the converted rate.
5. Special Rate Table 999B applies to both Albuquerque and Atlanta, and it is also higher than the Atlanta locality, so the pay remains unchanged for the geographic conversion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Atlanta** | 09 | 52,204 | 53,944 | 55,685 | 57,425 | 59,166 | 60,906 | 62,647 | 64,387 | 66,128 | 67,868 |
| **999B** | 09 | 55,670 | 57,525 | 59,380 | 61,235 | 63,090 | 64,945 | 66,801 | 68,656 | 70,511 | 72,366 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the GS base table and increase her current step by two WGIs.

*GS-09 step 5 + 2 steps = GS-09 step 7*

1. **Step C: Promotion Entitlement.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The ATL locality and Special Rate Table 999B apply to a GS-2210-09 position in Atlanta.*

1. Take the grade and step from Step B (GS-09 step 7) and place it on both pay tables.
2. Whichever table produces the highest dollar amount will determine the promotion entitlement.

*$66,801 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Atlanta** | 09 | 52,204 | 53,944 | 55,685 | 57,425 | 59,166 | 60,906 | 62,647 | 64,387 | 66,128 | 67,868 |
| **999B** | 09 | 55,670 | 57,525 | 59,380 | 61,235 | 63,090 | 64,945 | 66,801 | 68,656 | 70,511 | 72,366 |

1. **Step D: Set the Pay.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the position the employee is being promoted into, at the new location (if applicable).

*The ATL locality and Special Rate Table 999B apply to a GS-2210-11 position in Atlanta.*

1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the locality table to the dollar amount of step 1 on the special rate table (and do that for each step).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Atlanta** | 11 | 63,161 | 65,266 | 67,371 | 69,476 | 71,581 | 73,686 | 75,791 | 77,896 | 80,001 | 82,106 |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

1. Notice how the steps are all higher on the locality table; therefore, the locality table is the highest applicable rate range for steps 1-10.
2. We will use the locality table to set the employee’s pay and *we won’t even look at the special rate table*.
3. Slot $66,801 into grade 11 on the locality table. *$66,801 falls between step 2 and 3.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Atlanta** | 11 | 63,161 | 65,266 | 67,371 | 69,476 | 71,581 | 73,686 | 75,791 | 77,896 | 80,001 | 82,106 |

1. Pay is set at GS-11 step 3, $67,371, ATL locality. Don’t forget to look at HPR.

**Ex. 12 Highest Applicable Rate Range.** *$66,801 falls between step 3 and step 4 on the special rate table but because the locality table is the “highest applicable rate range” for all steps at grade 11, that means we must use the locality table. We can’t use the special rate table to set their pay in this example.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Atlanta** | 11 | 63,161 | 65,266 | 67,371 | 69,476 | 71,581 | 73,686 | 75,791 | 77,896 | 80,001 | 82,106 |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

### No Grades Higher than GS-09 on the Special Rate Table

*GS-810-09 (RUS & 414) to GS-810-11 (RUS)*

Annie is a GS-0810-09 step 6, Civil Engineer covered by Special Rate Table 0414. Both positions are in Montana (RUS). Special Rate Table 0414 applies to a Civil Engineer position, but Special Rate Table 0414 doesn’t have grades higher than grade 09.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

**Q:** How do we set her pay at grade 11 if the special rate table doesn’t have grades higher than GS-09 on it?

1. **Step A: Geographic Conversion and Simultaneous Pay Actions**. *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-09 step 6 + 2 steps = GS-09 step 8*

1. **Step C: Promotion Entitlement.**
2. Find the locality pay table and the special rate table (if applicable) that apply to Annie’s current position, at the new location (if applicable).

*The Rest of US locality and Special Rate Table 0414 apply to a GS-0810-09 position in Montana.*

1. Take the grade and step from Step B (GS-09 step 8) and place it on both pay tables.
2. Whichever table produces the highest dollar amount will determine the promotion entitlement.

*$66,323 is Annie’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

1. **Step D: Set the Pay.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to the position she is being promoted into at the new location (if applicable).
   2. At the GS-09 grade, Special Rate Table 0414 and the RUS locality applied.
   3. But Special Rate Table 0414 doesn’t have grade 11 on it.
   4. The only pay table that applies to a GS-0810-11 position in Montana is the RUS locality because Special Rate Table 0414 doesn’t have grades higher than grade 09, so we use the RUS locality to set her pay.
   5. Slot $66,323 (promotion entitlement) into grade 11 on the RUS locality table.

*$66,323 falls between step 4 and step 5.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 11 | 60,210 | 62,216 | 64,223 | 66,230 | 68,236 | 70,243 | 72,250 | 74,256 | 76,263 | 78,270 |

* 1. Pay is set at GS-11 step 5, $68,236, RUS locality. Don’t forget to look at HPR.

#### Ex. 13 Worksheet

| Steps | **Promotion Worksheet**  **Special Rate to Special Rate**  *Use this worksheet when the same special rate table applies to the current position and the position you’re filling (even when there’s a geographic conversion and the same special rate now applies or now doesn’t apply at the new location; and even when the special rate doesn’t have the higher grade you’re filling).* |
| --- | --- |
| **Current Salary** | Pay Table: **414** Series: **0810** Grade: **09** Step: **6** Salary: **$63,439** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step B** | **Apply the Two-Step Promotion Rule**. Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade: **09** Step: **6** + 2 steps = Grade: **09** Step: **8**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step C** | **Promotion Entitlement.**   1. Find the locality table and special rate table (if applicable) that apply to the current position, at the new location (if applicable). 2. If only a locality table then take the grade and step from Step B and place it on the locality table. 3. If a special rate and locality table apply, then take the grade and step from Step B and place it on both pay tables. 4. Whichever table produces the highest dollar amount will determine the promotion entitlement.   Pay Table: **414** Grade: **09** Step: **8** Salary: **$66,323** |
| **Step D** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply, then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step C (promotion entitlement) and slot the pay. 4. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **RUS** Series: **0810** Grade: **11** Step: **5** Salary: **$68,236**  Did you look at HPR? Yes:\_\_\_ N/A: **X** |

## HYBRID RANGES

**Q: What happens if the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table?**

**A:** Then we have a hybrid range.

### Hybrid Range-SSR to Same SSR

*GS-462-6 (LA & 256) to GS-462-7 (LA & 256)*

Julia is a GS-0462-06 step 6 and is promoted to a GS-462-07 position. Both positions are in Los Angeles, CA.

* Promotion in same series so we use the Standard Method.
* The Los Angeles locality table and Special Rate Table 0256 both apply *(Special Rate Table 0256 is the highest applicable rate range for step 1 and the LA locality table is the highest applicable rate range for steps 2-10).*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-06 step 6 + 2 steps =**GS-06 step 8*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The Los Angeles locality table and Special Rate Table 0256 apply to a GS-0462-06 position in Los Angeles.*

* 1. Take the grade and step from Step B (GS-06 step 8) and place it on both pay tables. Whichever table produces the higher dollar amount will determine the promotion entitlement.

*$50,882 is Julia’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*Special Rate Table 0256 and the Los Angeles locality apply to a GS-0462-07 position in Los Angeles.*

* 1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the Los Angeles locality table and do that for each step.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

* 1. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range.
  2. We have a hybrid range - YAY!! 

1. **The Scary Part.** Determine which table is higher at each of the steps.
2. The special rate table is higher at step 1; therefore, if the promotion entitlement falls below step 1 then we will use the special rate table to set the pay.
3. The Los Angeles locality table is higher at steps 2-10; therefore, if the promotion entitlement falls between steps 2-10, then we will use the locality table to set the pay.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

1. Take the promotion entitlement ($50,882) and slot the pay.

*$50,882 falls between steps 2-10 so that means we use the Los Angeles locality table.*

**We’re not even going to look at the special rate table because the Los Angeles locality table is the highest applicable rate range for steps 2-10.**

1. $50,882 falls between step 4 and 5 on the Los Angeles locality table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

1. Pay is set at GS-07 step 5, $51,957, Los Angeles locality table.Don’t forget to look at HPR.

**Ex. 14 Highest Applicable Rate Range.** *$50,882 falls between step 5 and step 6 on the special rate table. But the Los Angeles locality table is the “highest applicable rate range” for steps 2-10. And the “promotion entitlement” falls between steps 2-10. That means* ***we must use the Los Angeles locality table****. We can’t use the special rate table to set their pay because the Los Angeles locality table is the highest applicable rate range for steps 2-10 at grade 07 (when comparing Special Rate Table 0256 directly to the Los Angeles locality table at grade 07 in 2017).*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

#### Ex. 14 Worksheet

| Steps | **Promotion Worksheet**  **Hybrid Ranges**  *Use this worksheet when the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table.*  *Use the Alternate Method Worksheet if going from (1) a locality to special rate; (2) special rate to different special rate; or (3) special rate to locality,* ***based upon a change in the series****.* |
| --- | --- |
| **Current Salary** | Pay Table: **LA** Series: **0462** Grade: **06** Step: **6** Salary: **$48,131** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step B** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade: **06** Step: **6** *+ 2 steps* = Grade: **06** Step: **8**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”*. |
| **Step C** | **Promotion Entitlement.**   1. Find the locality table and special rate table (if applicable) that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on both pay tables. 3. Whichever table produces the highest dollar amount will determine the promotion entitlement.   Pay Table: **LA** Grade: **06** Step: **8** Salary: **$50,882** |
| **Step D** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table, then use that table. Take the salary from Step C (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 5. Determine which table is higher at each of the steps. **LA is higher at steps 2-10** 6. Take the salary from Step C (promotion entitlement) and slot the pay.    1. For example, if the SSR is higher at steps 1-4 and if the promotion entitlement falls between steps 1-4, then use the SSR to set the pay.    2. For example, if the locality table is higher at steps 5-10 and if the promotion entitlement falls between steps 5-10, then use the locality table to set the pay.   Pay is set at:  Pay Table: **LA** Series: **0462** Grade: **07** Step: **5** Salary: **$51,957**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### Hybrid Range-SSR to Same SSR w/Geographic Conversion

*GS-462-9 (LA & 256) to GS-462-7 (SD & 256)*

Lorissa is a GS-462-06 step 4 in San Bernardino and is promoted to a GS-462-07 in San Diego, CA.

* Promotion with geographic conversion and pay tables are hybrid ranges.
* We use the Standard Method because the employee is promoted in the same series and the Standard Method and Alternate Method will produce the same results.
* The LA locality table and Special Rate Table 0256 both apply to the current position *(Special Rate Table 0256 is the highest applicable rate range for step 1 and the LA locality table is the highest applicable rate range for steps 2-10).*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** 
   1. The employee is moving from San Bernardino (LA locality table) to San Diego.
   2. The San Diego locality table and special rate table 0256 apply to a GS-0462-06 position in San Diego.
   3. Place the GS-06 step 4 on both pay tables that apply, and whichever table is more will determine which pay table to use.
   4. The special rate table is higher, so we use that table.
   5. Lorissa’s converted rate is $44,551.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |
| **SD** | 06 | 40,404 | 41,751 | 43,098 | 44,446 | 45,793 | 47,140 | 48,487 | 49,835 | 51,182 | 52,529 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-06 step 4\*\* + 2 steps =**GS-06 step 6*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The San Diego locality and Special Rate Table 0256 apply to a GS-0462-06 position in San Diego.*

* 1. Take the grade and step from Step B (GS-06 step 6) and place it on both pay tables. Whichever table produces the higher dollar amount will determine the promotion entitlement.

***$****47,140 is Lorissa’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 06 | 40,404 | 41,751 | 43,098 | 44,446 | 45,793 | 47,140 | 48,487 | 49,835 | 51,182 | 52,529 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

\*\*Notice how Lorissa was on the special rate table but her promotion entitlement is based upon the San Diego locality table. **This is precisely why we never take the current pay table and just jump two steps.**

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The San Diego locality and Special Rate Table 0256 apply to a GS-0462-07 position in San Diego.*

* 1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the San Diego locality table and do that for each step.
  2. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. We have a hybrid range.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 07 | 44,899 | 46,396 | 47,893 | 49,390 | 50,887 | 52,384 | 53,881 | 55,379 | 56,876 | 58,373 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

* 1. Determine which table is higher at each of the steps.
  2. The special rate table is higher at steps 1-4; therefore, if the promotion entitlement falls between steps 1-4 then we will use the special rate table to set the pay.
  3. The San Diego locality table is higher at steps 5-10; therefore, if the promotion entitlement falls between steps 5-10 then we will use the locality table to set the pay.
  4. Take the promotion entitlement ($47,140) and slot the pay.

1. $47,140 falls between steps 1-4 so that means we use the special rate table.
2. **Remember, we’re not even going to look at the locality pay table because the special rate table is the highest applicable rate range for steps 1-4.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

* 1. $47,140 falls between step 1 and 2 on the special rate table.
  2. Pay is set at GS-07 step 2, $47,149, Special Rate Table 0256. Don’t forget to look at HPR.

****

**Ex. 15 Highest Applicable Rate Range.** *$47,140 falls between step 2 and step 3 on the San Diego locality table. But the special rate table is the “highest applicable rate range” for steps 1-4. And the “promotion entitlement” falls between steps 1-4. That means we must use the special rate table to set the pay in this example. We can’t use the San Diego locality table to set their pay because the special rate table is the highest applicable rate range for steps 1-4 at grade 07 (when comparing Special Rate Table 0256 directly to the San Diego locality table at grade 07 in 2017).*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 07 | 44,899 | 46,396 | 47,893 | 49,390 | 50,887 | 52,384 | 53,881 | 55,379 | 56,876 | 58,373 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

### Hybrid Range-SSR to Same SSR w/Geographic Conversion

*GL-1801-05 (LEO-DEN & 980C) to GL-1801-07 (LEO-DEN & 980C)*

Jesse is a GL-1801-05 step 8 and is promoted to a GL-1801-07 position. Both positions are located in Denver. Special Rate Table 980C and the Denver LEO locality apply to Jesse’s position. The standard method is used since the same pay tables apply to the employee before and after promotion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-DEN** | 05 | 43,888 | 45,075 | 46,261 | 47,448 | 48,635 | 49,821 | 51,008 | 52,195 | 53,381 | 54,568 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** None.
2. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GL-05 step 8 + 2 steps =**GL-05 step 10*

1. **Step C: Promotion Entitlement.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The Denver LEO locality and Special Rate Table 980C apply to a GS-1801-05 position in Denver.*

1. Take the grade and step from Step B (GL-05 step 10) and place it on both pay tables. Whichever table produces the higher dollar amount will determine the promotion entitlement.

*$54,568 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-DEN** | 05 | 43,888 | 45,075 | 46,261 | 47,448 | 48,635 | 49,821 | 51,008 | 52,195 | 53,381 | 54,568 |
| **980C** | 05 | 39,107 | 40,411 | 41,715 | 43,019 | 44,324 | 45,628 | 46,932 | 48,236 | 49,541 | 50,845 |

1. **Step D: Set the Pay.**
2. Find the locality table and the special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The Denver LEO locality and Special Rate Table 980C apply to a GS-1801-07 position in Denver.*

1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the locality table and do that for each step.
2. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. We have a hybrid range.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-DEN** | 07 | 48,775 | 50,210 | 51,644 | 53,079 | 54,513 | 55,948 | 57,382 | 58,817 | 60,252 | 61,686 |
| **980C** | 07 | 47,962 | 49,561 | 51,160 | 52,759 | 54,357 | 55,956 | 57,555 | 59,154 | 60,753 | 62,351 |

1. Determine which table is higher at each of the steps.
   1. The Denver LEO locality table is higher at steps 1-5; therefore, if the promotion entitlement falls between steps 1-5 then we will use the locality table to set the pay.
   2. The special rate table is higher at steps 6-10; therefore, if the promotion entitlement falls between steps 6-10 then we will use the special rate table to set the pay.
2. Take the promotion entitlement and slot the pay. $54,568 falls between step 5 and step 6 so that means we use the special rate table.

Remember, we’re not even going to look at the locality pay table because the special rate table is the highest applicable rate range for steps 6-10.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980C** | 07 | 47,962 | 49,561 | 51,160 | 52,759 | 54,357 | 55,956 | 57,555 | 59,154 | 60,753 | 62,351 |

1. Pay is set at GL-07 step 6, $55,956, Special Rate Table 980C. Don’t forget to look at HPR.

### Hybrid Range-Locality to SSR (same series) w/Geographic Conversion

*GS-0462-06 (SAC) to GS-0462-07 (SD & 0256)*

Sasha is a GS-462-06 step 3 in the Sacramento locality area and is being promoted to a GS-462-07 position in the San Diego area. A special rate applies at the new location. The standard method is used since the same pay tables apply to the employee before and after promotion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SAC** | 06 | 39,500 | 40,817 | 42,134 | 43,451 | 44,769 | 46,086 | 47,403 | 48,720 | 50,037 | 51,354 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** 
   1. The employee is moving from Sacramento (SAC) to San Diego.
   2. In Sacramento, a special rate table didn’t apply to the position, but in San Diego, Special Rate Table 0256 and the San Diego locality both apply.
   3. Place the GS-06 step 3 on both pay tables and whichever one is higher will determine the converted rate.
   4. Sasha’s converted rate is $43,490.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SAC** | 06 | 39,500 | 40,817 | 42,134 | 43,451 | 44,769 | 46,086 | 47,403 | 48,720 | 50,037 | 51,354 |
| **SD** | 06 | 40,404 | 41,751 | 43,098 | 44,446 | 45,793 | 47,140 | 48,487 | 49,835 | 51,182 | 52,529 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-06 step 3 + 2 steps =**GS-06 step 5*

1. **Step C: Promotion Entitlement.**
2. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The San Diego locality and Special Rate Table 0256 apply to a GS-0462-06 position in San Diego.*

1. Take the grade and step from Step B (GS-06 step 5) and place it on both pay tables. Whichever table produces the higher dollar amount will determine the promotion entitlement.

***$****45,793\*\* is Sasha’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 06 | 40,404 | 41,751 | 43,098 | 44,446 | 45,793 | 47,140 | 48,487 | 49,835 | 51,182 | 52,529 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

\*\*Notice how the employee was on the special rate table but her promotion entitlement is based upon the San Diego locality table. **This is precisely why we never take the current pay table and just jump two steps.**

1. **Step D: Set the Pay.**
2. Find the locality table and the special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The San Diego locality and Special Rate Table 0256 apply to a GS-0462-07 position in San Diego.*

1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the San Diego locality table and do that for each step.
2. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. We have a hybrid range.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 07 | 44,899 | 46,396 | 47,893 | 49,390 | 50,887 | 52,384 | 53,881 | 55,379 | 56,876 | 58,373 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

1. Determine which table is higher at each of the steps.
2. The special rate table is higher at steps 1-4; therefore, if the promotion entitlement falls between steps 1-4 then we will use the special rate table to set the pay.
3. The San Diego locality table is higher at steps 5-10; therefore, if the promotion entitlement falls between steps 5-10 then we will use the locality table to set the pay.
4. Take the promotion entitlement ($45,793) and slot the pay. $45,793 falls between steps 1-4 so that means we use the special rate table.

**Remember, we’re not even going to look at the locality pay table because the special rate table is the highest applicable rate range for steps 1-4.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

1. $45,793 falls below step 1. Pay is set at GS-07 step 1, $45,970, Special Rate Table 0256. Don’t forget to look at HPR.

**Ex. 17 Highest Applicable Rate Range.** *$45,793 falls between step 1 and step 2 on the San Diego locality table. But the special rate table is the “highest applicable rate range” for steps 1-4. And the “promotion entitlement” falls between steps 1-4. That means we must use the special rate table to set the pay in this example. We can’t use the San Diego locality table to set their pay because the special rate table is the highest applicable rate range for steps 1-4 at grade 07 (when comparing Special Rate Table 0256 directly to the San Diego locality table at grade 07 in 2017).*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 07 | 44,899 | 46,396 | 47,893 | 49,390 | 50,887 | 52,384 | 53,881 | 55,379 | 56,876 | 58,373 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

### Hybrid Range-SSR Step 10 to Same SSR w/Geographic Conversion

*GL-1801-07 Step 10 (LEO-SF & 980F) to GL-1801-09 (LEO-SF & 980F)*

Jordan is a GL-1801-07 step 10 and is promoted to a GL-1801-09 position. Both positions are in San Francisco, CA. The standard method is used because the same pay tables apply before and after promotion.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-SF** | 07 | 55,372 | 57,001 | 58,630 | 60,259 | 61,888 | 63,517 | 65,146 | 66,775 | 68,404 | 70,033 |

Standard Method

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Even though Jordan is at step 10 he is still entitled to the two-step promotion rule. Increase Jordan’s current step by two within-grade increases.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GL-Base** | 07 | 40,075 | 41,254 | 42,433 | 43,612 | 44,791 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 1,179 |

* 1. Get the LEO base table to determine the amount of a step increase.
  2. Multiply the amount of a step increase by two:

*$1,179 x 2 = $2,358*

* 1. Add the result to the base rate for a GL-07 step 10:

*$50,686 + $2,358 = $53,044*

* 1. Multiply the result by the locality percentage rate:

1. **Step C: Promotion Entitlement.** Find the locality pay table (or special rate table) and multiply the result by the locality percentage rate. $73,291 is Jordan’s promotion entitlement. He is entitled to $73,291 even though it exceeds step 10.

*$53,044 x 1.3817 = $73,291*

SALARY TABLE 2017-SF (LEO)

INCLUDING SPECIAL BASE RATES AT GS-3 THROUGH GS-10 AND

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 38.17%

FOR THE LOCALITY PAY AREA OF SAN JOSE-SAN FRANCISCO-OAKLAND, CA

1. **Step D: Set the Pay.**
2. Find the locality table and the special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The San Francisco LEO locality and Special Rate Table 980F apply to a GS-1801-09 position in San Francisco.*

1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the locality table and do that for each step.
2. The special rate table is higher at steps 1-7 so if the promotion entitlement falls between steps 1-7 then we will use the special rate table to set his pay.
3. The LEO locality table is higher at steps 8-10 so if the promotion entitlement falls between steps 8-10 then we will use the LEO locality table to set his pay.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980F** | 09 | 65,602 | 67,044 | 68,486 | 69,928 | 71,370 | 72,812 | 74,254 | 75,696 | 77,138 | 78,580 |
| **LEO-SF** | 09 | 61,752 | 63,745 | 65,737 | 67,730 | 69,722 | 71,714 | 73,707 | 75,699 | 77,692 | 79,684 |

1. Take the promotion entitlement and slot the pay.
2. $73,291 falls between step 6 and step 7 so we are required to use the special rate table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980F** | 09 | 65,602 | 67,044 | 68,486 | 69,928 | 71,370 | 72,812 | 74,254 | 75,696 | 77,138 | 78,580 |

1. Pay is set at GL-09 step 7, $74,254, Special Rate Table 980F. Don’t forget to look at HPR.

## ALTERNATE METHOD

### Non-SSR to SSR Based on Change in Series

*GS-0462-07 (RUS) to GS-0804-09 (RUS and 0414)*

Pam is a GS-0462-07 step 7 in Boise, IA and is promoted to a GS-0804-09 position in Boise. The alternate method is used because different pay tables apply before and after the promotion **based on a change in the series**.

* GS-0462-07 promoted to a GS-0804-09.
* The Rest of US locality table applies to the current position.
* RUS and Special Rate Table 0414 apply to the position you’re filling.
* We use the Alternate Method because a special rate table doesn’t apply to the current position, but a special rate table applies to the position we’re filling *based on a change in the series*.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,684 | 42,041 | 43,397 | 44,754 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 |

**Q: Wait, doesn’t a special rate table apply to the GS-0462 series?**

**A: Yes**, Special Rate Table 0256 applies to the GS-0462 series in Southern California but SSR 0256 doesn’t apply in Boise, IA. We use the alternate method because the employee is moving from a position where a special rate table doesn’t apply at that location to a position in a different series where a special rate table applies to the position we’re filling.

Also, even if SSR 0256 did apply to the current position we would still have to use the Alternate Method to set pay for this example because *we would be going from a position covered by one special rate table to a different position covered by a different special rate table based upon a change in the series*.

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-07 step 7 + 2 steps = GS-07 step 9*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table and special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The Rest of US locality table applies to a GS-0462-07 position in Boise.*

* 1. Take the grade and step from Step B (GS-07 step 9) and place it on the pay table.

*$51,537 is Pam’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,684 | 42,041 | 43,397 | 44,754 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 |

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The RUS locality table and Special Rate Table 414 apply to a GS-0804-09 position in Boise.*

* 1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the RUS table and do that for each step.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

* 1. The special rate table is higher at steps 1-10; therefore, the special rate table is the highest applicable rate range for all steps. We will use the special rate table to set her pay and we won’t even look at the locality table.
  2. Take the promotion entitlement ($51,537) and slot the pay into grade 09 on Special Rate Table 0414.
  3. $51,537 falls below step 1 on the special rate table.
  4. Under the standard method, Pam is entitled to GS-09 step 1, $56,229, Special Rate Table 0414.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

Now let’s see what the alternate method will produce.

**Alternate Method**

Steps A-C are the same as the Standard Method to determine the promotion entitlement so let’s review:

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** None.
2. **Step B: Two-Step Promotion.** *GS-07 step 7 + 2 steps = GS-07 step 9*
3. **Step C: Promotion Entitlement.** *$51,537 is Pam’s promotion entitlement.*
4. **Step D: Act Like we’re promoting them in their Current Series, at the New Grade, at the New Location** (if applicable)**.** 
   1. Find the Locality pay table (and special rate table, if applicable) that apply to the following:
      1. Current Series: *GS-0462*
      2. New Grade: *09*
      3. Location: *Boise*

*The RUS locality table applies to a GS-0462-09 position in Boise.*

* 1. Slot $51,537 (promotion entitlement) into grade 09 on the RUS locality table.
  2. $51,537 falls between step 2 and step 3; therefore, our result is step 3.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

1. **Step E: Crosswalk the Grade and Step to the Special Rate Table that Applies to the New Series, at the New Location** (if applicable)**.** 
   1. Find the special rate table that applies to the following:
      1. New Series: *GS-0804*
      2. New Grade: *09*
      3. Location: *Boise*

*Special Rate Table 414 applies to a GS-0804-09 position in Boise.*

* 1. Crosswalk the grade and step from Step D (GS-09 step 3) to the special rate table.
  2. Under the alternate method, Pam is entitled to GS-09 step 3, $59,113, Special Rate Table 414.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

1. **Step F: Compare the Results.** 
   1. Compare the results of the standard method and the alternate method:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

* + 1. The standard method produced a GS-09 step 1.
    2. The alternate method produced a GS-09 step 3**.**
    3. The alternate method produced a higher amount, so we are required to use the result of the alternate method.
  1. Pay is set at GS-804-09 step 3, $59,113, Special Rate Table 414. Don’t forget to look at HPR.

**Example 19: Let’s Review**

* Steps A-C to determine the promotion entitlement:
  + GS-07 step 7; Two-step promotion to step 9. $51,537 is the promotion entitlement.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,684 | 42,041 | 43,397 | 44,754 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 |

**Standard Method**

* Under the Standard Method, **we slot the promotion entitlement directly into the special rate table**.
  + Slot $51,537 into Special Rate Table 0414 and we get GS-09 step 1:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

**Alternate Method**

* Under the Alternate Method, **we slot the promotion entitlement into the pay table that applies to the old series**.
  + Slot $51,537 into the RUS locality table and we get GS-09 step 3.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

* **Then we crosswalk the grade and step to the pay table that applies to the new series.**
  + Crosswalk the GS-09 step 3 to Special Rate Table 414:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414** | 09 | 56,229 | 57,671 | 59,113 | 60,555 | 61,997 | 63,439 | 64,881 | 66,323 | 67,765 | 69,207 |

#### Ex. 19 Worksheet

| Steps | **Alternate Method Promotion Worksheet**  **Non-Special Rate Position to Special Rate Position**  *Use this worksheet when a locality pay table applies to the current position but a special rate table applies to the position you’re filling* ***based upon a change in the series.*** |
| --- | --- |
| **Current Salary** | Pay Table: **RUS** Series: **0462** Grade: **07** Step: **7** Salary: **$48,823** |
|  | **STANDARD METHOD** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions**. N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step B** | **Apply the Two-Step Promotion Rule**. Use the Base table and increase the employee’s current step by two within-grade increases:  Grade: **07** Step: **7** + 2 steps = Grade: **07** Step: **9**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step C** | **Promotion Entitlement.**   1. Find the locality table that applies to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on the pay table.   Pay Table: **RUS** Grade: **07** Step: **9** Salary: **$51,537** |
| **Step D** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table then use that table. Take the salary from Step C (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. **Special Rate Table 414 is higher at all steps** 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 6. Take the salary from Step C (promotion entitlement) and slot the pay.   Under the Standard Method, pay is set at:  Pay Table: **414** Series: **0804** Grade: **09** Step: **1** Salary: **$56,229**  *Now let’s look at the Alternate Method.* |
|  | **ALTERNATE METHOD** |
| **Steps A-C** | *Steps A through C are the same as the Standard Method.*  Take the promotion entitlement (from Step C)above: **$51,537** |
| **Step D** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the locality pay table that applies to the following:    1. Current Series: **GS-0462**    2. New Grade: **09**    3. New Location (if applicable): **Boise** 2. Take the salary from Step C (promotion entitlement) and slot the pay. 3. When the rate falls between two steps use the higher step.   Pay Table: **RUS** Grade: **09** Step: **3** |
| **Step E** | **Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.**   1. Find the special rate table and locality table that apply to the following:    1. New Series: **GS-0804**    2. New Grade: **09**    3. New Location (if applicable): **Boise** 2. Take the grade and step from Step D and crosswalk it to both pay tables. Whichever table is higher for that step will determine which table you will use to set their pay.   Under the Alternate Method, pay is set at:  Pay Table: **414** Grade: **09** Step: **3** Salary: **$59,113** |
| **Step F** | **Compare the Results.** Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method: **GS-09 Step 1** 2. Alternate Method: **GS-09 Step 3**   Pay is set at: Pay Table: **414** Series: **0804** Grade: **09** Step: **3** Salary: **$59,113**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### Non-SSR to SSR w/Geographic Conversion

*GS-0301-09 (DEN) to GS-2210-11 (ABQ and 999B)*

Natasha is a GS-0301-09 step 7 in Denver, CO and is promoted to a GS-2210-11 IT position in Albuquerque, NM. We use the Alternate Method because a special rate doesn’t apply to the current position, but a special rate applies to the position we’re *filling based upon a change in the series.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 09 | 53,912 | 55,710 | 57,507 | 59,305 | 61,102 | 62,900 | 64,697 | 66,495 | 68,292 | 70,089 |

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** 
   1. Apply the geographic conversion rule.
   2. Get the pay table that applies to the current position at the new location.

*The ABQ locality table applies to a GS-0301-09 position in Albuquerque*

* 1. Place the employee’s current grade and step on the new pay table.
  2. Natasha’s converted rate is $59,875.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 09 | 53,912 | 55,710 | 57,507 | 59,305 | 61,102 | 62,900 | 64,697 | 66,495 | 68,292 | 70,089 |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-09 step 7 + 2 steps = GS-09 step 9*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table (and special rate table, if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The ABQ locality table applies to a GS-0301-09 position in Albuquerque.*

* 1. Take the grade and step from Step B (GS-09 step 9) and place it on the pay table.

*$63,202 is Natasha’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The ABQ locality and Special Rate Table 999B apply to a GS-2210-11 position in Albuquerque.*

* 1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the locality table and do that for each step.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

1. The special rate table is higher at steps 1-10; therefore, the special rate table is the highest applicable rate range for all steps.
2. We will use the special rate table to set her pay and we won’t even look at the locality table.
   1. Take the promotion entitlement ($63,202) and slot the pay into grade 11 on the special rate table.
   2. $63,202 falls between step 1 and step 2 on the special rate table.
   3. Under the standard method, Natasha is entitled to GS-11 step 2, $63,806, Special Rate Table 999B.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

Now let’s see what the alternate method will produce.

**Alternate Method**

Steps A-C are the same as the Standard Method to determine the promotion entitlement so let’s review:

1. **Step A: Geographic Conversion and Simultaneous Pay Actions:** *$59,875 is her converted rate.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 09 | 53,912 | 55,710 | 57,507 | 59,305 | 61,102 | 62,900 | 64,697 | 66,495 | 68,292 | 70,089 |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |

1. **Step B: Two-Step Promotion:** *GS-09 step 7 + 2 steps =**GS-09 step 9*
2. **Step C: Promotion Entitlement:** *$63,202 is Natasha’s promotion entitlement.*
3. **Step D: Act Like we’re promoting them in their Current Series, at the New Grade, at the New Location** (if applicable)**.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the following:
4. Current Series: *GS-0301*
5. New Grade: *11*
6. New Location: *Albuquerque*

*The ABQ locality applies to a GS-301-11 position in Albuquerque.*

* 1. Slot $63,202 (promotion entitlement) into the ABQ locality table.
  2. $63,202 falls between step 2 and step 3; therefore, our result is step 3.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. **Step E: Crosswalk the Grade and Step to the Special Rate Table that Applies to the New Series, at the New Location** (if applicable)**.** 
   1. Find the special rate table that applies to the following:
2. New Series: *GS-2210*
3. New Grade: *11*
4. New Location: *Albuquerque*

*Special Rate Table 999B applies to a GS-2210-11 position in Albuquerque.*

* 1. Crosswalk the grade and step from Step D (GS-11 step 3) to the pay table.
  2. Under the alternate method, Natasha is entitled to GS-11 step 3, $65,864, Special Rate Table 999B.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

1. **Step F: Compare the Results.** Compare the results of the standard method and the alternate method:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

* 1. The standard method produced a GS-11 step 2.
  2. The alternate method produced a GS-11 step 3.
  3. Pay is set at GS-2210-11 step 3, $65,864, Special Rate Table 999B. Don’t forget to look at HPR.

#### Example 20: Let’s Review

* Steps A-C to determine the promotion entitlement:
  + GS-09 step 7. Geographic conversion, converted rate is $59,875;
  + Two-step promotion to step 9; the employee’s promotion entitlement is $63,202.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 09 | 53,912 | 55,710 | 57,507 | 59,305 | 61,102 | 62,900 | 64,697 | 66,495 | 68,292 | 70,089 |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |

**Standard Method**

* Under the Standard Method, **we slot the promotion entitlement directly into the special rate table**. Slot $63,202 into Special Rate Table 999B and we get GS-11 step 2:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

**Alternate Method**

* Under the Alternate Method, **we slot the promotion entitlement into the pay table that applies to the old series**.
  + Slot $63,202 into the ABQ locality table and we get GS-11 step 3.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

* **Then we crosswalk the grade and step to the pay table that applies to the new series.**
  + Crosswalk the GS-09 step 3 to Special Rate Table 999B:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

#### Ex. 20 Worksheet

| Steps | **Alternate Method Promotion Worksheet**  **Non-Special Rate Position to Special Rate Position**  *Use this worksheet when a locality pay table applies to the current position but a special rate table applies to the position you’re filling* ***based upon a change in the series.*** |
| --- | --- |
| **Current** | Pay Table: **DEN** Series: **0301** Grade: **09** Step: **7** Salary: **$64,697** |
|  | **STANDARD METHOD** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions**. N/A:\_\_\_\_  From: Pay Table: **DEN** Series: **0301** Grade: **09** Step: **7** Salary: **$64,697**  To: Pay Table: **ABQ** Series: **0301** Grade: **09** Step: **7** Salary: **$59,875** |
| **Step B** | **Apply the Two-Step Promotion Rule**. Use the Base table and increase the employee’s current step by two within-grade increases:  Grade: **09** Step: **7** + 2 steps = Grade: **09** Step: **9**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step C** | **Promotion Entitlement.**   1. Find the locality table that applies to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on the pay table.   Pay Table: **ABQ** Grade: **09** Step: **9** Salary: **$63,202** |
| **Step D** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table, then use that table. Take the salary from Step C (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End.   **Special Rate Table 999B is higher at all steps**   1. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 2. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 3. Take the salary from Step C (promotion entitlement) and slot the pay.   Under the Standard Method, pay is set at:  Pay Table: **999B** Series: **2210** Grade: **11** Step: **2** Salary: **$63,806** |
|  | **ALTERNATE METHOD** |
| **Steps A-C** | *Steps A through C are the same as the Standard Method.*  Take the promotion entitlement (from Step C)above: **$63,202** |
| **Step D** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the locality pay table that applies to the following:    1. Current Series: **GS-0301**    2. New Grade: **11**    3. New Location (if applicable): **ABQ** 2. Take the salary from Step C (promotion entitlement) and slot the pay. 3. When the rate falls between two steps use the higher step.   Pay Table: **ABQ** Grade: **11** Step: **3** |
| **Step E** | **Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.**   1. Find the special rate table and locality table that apply to the following:    1. New Series: **GS-2210**    2. New Grade: **11**    3. New Location (if applicable): **ABQ** 2. Take the grade and step from Step D and crosswalk it to both pay tables. Whichever table is higher for that step will determine which table you will use to set their pay.   Under the Alternate Method, pay is set at:  Pay Table: **999B** Grade: **11** Step: **3** Salary: **$65,864** |
| **Step F** | **Compare the Results.** Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method: **GS-11 Step 2** 2. Alternate Method: **GS-11 Step 3**   Pay is set at: Pay Table: **999B** Series: **2210** Grade: **11** Step: **3** Salary: **$65,864**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### Non-SSR to SSR w/Geographic Conversion and WGI

*GS-0303-04 (SD) to GL-1801-05 (LEO-LA and 980E)*

Joe is a GS-0303-04 step 4 in San Diego and is promoted to a GL-1801-05 LEO position in Los Angeles (moving from a non-special rate position to a special rate position based on a change in the series). Joe is also due a WGI on the same effective date as his promotion action. We use the alternate method since different pay tables apply before and after the promotion **based on a change in the series.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 04 | 32,398 | 33,477 | 34,556 | 35,363 | 36,715 | 37,794 | 38,874 | 39,953 | 41,032 | 99,439 |

* GS-0303-04 in San Diego, CA promoted to a GL-1801-05 LEO position in Los Angeles.
* The employee is also due a WGI on the same date.
* We are moving from the GS pay-plan to the GL pay-plan. Non-LEO position to a LEO position with a geographic conversion and a within-grade increase.
* We use the Alternate Method because the employee is moving from a series where a special rate doesn’t apply into a position where a special rate table *applies based upon a change in the series.*

****

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** 
   1. First, we process the geographic conversion:

*$36,385 is Joe’s converted rate.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 04 | 32,398 | 33,477 | 34,556 | 35,363 | 36,715 | 37,794 | 38,874 | 39,953 | 41,032 | 42,112 |
| **LA** | 04 | 33,079 | 34,181 | 35,283 | 36,385 | 37,487 | 38,589 | 39,691 | 40,793 | 41,895 | 42,997 |

* 1. Then we process the WGI to step 5:

*$37,487 is Joe’s current rate after geographic conversion and simultaneous pay actions.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 04 | 33,079 | 34,181 | 35,283 | 36,385 | 37,487 | 38,589 | 39,691 | 40,793 | 41,895 | 42,997 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-04 step 5 + 2 steps =**GS-04 step 7*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table and the special rate table (if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The LA locality table applies to a GS-0303-04 position in Los Angeles.*

* 1. Take the grade and step from Step B (GS-04 step 7) and place it on the pay table.

*$39,691 is Joe’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 04 | 33,079 | 34,181 | 35,283 | 36,385 | 37,487 | 38,589 | 39,691 | 40,793 | 41,895 | 42,997 |

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The LEO-Los Angeles locality table and Special Rate Table 980E apply to a GL-1801-05 position in Los Angeles.*

* 1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the locality table and do that for each step.
  2. The special rate table isn’t always more.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 05 | 45,648 | 46,883 | 48,117 | 49,351 | 50,586 | 51,820 | 53,054 | 54,288 | 55,523 | 56,757 |
| **980E** | 05 | 41,390 | 42,771 | 44,151 | 45,531 | 46,912 | 48,292 | 49,673 | 51,053 | 52,433 | 53,814 |

1. The LEO-LA locality table is higher at steps 1-10; therefore, the LEO-LA locality table is the highest applicable rate range for all steps.
2. We will use the LEO-Los Angeles locality table to set his pay and we won’t even look at the special rate table.
   1. Take the promotion entitlement ($39,691) and slot the pay.
   2. $39,691 falls under step 1 on the LEO-LA locality table.
   3. Under the standard method, Joe is entitled to GL-05 step 1, $45,648, LEO Los Angeles locality table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 05 | 45,648 | 46,883 | 48,117 | 49,351 | 50,586 | 51,820 | 53,054 | 54,288 | 55,523 | 56,757 |

Now let’s see what the alternate method will produce.

**Alternate Method**

Steps A-C are the same as the Standard Method so let’s review to determine the promotion entitlement:

1. **Step A: Geographic Conversion and Simultaneous Pay Actions:** *$37,487 is his rate after geographic conversion and processing simultaneous pay actions.*
2. **Step B: Two-Step Promotion:** *GS-04 step 5 + 2 steps = GS-04 step 7*
3. **Step C: Promotion Entitlement:** *$39,691 is Joe’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 04 | 32,398 | 33,477 | 34,556 | 35,363 | 36,715 | 37,794 | 38,874 | 39,953 | 41,032 | 42,112 |
| **LA** | 04 | 33,079 | 34,181 | 35,283 | 36,385 | 37,487 | 38,589 | 39,691 | 40,793 | 41,895 | 42,997 |

1. **Step D: Act like we’re promoting them in their Current Series, at the New Grade, at the New Location** (if applicable)**.** 
   1. Find the locality pay table that applies to the following:
2. Current Series: *GS-0303*
3. New Grade: *05*
4. New Location: *Los Angeles*

*The GS Los Angeles locality table applies to a GS-303-05 position in Los Angeles.*

* 1. Slot $39,691 (promotion entitlement) into grade 05 on the GS LA locality table.
  2. $39,691 falls between step 3 and step 4; therefore, our result is step 4.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 05 | 37,009 | 38,243 | 39,477 | 40,711 | 41,946 | 43,180 | 44,414 | 45,648 | 46,883 | 48,117 |

1. **Step E: Crosswalk the Grade and Step to the Pay Table that Applies to the New Series.** 
   1. Find the locality table and special rate table that apply to the following:
2. New Series: *GL-1801*
3. New Grade: *05*
4. New Location: *Los Angeles*

*The LEO-Los Angeles locality table and Special Rate Table 980E apply to a GL-1801-05 position in Los Angeles*

* 1. Compare both pay tables to determine the highest applicable rate range.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 05 | 45,648 | 46,883 | 48,117 | 49,351 | 50,586 | 51,820 | 53,054 | 54,288 | 55,523 | 56,757 |
| **980E** | 05 | 41,390 | 42,771 | 44,151 | 45,531 | 46,912 | 48,292 | 49,673 | 51,053 | 52,433 | 53,814 |

1. The LEO-LA locality is higher at each step; therefore, the LEO-LA locality is the highest applicable rate range at each step.
2. We will use the LEO-LA locality table to set his pay and we won’t even look at the special rate table.
   1. Crosswalk the grade and step from Step D (GL-5 step 4) to the LEO-LA pay table.
   2. Under the alternate method, Joe is entitled to GL-05 step 4, $49,351, LEO-Los Angeles locality table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 05 | 45,648 | 46,883 | 48,117 | 49,351 | 50,586 | 51,820 | 53,054 | 54,288 | 55,523 | 56,757 |

1. **Step F: Compare the Results.** Compare the results of the standard method and the alternate method:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 05 | 45,648 | 46,883 | 48,117 | 49,351 | 50,586 | 51,820 | 53,054 | 54,288 | 55,523 | 56,757 |

* 1. The standard method produced a GL-05 step 1.
  2. The alternate method produced a GL-05 step 4.
  3. Pay is set at GL-1801-05 step 4, $49,351, LEO-Los Angeles locality. Don’t forget to look at HPR. Don’t forget to start AUO if/when applicable.

**Let’s Review**

* Steps A-C to determine the promotion entitlement:
  + GS-04 step 4. Geographic conversion, converted rate is $36,385;
  + WGI to step 5;
  + Two-step promotion to step 7;
  + The employee’s promotion entitlement is $39,691.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 04 | 32,398 | 33,477 | 34,556 | 35,363 | 36,715 | 37,794 | 38,874 | 39,953 | 41,032 | 42,112 |
| **LA** | 04 | 33,079 | 34,181 | 35,283 | 36,385 | 37,487 | 38,589 | 39,691 | 40,793 | 41,895 | 42,997 |

**Standard Method**

* Under the Standard Method, **we slot the promotion entitlement directly into the special rate table**.
  + Slot $39,691 into the LEO-Los Angeles locality table and we get GL-05 step 1:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 05 | 45,648 | 46,883 | 48,117 | 49,351 | 50,586 | 51,820 | 53,054 | 54,288 | 55,523 | 56,757 |

**Alternate Method**

* Under the Alternate Method, **we slot the promotion entitlement into the pay table that applies to the old series**.
  + Slot $39,691 into the GS-Los Angeles locality table and we get GS-05 step 4.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 05 | 37,009 | 38,243 | 39,477 | 40,711 | 41,946 | 43,180 | 44,414 | 45,648 | 46,883 | 48,117 |

* **Then we crosswalk the grade and step to the pay table that applies to the new series.**
  + Crosswalk the GS-05 step 4 to the LEO-LA table and we get GL-05 step 4:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 05 | 45,648 | 46,883 | 48,117 | 49,351 | 50,586 | 51,820 | 53,054 | 54,288 | 55,523 | 56,757 |

#### Ex. 21 Worksheet

| Steps | **Alternate Method Promotion Worksheet**  **Non-Special Rate Position to Special Rate Position**  *Use this worksheet when a locality pay table applies to the current position but a special rate table applies to the position you’re filling* ***based upon a change in the series.*** |
| --- | --- |
| **Current Salary** | Pay Table: **SD** Series: **0303** Grade: **04** Step: **4** Salary: **$35,363** |
|  | **STANDARD METHOD** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** The following order must be followed when processing simultaneous pay actions: (1) Geographic Conversion; (2) General Adjustment (NOA-894); (3) WGI/QSI; then (4) Promotion.  N/A:\_\_\_  **WGI to step 5**  Place the employee’s current grade and step on the pay table at the new duty location (if applicable) and process any simultaneous pay actions (if applicable).  From: Pay Table: **SD** Series: **0303** Grade: **04** Step: **4** Salary: **$35,363**  To: Pay Table: **LA** Series: **0303** Grade: **04** Step: **5** Salary: **$37,487** |
| **Step B** | **Apply the Two-Step Promotion Rule**. Use the Base table and increase the employee’s current step by two within-grade increases:  Grade: **04** Step: **5** + 2 steps = Grade: **04** Step: **7**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step C** | **Promotion Entitlement.**   1. Find the locality table that applies to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on the pay table.   Pay Table: **LA** Grade: **04** Step: **7** Salary: **$39,691** |
| **Step D** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table then use that table. Take the salary from Step C (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End.   **The LEO-LA locality is higher than Special Rate Table 980E at all steps**   1. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 2. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 3. Take the salary from Step C (promotion entitlement) and slot the pay.   Under the Standard Method, pay is set at:  Pay Table: **LEO-LA** Series: **GL-1801** Grade: **05** Step: **1** Salary: **$45,648**  *Now let’s look at the Alternate Method.* |
|  | **ALTERNATE METHOD** |
| **Steps A-C** | *Steps A through C are the same as the Standard Method.*  Take the promotion entitlement (from Step C)above: **$39,691** |
| **Step D** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the locality pay table that applies to the following:    1. Current Series: **GS-0303**    2. New Grade: **05**    3. New Location (if applicable): **Los Angeles** 2. Take the salary from Step C (promotion entitlement) and slot the pay. 3. When the rate falls between two steps use the higher step.   Pay Table: **LA** Grade: **05** Step: **4** |
| **Step E** | **Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.**   1. Find the special rate table and locality table that apply to the following:    1. New Series: **GL-1801**    2. New Grade: **05**    3. New Location (if applicable): **Los Angeles** 2. Take the grade and step from Step D and crosswalk it to both pay tables. Whichever table is higher for that step will determine which table you will use to set their pay.   Under the Alternate Method, pay is set at:  Pay Table: **LEO-LA** Grade: **05** Step: **4** Salary: **$49,351** |
| **Step F** | **Compare the Results.** Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method: **GL-05 Step 1** 2. Alternate Method: **GL-05 Step 4**   Pay is set at: Pay Table: **LEO-LA** Series: **GL-1801** Grade: **05** Step: **4** Salary: **$49,351**  Did you look at HPR? Yes:\_\_\_ N/A: **X** |

### Hybrid: SSR to a Different SSR Based on Change in Series

*GS-0462-06 (LA & 0256) to GS-1801-07 (LEO-LA & 980E)*

Laura is a GS-462-06 step 3 and is promoted to a GL-1801-07 LEO position (moving from one special rate position to a different special rate position based on a change in the series). Both positions are in Los Angeles. We use the alternate method since different pay tables apply before and after the promotion **based on a change in the series.**

The tables that apply to the current position are hybrid ranges *(Special Rate Table 0256 is the highest applicable rate range for step 1 and the LA locality table is the highest applicable rate range for steps 2-10).*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

* The LA locality table and Special Rate Table 0256 apply to the current position.
* The LEO-LA locality table and Special Rate Table 980E apply to the position you’re filling.
* We use the Alternate Method because a special rate applies to the current position and a different special rate applies to the position we’re filling *based upon a change in the series.*

**Standard Method**

* **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
* **Step B - Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-06 step 3 + 2 steps = GS-06 step 5*

* **Step C: Promotion Entitlement.**
  1. Find the locality pay table (and special rate table, if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The LA locality and Special Rate Table 0256 apply to a GS-0462-06 position in Los Angeles.*

* 1. Take the grade and step from Step B (GS-06 step 5) and place it on both pay tables. Whichever GS-06 step 5 produces the higher amount will determine the promotion entitlement.

*$45,756 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |
| **0256** | 06 | 41,368 | 42,429 | 43,490 | 44,551 | 45,612 | 46,673 | 47,734 | 48,795 | 49,856 | 50,917 |

* **Step D: Set the Pay.** 
  1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The LEO-Los Angeles locality and Special Rate Table 980E apply to a GL-1801-07 position in Los Angeles.*

* 1. Compare the steps on both pay tables to determine the highest applicable rate range. Literally compare the dollar amount of step 1 on the special rate table to the dollar amount of step 1 on the locality table and do that for each step.
  2. We have a hybrid range.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 07 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 | 61,129 | 62,657 | 64,186 | 65,714 |
| **980E** | 07 | 51,271 | 52,980 | 54,690 | 56,399 | 58,109 | 59,818 | 61,528 | 63,237 | 64,947 | 66,657 |

1. The LEO-LA locality table is higher at steps 1-4; therefore, if the promotion entitlement falls between steps 1-4, then we will use the LEO-LA locality table to set her pay.
2. The special rate table is higher at steps 5-10 therefore, if the promotion entitlement falls between steps 5-10, then we will use the special rate table to set her pay.
   1. Take $45,756 (promotion entitlement) and slot the pay.
   2. $45,756 falls below step 1 so we will use the LEO-LA locality table to set her pay and we won’t even look at the special rate table.
   3. Under the standard method, Laura is entitled to GL-07 step 1, $51,957, LEO-LA locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 07 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 | 61,129 | 62,657 | 64,186 | 65,714 |

Now let’s see what the alternate method will produce.

**Alternate Method**

Steps A-C are the same as the Standard Method to determine the promotion entitlement so let’s review:

1. **Step A: Geographic Conversion and Simultaneous Pay Actions:** *None.*
2. **Step B: Two-Step Promotion:** *GS-06 step 3 + 2 steps =**GS-06 step 5.*
3. **Step C: Promotion Entitlement:** *$46,756 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |

1. **Step D: Act Like we’re promoting them in their Current Series, at the New Grade, at the New Location** (if applicable)**.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the following:
2. Current Series: *GS-0462*
3. New Grade: *07*
4. Location: *Los Angeles*

*The LA locality and Special Rate Table 0256 apply to a GS-0462-07 position in Los Angeles.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

* 1. We have a hybrid range. Determine the highest applicable rate range at each step.
  2. If the promotion entitlement falls below step 1 then use the special rate table; if the promotion entitlement falls between steps 2-10 then use the LA locality.
  3. $46,756 (promotion entitlement) falls between steps 2-10 so we use the LA locality table to set her pay.
  4. $46,756 falls between step 1 and step 2 on the Los Angeles locality table therefore, our result is step 2.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

1. **Step E: Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.** 
   1. Find the special rate table and the locality table that apply to the following:
2. New Series: *GS-1801*
3. New Grade: *07*
4. Location: *Los Angeles*

*The LEO-LA locality and Special Rate Table 980E apply to a GL-1801-07 position in Los Angeles.*

* 1. Crosswalk the grade and step from Step D (GS-07 step 2) to both pay tables. Whichever table is higher for step 2 will determine which table you will use to set her pay.
  2. Under the alternate method, the employee is entitled to GL-07 step 2, $53,486, LEO-LA locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 07 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 | 61,129 | 62,657 | 64,186 | 65,714 |
| **980E** | 07 | 51,271 | 52,980 | 54,690 | 56,399 | 58,109 | 59,818 | 61,528 | 63,237 | 64,947 | 66,657 |

1. **Step F: Compare the Results.** Compare the results of the standard method and the alternate method:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 07 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 | 61,129 | 62,657 | 64,186 | 65,714 |

* 1. The standard method produced a GL-07 step 1.
  2. The alternate method produced a GL-07 step 2; since the alternate method is higher we are required to use it.
  3. Pay is set at GL-1801-07 step 2, $53,486, LEO-LA locality. Don’t forget to look at HPR and don’t forget to start AUO if/when applicable.

**Example 22: Let’s Review**

* Steps A-C to determine the promotion entitlement:
  + GS-06 step 3; two-step promotion to step 5; the employee’s promotion entitlement is $46,756.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |

**Standard Method**

* Under the Standard Method, **we slot the promotion entitlement directly into the table that applies to the new position** (the locality and special rate both apply but, in this case, the locality table is the highest applicable rate range). Slot $46,756 into the LEO-LA locality table and we get GL-07 step 1:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 07 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 | 61,129 | 62,657 | 64,186 | 65,714 |

**Alternate Method**

* Under the Alternate Method, **we slot the promotion entitlement into the pay table that applies to the old series**.
  + Slot $46,756 into the LA locality table and we get GS-07 step 2.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

* **Then we crosswalk the grade and step to the pay table that applies to the new series.**
  + Crosswalk the GS-07 step 2 to the LEO-LA locality table (both the LEO-LA locality and Special Rate Table 980E apply but in this case, the LEO-LA table is the highest applicable rate range):

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-LA** | 07 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 | 61,129 | 62,657 | 64,186 | 65,714 |

#### Ex. 22 Worksheet

| Steps | **Alternate Method Promotion Worksheet**  **Special Rate Position to a Different Special Rate Position**  *Use this worksheet when a special rate table applies to the current position but a different special rate applies to the position you’re filling* ***based upon a change in the series.*** |
| --- | --- |
| **Current** | Pay Table: **LA** Series: **0462** Grade: **06** Step: **3** Salary: **$44,005** |
|  | **STANDARD METHOD** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions**. N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step B** | **Apply the Two-Step Promotion Rule**. Use the Base table and increase the employee’s current step by two within-grade increases:  Grade: **06** Step: **3** + 2 steps = Grade: **06** Step: **5**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step C** | **Promotion Entitlement.**   1. Find the special rate table and the locality table that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on both pay tables. 3. Whichever table produces the higher amount will determine the promotion entitlement.   Pay Table: **LA** Grade: **06** Step: **5** Salary: **$46,756** |
| **Step D** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table then use that table. Take the salary from Step C (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* **Hybrid range and LEO-LA table is highest at steps 1-4** 6. Take the salary from Step C (promotion entitlement) and slot the pay.   Under the Standard Method, pay is set at:  Pay Table: **LEO-LA** Series: **GL-1801** Grade: **07** Step: **1** Salary: **$51,957**  *Now let’s look at the Alternate Method.* |
|  | **ALTERNATE METHOD** |
| **Steps A-C** | *Steps A through C are the same as the Standard Method.*  Take the promotion entitlement (from Step C**)** above: **$51,957** |
| **Step D** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the special rate table and the locality table that apply to the following:    1. Current Series: **GS-0462**    2. New Grade: **07**    3. New Location (if applicable): **Los Angeles** 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table then use that table. Take the salary from Step C (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* **Hybrid range and GS-LA is highest at steps 2-10** 6. Take the salary from Step C (promotion entitlement) and slot the pay.   Pay Table: **GS-LA** Grade: **07** Step: **2** |
| **Step E** | **Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location (if applicable).**   1. Find the special rate table and locality table that apply to the following:    1. New Series: **GL-1801**    2. New Grade: **07**    3. New Location (if applicable): **Los Angeles** 2. Take the grade and step from Step D and crosswalk it to both pay tables. Whichever table is higher for that step will determine which table you will use to set their pay.   Under the Alternate Method, pay is set at:  Pay Table: **LEO-LA** Grade: **07** Step: **2** Salary: **$53,486** |
| **Step F** | **Compare the Results.** Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method: **GL-07 Step 1** 2. Alternate Method: **GL-07 Step 2**   Pay is set at: Pay Table: **LEO-LA** Series: **GL-1801** Grade: **07** Step: **2** Salary: **$53,486**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### SSR to Non-SSR

*GS-2210-09 (ABQ and 999B) to GS-0301-11 (ABQ)*

Eric is a GS-2210-09 step 5 in Albuquerque and is promoted to a GS-0301-11 position in the same area (moving from a special rate position to a non-special rate position based on a change in the series). We use the alternate method since different pay tables apply before and after the promotion **based on a change in the series.**

*The current position is paid from the SSR because Special Rate Table 999B is the highest applicable rate range for all steps.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |

* The employee is moving from a special rate position to a non-special rate position so the standard method will actually produce a higher rate than the alternate method.
* The ABQ locality table and Special Rate Table 999B apply to the current position but only the ABQ table applies to the position you’re filling.

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GS-09 step 5 + 2 steps = GS-09 step 7*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table (and special rate table, if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The ABQ locality and Special Rate Table 999B apply to a GS-2210-09 position in Albuquerque.*

* 1. Take the grade and step from Step B (GS-09 step 7) and place it on both pay tables. Whichever GS-09 step 7 produces the higher amount will determine the promotion entitlement.

*$67,474 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 73,098 |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable) - GS-0301-11 in ABQ. A special rate table and the locality table applied to the old position but the only table that applies to the new position is the ABQ locality table.

*The ABQ locality table applies to a GS-0301-11 position in Albuquerque.*

* 1. Slot $67,474 (promotion entitlement) into grade 11 on the ABQ table and it falls between step 4 and step 5.
  2. Under the standard method, the employee is entitled to GS-11 step 5, $68,414, ABQ locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

Now let’s see what the alternate method will produce.

**Alternate Method**

Steps A-C are the same as the Standard Method to determine the promotion entitlement so let’s review:

1. **Step A: Geographic Conversion and Simultaneous Pay Actions:** *None.*
2. **Step B: Two-Step Promotion:** *GS-09 step 5 + 2 steps =**GS-09 step 7.*
3. **Step C: Promotion Entitlement:** *$67,474 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 58,319 |

1. **Step D: Act Like we’re promoting them in their Current Series, at the New Grade, at the New Location** (if applicable)**.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the following:
2. Current Series: *GS-0301*
3. New Grade: *11*
4. Location: *Albuquerque*

*The ABQ locality and Special Rate Table 999B apply to a GS-2210-11 position in Albuquerque.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

* 1. Determine the highest applicable rate range. Special Rate Table 999B is the highest applicable rate range at each step so that means we must use the special rate table and we cannot use the ABQ locality to set their pay.
  2. Slot the promotion entitlement ($67,474) into grade 11 on the special rate table.
  3. $67,474 falls between step 3 and step 4; therefore, our result is step 4.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

1. **Step E: Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.** 
   1. Find the locality table and special rate table (if applicable) that apply to the following:
2. New Series: *GS-0301*
3. New Grade: *11*
4. Location: *Albuquerque*

*The ABQ locality table applies to a GS-0301-11 position in Albuquerque.*

* 1. Crosswalk the grade and step from Step D (GS-11 step 4) to the ABQ table.
  2. Under the alternate method, the employee is entitled to GS-11 step 4, $66,402, ABQ locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. **Step F: Compare the Results.** Compare the results of the standard method and the alternate method:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

* 1. The standard method produced a GS-11 step 5.
  2. The alternate method produced a GS-11 step 4.
  3. Use the method that produces the higher amount.
  4. Pay is set at GS-0301-11 step 5, $68,414, ABQ locality. Don’t forget to look at HPR.

**Example 23: Let’s Review**

* Steps A-C to determine the promotion entitlement:
  + GS-09 step 5; two-step promotion to step 7; the employee’s promotion entitlement is $51,537.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 09 | 56,226 | 58,101 | 59,976 | 61,850 | 63,725 | 65,599 | 67,474 | 69,349 | 71,223 | 58,319 |

**Standard Method**

* Under the Standard Method, **we slot the promotion entitlement directly into the table that applies to the new position**. Slot $67,474 into the ABQ locality table and we get GS-11 step 5:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

**Alternate Method**

* Under the Alternate Method, **we slot the promotion entitlement into the pay table that applies to the old series**.
  + Slot $67,474 into Special Rate Table 999B and we get GS-11 step 4.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

* **Then we crosswalk the grade and step to the pay table that applies to the new series.**
  + Crosswalk the GS-11 step 4 to the ABQ table:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

#### Ex. 23 Worksheet

| Steps | **Alternate Method Promotion Worksheet**  **Special Rate Position to Non-Special Rate Position**  *Use this worksheet when a special rate table applies to the current position but only a locality table applies to the position you’re filling* ***based upon a change in the series****.* |
| --- | --- |
| **Current Salary** | Pay Table: **999B** Series: **2210** Grade: **09** Step: **5** Salary: **$63,725** |
|  | **STANDARD METHOD** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** The following order must be followed when processing simultaneous pay actions: (1) Geographic Conversion; (2) General Adjustment (NOA-894); (3) WGI/QSI; then (4) Promotion.  N/A: **X**  Place the employee’s current grade and step on the pay table at the new duty location (if applicable) and process any simultaneous pay actions (if applicable).  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step B** | **Apply the Two-Step Promotion Rule.** Use the Base table and increase the employee’s current step by two WGIs.  Grade: **09** Step: **5** + 2 steps = Grade: **09** Step: **7**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step C** | **Promotion Entitlement.**   1. Find the special rate table and the locality table that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on both pay tables. 3. Whichever table produces the higher amount will determine the promotion entitlement.   Pay Table: **999B** Grade: **09** Step: **7** Salary: **$67,474** |
| **Step D** | **Set the Pay**   1. Find the locality table that applies to the position you’re filling, at the new location (if applicable). 2. Take the salary from Step C (promotion entitlement) and slot the pay. 3. When the rate falls between two steps use the higher step.   Under the Standard Method, pay is set at:  Pay Table: **ABQ** Series: **0301** Grade: **11** Step: **5** Salary: **$68,414**  *Now let’s look at the Alternate Method.* |
|  | **ALTERNATE METHOD** |
| **Steps A-C** | *Steps A through C are the same as the Standard Method.*  Take the promotion entitlement (from Step C**)** above: **$67,474** |
| **Step D** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the special rate table and the locality table that apply to the following:    1. Current Series: **GS-2210**    2. New Grade: **11**    3. New Location (if applicable): **Albuquerque** 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table then use that table. Take the salary from Step C (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. **Special Rate Table 999B is higher at all steps** 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 6. Take the salary from Step C (promotion entitlement) and slot the pay.   Pay Table: **999B** Grade: **11** Step: **4** |
| **Step E** | **Crosswalk the Grade and Step to the Locality Table**.   1. Find the locality table that applies to the following:    1. New Series: **GS-0301**    2. New Grade: **11**    3. New Location (if applicable): **Albuquerque** 2. Take the grade and step from Step D and crosswalk it to the locality table.   Under the Alternate Method, pay is set at:  Pay Table: **ABQ** Grade: **11** Step: **4** Salary: **$66,402** |
| **Step F** | **Compare the Results**. Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method: **GS-11 Step 5** 2. Alternate Method: **GS-11 Step 4**   Pay is set at: Pay Table: **ABQ** Series: **0301** Grade: **11** Step: **4** Salary: **$66,402**  Did you look at HPR? Yes: **X** N/A:\_\_\_ |

### LEO SSR to Non-LEO, Non-SSR

*GS-1801-07 (LEO-RUS & 980A) to GS-0462-09 (RUS)*

Oscar is a GL-1801-07 step 3 in Utah and is promoted to a GS-0462-09 position in the same area (moving from a LEO special rate position to a non-LEO, non-special rate position based on a change in the series). We use the alternate method since different pay tables apply before and after the promotion **based on a change in the series.**

*The current position is paid from the LEO locality table because the LEO-RUS table is the highest applicable rate range for all steps.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-RUS** | 07 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 | 54,250 | 55,606 | 56,963 | 58,319 |
| **980A** | 07 | 44,552 | 46,038 | 47,523 | 49,009 | 50,495 | 51,980 | 53,466 | 54,951 | 56,437 | 57,922 |

* The employee is moving from a special rate position to a non-special rate position so the standard method will actually produce a higher rate than the alternate method.
* The LEO-RUS locality table and Special Rate Table 980A apply to the current position.
* The RUS table applies to the position you’re filling.

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Never just take the current pay table and just two steps when both a locality and SSR apply:

*GL-07 step 3 + 2 steps = GL-07 step 5*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table (and special rate table, if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The LEO-RUS locality and Special Rate Table 980A apply to a GL-1801-07 position in Utah.*

* 1. Take the grade and step from Step B (GL-07 step 5) and place it on both pay tables. Whichever GL-07 step 5 produces the higher amount will determine the promotion entitlement.

*$51,537 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-RUS** | 07 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 | 54,250 | 55,606 | 56,963 | 58,319 |
| **980A** | 07 | 44,552 | 46,038 | 47,523 | 49,009 | 50,495 | 51,980 | 53,466 | 54,951 | 56,437 | 57,922 |

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable) - GS-0462-09 in RUS. The employee is moving from a position that was covered by the LEO locality tables to the GS locality tables. A special rate table and the LEO-locality table applied to the old position but the only table that applies to the new position is the GS-RUS locality table.

*The GS-RUS table applies to a GS-0462-09 position in Utah.*

* 1. Slot $51,537 (promotion entitlement) into grade 09 on the RUS table and it falls between step 2 and step 3.
  2. Under the standard method, the employee is entitled to GS-09 step 3, $53,083, RUS locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

Now let’s see what the alternate method will produce.

**Alternate Method**

Steps A-C are the same as the Standard Method to determine the promotion entitlement so let’s review:

1. **Step A: Geographic Conversion and Simultaneous Pay Actions:** *None.*
2. **Step B: Two-Step Promotion:** *GL-07 step 3 + 2 steps =**GL-07 step 5.*
3. **Step C: Promotion Entitlement:** *$51,537 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-RUS** | 07 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 | 54,250 | 55,606 | 56,963 | 58,319 |

1. **Step D: Act Like we’re promoting them in their Current Series, at the New Grade, at the New Location** (if applicable)**.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the following:
2. Current Series: *GL-1801*
3. New Grade: *09*
4. Location: *Utah*

*The LEO-RUS locality and Special Rate Table 980A apply to a GL-1801-09 position in Utah.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-RUS** | 09 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 | 66,356 |
| **980A** | 09 | 52,334 | 54,079 | 55,823 | 57,568 | 59,313 | 61,058 | 62,803 | 64,547 | 66,292 | 68,037 |

* 1. Determine the highest applicable rate range. Special Rate Table 980A is the highest applicable rate range at each step (notice how the LEO-RUS table was the higher at grade 07 but the special rate table is higher at grade 09).
  2. Slot the promotion entitlement ($51,537) into grade 09 on the special rate table.
  3. $51,537 falls below step 1; therefore, our result is step 1.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980A** | 09 | 52,334 | 54,079 | 55,823 | 57,568 | 59,313 | 61,058 | 62,803 | 64,547 | 66,292 | 68,037 |

1. **Step E: Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.** 
   1. Find the locality table and special rate table (if applicable) that apply to the following:
2. New Series: *GS-0462*
3. New Grade: *09*
4. Location: *Utah*

*The GS-RUS locality table applies to a GS-0462-09 position in Utah.*

* 1. Crosswalk the grade and step from Step D (GL-09 step 1) to the RUS table.
  2. Under the alternate method, the employee is entitled to GS-09 step 1, $49,765, RUS.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

1. **Step F: Compare the Results.** Compare the results of the standard method and the alternate method:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

* 1. The standard method produced a GS-09 step 3.
  2. The alternate method produced a GS-09 step 1.
  3. Use the method that produces the higher amount.
  4. Pay is set at GS-0462-09 step 3, $53,083, RUS. Don’t forget to look at HPR and don’t forget to terminate AUO.

**Let’s Review**

* Steps A-C to determine the promotion entitlement:
  + GL-07 step 3; two-step promotion to step 5; the employee’s promotion entitlement is $51,537.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-RUS** | 07 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 | 54,250 | 55,606 | 56,963 | 58,319 |

**Standard Method**

* Under the Standard Method, **we slot the promotion entitlement directly into the table that applies to the new position**. Slot $51,537 into the GS-RUS table and we get GS-09 step 3:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

**Alternate Method**

* Under the Alternate Method, **we slot the promotion entitlement into the pay table that applies to the old series**.
  + Slot $51,537 into Special Rate Table 980A and we get GL-09 step 1.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980A** | 09 | 52,334 | 54,079 | 55,823 | 57,568 | 59,313 | 61,058 | 62,803 | 64,547 | 66,292 | 68,037 |

* **Then we crosswalk the grade and step to the pay table that applies to the new series.**
  + Crosswalk the GL-09 step 1 to GS-RUS table:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

### LEO SSR to Criminal Investigator w/Geographic Conversion

*GS-1801-11 (LEO-ABQ & 980A) to GS-1811-12 (LEO-POR)*

Michelle is a GS-1801-11 step 7 Law Enforcement Officer in Albuquerque and is promoted to a GS-1811-12 Criminal Investigator position in Portland, OR (moving from a LEO special rate position to a non-special rate position based on a change in the series). We use the alternate method since different pay tables apply before and after the promotion **based on a change in the series.**

The current position is paid from SSR 980A because the SSR is the highest applicable rate range at all steps.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |
| **980A** | 11 | 60,702 | 62,725 | 64,748 | 66,771 | 68,794 | 70,817 | 72,840 | 74,863 | 76,886 | 78,909 |

* The LEO-ABQ locality table and Special Rate Table 980A apply to the current position *(Special Rate Table 980A is the highest applicable rate range for all steps).*
* The LEO-POR locality table applies to the position you’re filling.

**Standard Method**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** 
   1. Apply the geographic conversion rule.
   2. The LEO-POR locality and Special Rate Table 980B both apply to a GS-1801-11 position in Portland so place the GS-11 step 7 on both pay tables and whichever table has the higher step 7 will determine the employee’s converted rate.
   3. The employee’s converted rate is $76,576 (LEO-POR).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980A** | 11 | 60,702 | 62,725 | 64,748 | 66,771 | 68,794 | 70,817 | 72,840 | 74,863 | 76,886 | 78,909 |
| **LEO-POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |
| **980B** | 11 | 62,272 | 64,347 | 66,422 | 68,498 | 70,573 | 72,648 | 74,724 | 76,799 | 78,874 | 80,950 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps. Do not take the current locality table and jump two steps.

*GS-11 step 7 + 2 steps = GS-11 step 9*

1. **Step C: Promotion Entitlement.**
   1. Find the locality pay table (and special rate table, if applicable) that apply to the employee’s current position, at the new location (if applicable).

*The LEO-POR locality and Special Rate Table 980B apply to a GS-1801-11 position in Portland.*

* 1. Take the grade and step from Step B (GS-11 step 9) and place it on both pay tables. Whichever GS-11 step 9 produces the higher amount will determine the promotion entitlement.

*$80,830 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |
| **980B** | 11 | 62,272 | 64,347 | 66,422 | 68,498 | 70,573 | 72,648 | 74,724 | 76,799 | 78,874 | 80,950 |

1. **Step D: Set the Pay.** 
   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The LEO-POR locality table applies to a GS-1811-12 position in Portland, OR. The special rate table doesn’t apply to the 1811 series.*

* 1. Slot $80,830 (promotion entitlement) into grade 12 on the LEO-POR table and it falls between step 2 and step 3.
  2. Under the standard method, the employee is entitled to GS-12 step 3, $81,589, LEO-POR locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-POR** | 12 | 76,489 | 79,039 | 81,589 | 84,139 | 86,689 | 89,239 | 91,789 | 94,339 | 96,889 | 99,439 |

Now let’s see what the alternate method will produce.

**Alternate Method**

Steps A-C are the same as the Standard Method to determine the promotion entitlement so let’s review:

1. **Step A: Geographic Conversion and Simultaneous Pay Actions:** *$76,576 is the converted rate.*
2. **Step B: Two-Step Promotion:** *GS-11 step 7 + 2 steps =**GS-11 step 9.*
3. **Step C: Promotion Entitlement:** *$80,830 is the employee’s promotion entitlement.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **980A** | 11 | 60,702 | 62,725 | 64,748 | 66,771 | 68,794 | 70,817 | 72,840 | 74,863 | 76,886 | 78,909 |
| **LEO-POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |

1. **Step D: Act Like we’re promoting them in their Current Series, at the New Grade, at the New Location** (if applicable)**.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the following:
2. Current Series: *GS-1801*
3. New Grade: *12*
4. Location: *Portland, OR*

*The LEO-POR locality applies to a GS-1801-12 position in Portland, OR. Special Rate Table 980B doesn’t have grades higher than grade 11 on it. Since a special rate table doesn’t apply to the new grade, the alternate method will produce the same result as the standard method in this example.*

* 1. Slot the promotion entitlement ($80,830) into grade 12 on the LEO-POR table.
  2. $80,830 falls between step 2 and step 3; therefore, our result is step 3.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-POR** | 12 | 76,489 | 79,039 | 81,589 | 84,139 | 86,689 | 89,239 | 91,789 | 94,339 | 96,889 | 99,439 |

1. **Step E: Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.** 
   1. Find the locality table and special rate table (if applicable) that apply to the following:
2. New Series: *GS-1811*
3. New Grade: *12*
4. Location: *Portland, OR*

*The LEO-POR locality table applies to a GS-1811-12 position in Portland. Since Special Rate Table 980B doesn’t have grade 12 on it, the alternate method and standard method will produce the same result in this example.*

* 1. Under the alternate method, the employee is entitled to GS-12 step 3, $81,589, LEO-POR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-POR** | 12 | 76,489 | 79,039 | 81,589 | 84,139 | 86,689 | 89,239 | 91,789 | 94,339 | 96,889 | 99,439 |

1. **Step F: Compare the Results.** 
   1. The standard method and the alternate method produced a GS-12 step 3.
   2. Pay is set at GS-1811-12 step 3, $81,589, LEO-Portland locality. Don’t forget to look at HPR and don’t forget to start LEAP and to terminate AUO.

## HIGHEST PREVIOUS RATE AND THE TWO-STEP PROMOTION RULE

A GS employee is entitled to a two-step increase when they are promoted to a higher GS position. If the maximum payable rate is higher than what results from applying the two-step promotion rule, the salary may be set either using the promotion rule or the maximum payable rate rule. The role of the HR Specialist is to provide all pay-setting options to the hiring manager. Employees must refer to their agency specific HPR policy.

### HPR and the Two-Step Promotion Rule

*GS-203-6 (RUS) to GS-303-7 (LA), HPR earned in previous year*

Amber is a GS-0203-06 step 3 in the RUS locality area and is promoted to a GS-303-07 position in Los Angeles. Amber previously held a GS-0303-08 step 5 position in 2014 in Washington, DC, left the rolls and returned to the GS-0203-06 position in Los Angeles.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 06 | 36,611 | 37,832 | 39,053 | 40,273 | 41,494 | 42,715 | 43,936 | 45,156 | 46,377 | 47,598 |

**Two-Step Promotion (Standard Method)**

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** Apply the geographic conversion rule and the employee’s converted rate is $44,005.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 06 | 36,611 | 37,832 | 39,053 | 40,273 | 41,494 | 42,715 | 43,936 | 45,156 | 46,377 | 47,598 |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |

1. **Step B: Apply the Two-Step Promotion Rule.** Use the Base table and add two steps.

*GS-06 step 3 + 2 steps = GS-06 step 5*

1. **Step C: Promotion Entitlement.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to the current position, at the new location (if applicable).

*The LA locality table applies to a GS-0203-06 position in Los Angeles.*

* 1. Take the GS-06 step 5 and place it on the pay table.
  2. $46,756 is the employee’s promotion entitlement.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 06 | 41,253 | 42,629 | 44,005 | 45,380 | 46,756 | 48,131 | 49,507 | 50,882 | 52,258 | 53,634 |

1. **Step 4: Set the Pay.** 
   1. Find the locality pay table and the special rate table (if applicable) that apply to position you are filling, at the new location (if applicable).

*The LA locality applies to a GS-0203-07 position in Los Angeles.*

* 1. Slot $46,756 (promotion entitlement) into the GS-07 grade on the Los Angeles locality table.

*$46,756 falls between step 1 and step 2.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

* 1. Under the two-step promotion rule, Amber is entitled to GS-07 step 2, $47,372, Los Angeles.

Now let’s see what we get under HPR.

**Highest Previous Rate**

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
2. Amber earned her HPR in 2014 as a GS-08 step 5 in Washington, DC so get the 2014 GS base table. Amber’s HPR is $43,075.

| **2014** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 08 | 38,007 | 39,274 | 40,541 | 41,808 | 43,075 | 44,342 | 45,609 | 46,876 | 48,143 | 49,410 |

1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? ***Yes***
2. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
   1. We’re filling a GS-07 position so take the same GS Base table and slot her HPR ($43,075) into grade 07 on the 2014 GS Base Table.

| **2014** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 07 | 34,319 | 35,463 | 36,607 | 37,751 | 38,895 | 40,039 | 41,183 | 42,327 | 43,471 | 44,615 |

* 1. $43,075 falls between step 8 and step 9 so pay may be set as high as step 9 based upon HPR.

1. **Step 3: Crosswalk the grade and step to the locality table in the current year.**
   1. Find the locality table in the current year that applies to the position you’re filling.

*The LA locality table applies to a GS-0303-08 position in Los Angeles.*

* 1. Take the GS-07 step 9 and crosswalk it to the locality pay table for the employee’s official duty station in the current year.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

1. **Step 4: Compare the Results.**
   1. The two-step promotion rule produced a GS-07 step 2.
   2. HPR produced a GS-07 step 9.
   3. Pay may be set anywhere between GS-07 step 2 and step 9, based upon HPR, but pay may not be set below step 2 because step 2 is the employee’s promotion entitlement. Refer to your agency’s HPR policy.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

#### Ex. 26 Worksheet

| Steps | **HPR and the Two-Step Promotion Rule Worksheet**  **The Same Tables Apply to the Current Position and to the Position You’re Filling and You’re Checking HPR**  *Use this worksheet when the same pay tables (locality and/or special rate) apply to the current position and the position you’re filling and the employee held a higher rate in a previous Federal job.* |
| --- | --- |
|  | **STANDARD METHOD** |
| **Current Salary** | Pay Table: **RUS** Series: **0203** Grade: **06** Step: **3** Salary: **$39,053** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** The following order must be followed when processing simultaneous pay actions: (1) Geographic Conversion; (2) General Adjustment (NOA-894); (3) WGI/QSI; then (4) Promotion.  N/A: \_\_\_  From: Pay Table: **RUS** Grade: **06** Step: **03** Salary: **$39,053**  To: Pay Table: **LA** Grade: **06** Step: **03** Salary: **$44,005** |
| **Step B** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade: **06** Step: **3** *+ 2 steps* = Grade: **06** Step: **5**  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”*. |
| **Step C** | **Promotion Entitlement**.   1. Find the special rate table and locality table that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on both pay tables. 3. Whichever table produces the highest dollar amount will determine the promotion entitlement.   Pay Table: **LA** Grade: **06** Step: **5** Salary: **$46,756** |
| **Step D** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply, then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step C (promotion entitlement) and slot the pay. 4. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table: **LA** Series: **0303** Grade: **07** Step: **2** Salary: **$65,864** |
|  | **HIGHEST PREVIOUS RATE** |
| **Step 1**: | **Find the Base Table for the Year the Employee Earned their HPR.**   1. When did the employee earn their HPR? Year: **2014** Grade: **08** Step: **5** 2. Find the Base Table (not the locality table) for the year identified above. Provide the salary for the grade and step:   Grade: **08** Step: **5** Base Salary: **$43,075**   1. List the series and grade of the position you’re filling: Series: **0303** Grade: **08** 2. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No: |
| **Step 2:** | **Use the Same Base Table and Slot the Pay into the Grade of the Position you are Filling.**   1. Take the salary from Step 1b and slot the pay into the lowest step of the grade to fill that equals or exceeds that rate. 2. If the salary falls between two steps of the grade to fill then use the higher step. 3. If the salary exceeds step 10 of the grade, then use step 10. Grade: **07** Step: **9**   *This is the maximum payable rate we can pay the employee.* |
| **Step 3:** | **Crosswalk the Grade and Step to the Locality Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling. 2. Take the grade and step from Step 2c and crosswalk it to the pay table for the employee’s official duty station in the current year. 3. If a locality table and special rate table apply, then whichever table is higher for that step will determine which table you will use to set their pay.   Pay Table: **LA** Grade: **07** Step: **9** Salary: **$58,072** |
| **Step 4:** | **Compare the Results**. Compare the results from the two-step promotion rule and HPR.   1. Two-Step Promotion Rule: **GS-07 Step 2** 2. Highest Previous Rate: **GS-07 Step 9**   Pay may be set anywhere between the result of the two-step promotion and HPR. Refer to your agency’s HPR policy.  Pay is set at: Pay Table: **LA** Series: **0303** Grade: **07** Step: **9** Salary: **$58,072** |

### Voluntary CLG then Promotion from Step 10, also checking HPR

*GS-12 to GS-9/11, HPR earned in previous year*

In March 2017, Brittany is a GS-12 step 2 in Montana (RUS) and accepts a GS-09/11 position in Portland, OR. She voluntarily accepted the change to lower grade because she wanted to be closer to her family (to obtain a desired duty location).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 12 | 72,168 | 74,574 | 76,980 | 79,386 | 81,792 | 84,197 | 86,603 | 89,009 | 91,415 | 93,821 |

1. **Step 1: Geographic Conversion**. $79,039 is Brittany’s converted rate.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 12 | 72,168 | 74,574 | 76,980 | 79,386 | 81,792 | 84,197 | 86,603 | 89,009 | 91,415 | 93,821 |
| **POR** | 12 | 76,489 | 79,039 | 81,589 | 84,139 | 86,689 | 89,239 | 91,789 | 94,339 | 96,889 | 99,439 |

1. **Step 2: CLG to GS-11 Position**.
2. Use the GS Base table and slot Brittany’s HPR ($64,813) into the GS-09 grade.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 62,722 | 64,813 | 66,904 | 68,995 | 71,086 | 73,177 | 75,268 | 77,359 | 79,450 | 81,541 |

1. $64,813 exceeds step 10 so Brittany’s pay can be set anywhere between step 1 and step 10 based upon HPR. The Line Officer wants to set pay at step 10.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 |

1. **Step 3: Crosswalk to Locality Table**. Brittany’s pay is set at GS-09 step 10, $68,571(POR), based upon HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 09 | 52,745 | 54,503 | 56,26 | 58,020 | 59,779 | 61,537 | 63,296 | 65,054 | 66,813 | 68,571 |

In one year, when Brittany is likely to be promoted to the GS-12 grade, determine Brittany’s pay to the GS-12 applying the two-step promotion rule.

1. **Step A: Apply the Two-Step Promotion Rule**.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 | 1,442 |

1. The amount of a step increase at grade 09 is $1,442.
2. Multiply the WGI amount by 2:
3. $1,442 X 2 = $2,884
4. Add this amount to the step 10 amount:
   1. $2,884 + $56,229 = $59,113
5. **Step B: Promotion Entitlement.**
6. Multiply this amount by the locality supplement.

SALARY TABLE 2017-POR

INCORPORATING THE 1% GS INCREASE AND A LOCALITY PAYMENT OF 21.95%

1. $59,113 X 1.2195 = $72,088 (put a 1 in front of it and it will give you the payable rate)
2. $72,088 is Brittany’s promotion entitlement.
3. Brittany is entitled to $72,088 even though it exceeds step 10 of the GS-09 grade.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 09 | 52,745 | 54,503 | 56,26 | 58,020 | 59,779 | 61,537 | 63,296 | 65,054 | 66,813 | 68,571 |

1. **Step B: Set the Pay.**
2. Slot $72,088 into the GS-11 Portland Locality table.
3. $72,088 falls between step 4 and step 5.
4. Under the two-step promotion rule, Brittany is entitled to a GS-11 step 5, $72,322, Portland locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |

Now let’s take a look at the MPR to see if her HPR will yield a different result.

**Highest Previous Rate**

1. **Step 4: Find the GS base table for the year the employee earned their HPR.**
2. Brittany earned her HPR in 2017 as a GS-12 step 2 in Portland, OR, so get the 2017 GS base table.
3. Brittany’s HPR is $64,813.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 62,722 | 64,813 | 66,904 | 68,995 | 71,086 | 73,177 | 75,268 | 77,359 | 79,450 | 81,541 |

1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? **Yes.**
2. **Step 5: Use the same GS base table and slot the pay into the grade of the position you are filling.**
3. We’re filling a GS-11 position so take the same GS Base table and slot her HPR ($64,813) into grade 11 on the 2017 GS Base Table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 11 | 52,329 | 54,073 | 55,817 | 57,561 | 59,305 | 61,049 | 62,793 | 64,537 | 66,281 | 68,025 |

1. $64,813 falls between step 8 and step 9 so pay may be set as high as step 9, based upon HPR.
2. **Step 6: Crosswalk the grade and step to the locality table in the current year.**
3. Find the locality table in the current year that applies to the position you’re filling.
4. Take the grade and step and crosswalk it to the locality pay table for the employee’s official duty station in the current year.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |

1. **Step 7 - Compare the Results.**
2. The two-step promotion rule produced a GS-11 step 5.
3. HPR produced a GS-11 step 9.
4. Pay may be set anywhere between GS-11 step 5 and step 9, based upon HPR, but pay may not be set below step 5 because step 5 is the employee’s promotion entitlement. Refer to your agency’s HPR policy.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |

## PROMOTION OF RETAINED RATE EMPLOYEES

When an employee under pay retention is promoted, they are entitled to the greater of:

1. Step 10 of retained grade plus two WGIs; or
2. The employee’s current retained rate.

### Retained Rate Promotion

*GS-301-11 on pay retention promoted to GS-12*

Jack is a GS-0301-11 step 00 on pay retention with a retained rate of $83,132 and is promoted to a GS-0301-12 position. Both positions are located in Portland, OR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |

**Standard Method**

1. **Step A: Geographic Conversion.** *None.*
2. **Step B: Current Retained Rate.** *Jack’s current retained rate is $83,132.*
3. **Step C: Two-Step Promotion (Standard Method).** When an employee under pay retention is promoted, they are entitled to the greater of: (1) The employee’s current retained rate; or (2) Step 10 of retained grade plus two WGIs.
   1. We already know their current retained rate ($82,132), so let’s figure out what “Step 10 of the retained grade plus two WGI’s” turns out to be.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 11 | 52,329 | 54,073 | 55,817 | 57,561 | 59,305 | 61,049 | 62,793 | 64,537 | 66,281 | 68,025 | 1,744 |

* 1. Use the GS Base table to find the amount of a step increase at grade 11; multiply that rate by two; and add the result to the step 10 base rate:

*$1,744 x 2 = $3,488*

*$68,025 + $3,488 = $72,513 (Step 10 base rate of retained grade plus two WGIs)*

* 1. Multiply this rate by the locality rate supplement for Portland:

SALARY TABLE 2017-POR

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 21.95%

*$72,513 x 1.2195 = $88,430 Step 10 of the retained grade plus two WGIs*

1. **Step 4: Promotion Entitlement.**
   1. Compare the results:
      1. Step 10 of retained grade plus two WGIs: $88,430
      2. The employee’s current retained rate: $83,132
   2. $88,430 is higher so that is Jack’s promotion entitlement.
2. **Step 5: Slot the Pay.**
   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The POR locality table applies to a GS-0301-12 position in Portland, Oregon.*

* 1. Slot $88,430 into grade 12 on the Portland locality pay table.
  2. $88,430 falls between step 5 and step 6 so we will slot the pay within the steps and pay retention ends. *(If the promotion entitlement was more than step 10 of the new grade then pay retention would continue).*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 12 | 76,489 | 79,039 | 81,589 | 84,139 | 86,689 | 89,239 | 91,789 | 94,339 | 96,889 | 99,439 |

1. **Step 6: Set the Pay.** Pay is set at GS-0301-12 step 6, $89,239, Portland locality and pay retention ends.

#### Ex. 28 Worksheet

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention – No Geographic Conv.**  *Use this worksheet when an employee on pay retention is promoted (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Current Salary** | Pay Table: **POR** Series: **0301** Grade: **11** Step: **00** Salary: **$83,132** |
| **Step 1** | **Geographic Conversion**. None. *If the employee is moving to a new locality pay area then use the “Promotion While on Pay Retention with Geographic Conversion”.* |
| **Step 2** | **Apply the Two-Step Promotion Rule.** When an employee under pay retention is promoted they are entitled to the greater of:   * The employee’s current retained rate *(we already know this)*; or * Step 10 of retained grade plus two WGIs *(we need to figure this one out).*   Use the Base Table (not the locality table) for all the calculations below:   1. Amount of a step increase of their current grade: **$1,744** 2. Multiply the amount of a step increase by 2: **$1,744** x 2 = **$3,488** 3. Step 10 rate of their current grade: **$68,025** 4. Add 2(b)+2(c): **$68,025** + **$3,488** = **$72,513** 5. Find the locality pay table and provide the locality rate supplement: **21.95%** 6. Multiply 2(d) by 2(e): **$72,513** x **1.2195** = **$88,430** *Step 10 of retained grade plus two WGIs* |
| **Step 3** | **Promotion Entitlement**. Compare the employee’s current retained rate and Step 10 of the retained grade plus two WGIs and whichever is higher will be the employee’s promotion entitlement.   1. Current retained rate: **$83,132** 2. Step 10 plus two WGIs (Step 2(f)): **$88,430** 3. Promotion entitlement: **$88,430** |
| **Step 4** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position. 2. Slot the promotion entitlement (Step 3(c)) into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).*    1. If the pay fits within the steps then set the pay and pay retention ends.    2. If the pay is more than step 10, then set the pay at the rate from Step 3(c) and pay retention continues.   Pay is set at: Pay Table: **POR** Series: **0301** Grade: **12** Step: **6** Salary: **$89,239** |

### Retained Rate Promotion w/Geographic Conversion-To Lower Locality

*GS-201-13 on pay retention in DCB promoted to GS-14 position in ABQ*

Terri is a GS-0201-13 step 00 on pay retention with a retained rate of $120,835 in Washington, DC and is promoted to a GS-0201-14 position in Albuquerque.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 92,145 | 95,217 | 98,289 | 101,361 | 104,433 | 107,505 | 110,578 | 113,650 | 116,722 | 119,794 |

**Standard Method**

1. **Step 1: Current retained rate**. Terri’s current retained rate in Washington, DC is $120,835.
2. **Step 2: Geographic Conversion.**
3. Terri is moving from Washington, DC to Albuquerque so we need to determine what her pay will be in Albuquerque. Remember, we must always process the geographic conversion rule whenever someone moves to a new location and a different locality table applies. Terri does not retain the salary she had in DC, we must apply the geographic conversion rule to determine her retained rate in ABQ.
4. Find the locality table and the special rate table (if applicable) that apply to the old location. *The DCB locality applies to the old location.*
5. Find the locality table and the special rate table (if applicable) that apply to the new location.

*The ABQ locality applies to the new location.*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 92,145 | 95,217 | 98,289 | 101,361 | 104,433 | 107,505 | 110,578 | 113,650 | 116,722 | 119,794 |
| **ABQ** | 13 | 84,443 | 87,258 | 90,073 | 92,889 | 95,704 | 98,519 | 101,335 | 104,150 | 106,965 | 109,781 |

1. Divide step 10 at the new locality by step 10 from the old locality:

*$109,781 / $119,794 = 0.9164 (take out to 4 decimal places)*

*0.9164 is the percentage difference between the locality areas.*

1. **Step 3: Determine the New Retained Rate.**
2. Multiply the employee’s current retained rate by the percentage difference between locality areas:

*$120,835 X 0.9164 = $110,733*

*$110,733 is Terri’s new retained rate in Albuquerque.*

1. It’s all relative. The employee’s retained rate after geographic conversion is $110,733. The employee’s converted retained rate at the ABQ location is approximately 1.01 percent above the maximum rate of the highest applicable rate range ($110,733/$109,781=1.0087); just as their retained rate at the DCB location was approximately 1.01 percent above the maximum rate of the highest applicable rate range ($120,835/$119,794=1.0087). The geographic conversion rule maintains the relative position of the employee’s retained rate compared to the applicable rate range maximum.
2. **Step 4: Two-Step Promotion (Standard Method).**

When an employee under pay retention is promoted, they are entitled to the greater of:

* The employee’s current retained rate; or
* Step 10 of retained grade plus two WGIs.
  1. We already know their current retained rate ($110,733), so let’s figure out what “Step 10 of the retained grade plus two WGI’s” turns out to be.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 13 | 73,846 | 76,308 | 78,770 | 81,232 | 83,694 | 86,156 | 88,618 | 91,080 | 93,542 | 96,004 | 2,462 |

* 1. Use the GS Base table to find the amount of a step increase at grade 13; multiply that rate by two; and add the result to the step 10 base rate:

*$2,462 x 2 = $4,924*

*$96,004 + $4,924 = $100,928*

* 1. Multiply this rate by the locality rate supplement for ABQ:

SALARY TABLE 2016-AQ

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 14.37%

*$100,928 x 1.1437 = $115,431*

1. **Step 5: Promotion Entitlement.**
   1. Compare the results:
      1. Step 10 of retained grade plus two WGIs: $115,431
      2. The employee’s current retained rate: $110,733
   2. $115,431 is higher so that is Terri’s promotion entitlement.
2. **Step 6: Slot the Pay.**
   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The ABQ locality table applies to a GS-0201-14 position in Albuquerque.*

* 1. Slot $115,431 into grade 14 on the ABQ locality pay table.
  2. $115,431 falls between step 5 and step 6 so we will slot the pay within the steps and pay retention ends. *(If the promotion entitlement was more than step 10 of the new grade then pay retention would continue).*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 14 | 99,785 | 103,112 | 106,438 | 109,765 | 113,091 | 116,417 | 119,744 | 123,070 | 126,397 | 129,723 |

1. **Step 7: Set the Pay.** Pay is set at GS-0201-14 step 6, $116,417, ABQ locality and pay retention ends.

#### Ex. 29 Worksheet

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention w/Geographic Conversion**  *Use this worksheet when an employee on pay retention is promoted to a position in a different area (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Current Salary** | Provide the employee’s current salary (including locality):  Pay Table: **DCB** Series: **0201** Grade: **13** Step: **00** Salary: **$120,835** |
| **Step 1** | **Geographic Conversion.**   1. Find the locality table and special rate table (if applicable) that apply to the current position at the old location (use the table with the higher step 10 rate):   Step 10 Rate: **$119,794**   1. Find the locality table and special rate table (if applicable) that apply to the current position at the new location (use the table with the higher step 10 rate):   Step 10 Rate: **$109,781**   1. Divide step 10 at the new locality by step 10 from the old locality (2b/2a):   **$109,781** / **$119,794** = **0.9164** (take out to 4 decimal places) |
| **Step 2** | **Determine the New Retained Rate.** Multiply the employee’s retained rate by the percentage difference between localities:  (Current Salary) **$120,835** x (Step 1c) **0.9164** = **$110,733** *New Retained Rate* |
| **Step 3** | **Apply the Two-Step Promotion Rule.**  When an employee under pay retention is promoted, they are entitled to the greater of:   * The employee’s current retained rate *(we already know this);* or * Step 10 of retained grade plus two WGIs *(we need to figure this one out).*   Find the base table (not the locality table) and use for all the calculations below:   1. Amount of a step increase of their current grade: **$2,462** 2. Multiply the amount of a step increase by 2: **$2,462** x 2 = **$4,924** 3. Step 10 rate of their current grade: **$96,004** 4. Add 3(b)+3(c): **$4,924** + **$96,004** = **$100,928** 5. Find the locality pay table and provide the locality rate supplement: **14.37%** 6. Multiply 3(d) by 3(e): **$100,928** x **1.1437** = **$115,431** *Step 10 of retained grade plus two WGIs* |
| **Step 4** | **Promotion Entitlement.** Compare the employee’s retained rate and Step 10 of the retained grade plus two WGIs and whichever is higher will be the employee’s promotion entitlement.   1. New retained rate (Step 2): **$110,733** 2. Step 10 plus two WGIs (Step 3(e)): **$115,431** 3. Promotion entitlement: **$115,431** |
| **Step 5** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location. 2. Slot the promotion entitlement (Step 4(c)) into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).*    1. If the pay fits within the steps, then set the pay and pay retention ends.    2. If the pay is more than step 10, then set the pay at the rate from Step 4(c) and pay retention continues.   Pay is set at: Pay Table: **ABQ** Series: **0201** Grade: **14** Step: **6** Salary: **$116,417** |

### Retained Rate Promotion w/ Geographic Conversion-To Higher Locality

*GS-201-13 on pay retention in ABQ promoted to GS-14 position in DCB*

Anna is a GS-0201-13 step 00 on pay retention with a retained rate of $110,835 in Albuquerque and is promoted to a GS-0201-14 position in Washington, DC.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 13 | 84,443 | 87,258 | 90,073 | 92,889 | 95,704 | 98,519 | 101,335 | 104,150 | 106,965 | 109,781 |

**Standard Method**

1. **Step 1: Current retained rate**. Anna’s current retained rate in ABQ is $110,835.
2. **Step 2: Geographic Conversion.**
3. Anna is moving from Albuquerque to Washington, DC so we need to determine what her pay will be in DCB.
4. Find the locality table and the special rate table (if applicable) that apply to the old location.

*The ABQ locality applies to the old location.*

1. Find the locality table and the special rate table (if applicable) that apply to the new location.

*The DCB locality applies to the new location.*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 13 | 84,443 | 87,258 | 90,073 | 92,889 | 95,704 | 98,519 | 101,335 | 104,150 | 106,965 | 109,781 |
| **DCB** | 13 | 92,145 | 95,217 | 98,289 | 101,361 | 104,433 | 107,505 | 110,578 | 113,650 | 116,722 | 119,794 |

1. Divide step 10 at the new locality by step 10 from the old locality:

*$119,792 / $109,781 = 1.0912 (take out to 4 decimal places)*

*1.0912 is the percentage difference between the locality areas.*

1. **Step 3: Determine the New Retained Rate.** 
   1. Multiply the employee’s current retained rate by the percentage difference between locality areas:

*$110,835 X 1.0912 = $120,943*

*$120,943 is Anna’s new retained rate in DCB.*

* 1. It’s all relative. The employee’s retained rate after geographic conversion is $120,943. The employee’s converted retained rate at the DCB location is approximately 1.01 percent above the maximum rate of the highest applicable rate range ($120,835/$119,794 = 1.0087); just as their retained rate at the ABQ location was approximately 1.01 percent above the maximum rate of the highest applicable rate range ($110,733/$109,781 = 1.0087). The geographic conversion rule maintains the relative position of the employee’s retained rate compared to the applicable rate range maximum.

1. **Step 4: Two-Step Promotion (Standard Method).**

*When an employee under pay retention is promoted, they are entitled to the greater of: (1) The employee’s current retained rate; or (2) Step 10 of retained grade plus two WGIs.*

* 1. We already know their current retained rate ($120,943), so let’s figure out what “Step 10 of the retained grade plus two WGI’s” turns out to be.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 13 | 73,846 | 76,308 | 78,770 | 81,232 | 83,694 | 86,156 | 88,618 | 91,080 | 93,542 | 96,004 | 2,462 |

* 1. Use the GS Base table to find the amount of a step increase at grade 13; multiply that rate by two; and add the result to the step 10 base rate:

*$2,462 x 2 = $4,924*

*$96,004 + $4,924 = $100,928*

* 1. Multiply this rate by the locality rate supplement for DCB (1.2748):

*$100,928 x 1.2748 = $125,938*

1. **Step 5: Promotion Entitlement.**
   1. Compare the results:
      1. Step 10 of retained grade plus two WGIs: $125,938
      2. The employee’s current retained rate: $120,943
   2. $125,938 is higher so that is Anna’s promotion entitlement.
2. **Step 6: Slot the Pay.**
   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The DCB locality table applies to a GS-0201-14 position in Washington, DC.*

* 1. Slot $120,943 into grade 14 on the DCB locality pay table.
  2. $125,938 falls between step 5 and step 6 so we will slot the pay within the steps and pay retention ends.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 108,887 | 112,517 | 116,146 | 119,776 | 123,406 | 127,036 | 130,666 | 134,296 | 137,926 | 141,555 |

1. **Step 7: Set the Pay.** Pay is set at GS-0201-14 step 6, $127,036, DCB locality and pay retention ends.

### Retained Rate Promotion w/Geo. Conversion and 894 Pay Adjustment

*GS-07 step 00 (RUS) to GS-09 (AK) and Annual Pay Adjustment*

Erin is a GS-201-07 step 00 on pay retention in Arkansas with a retained rate of $53,199 and is promoted to a GS-201-09 position in Moose Pass, AK. The promotion action is effective in pay period 01 (when the annual pay adjustment is also due). Determine Erin’s retained rate in Alaska:

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

**Standard Method**

1. **Step 1: Current retained rate**. Erin’s current retained rate in Arkansas is $53,199.
2. **Step 2: Geographic Conversion.**
3. Erin is moving from Arkansas to Alaska so we need to determine what her pay will be in AK.
4. Find the locality table and the special rate table (if applicable) that apply to the old location.

*The RUS locality applies to the old location.*

1. Find the locality table and the special rate table (if applicable) that apply to the new location.

*The AK locality applies to the new location.*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |
| **AK** | 07 | 43,817 | 45,278 | 46,738 | 48,199 | 49,660 | 51,1520 | 52,581 | 54,042 | 55,502 | 56,963 |

1. Divide step 10 at the new locality by step 10 from the old locality:

*$56,963 / $52,043=1.0945 (take out to 4 decimal places)*

*1.0945 is the percentage difference between the locality areas.*

1. **Step 3: Determine the New Retained Rate.** 
   1. Multiply the employee’s current retained rate by the percentage difference between locality areas:

*$53,199 X 1.0945 = $58,228*

*$58,228 is Erin’s new retained rate in AK.*

* 1. Erin’s converted retained rate in the Alaska location is approximately 1.02 percent above the maximum rate of the highest applicable rate range ($58,228 (retained rate) / $56,963 (GS-7/10) = 1.02); just as her retained rate in the Arkansas location was approximately 1.02 percent above the maximum rate of the highest applicable rate range ($53,199 (retained rate) / $52,043 (GS-710) = 1.02). The geographic conversion rule maintains the relative position of the employee’s retained rate compared to the applicable rate range maximum.

1. **Step 4: Apply Pay Adjustment.** 
   1. We have determined the converted retained rate at the new location, but the promotion action is effective in pay period 01, the same pay period the annual pay adjustment is effective.
   2. Determine the 894 NOA annual pay adjustment before the promotion action.
   3. An employee on pay retention receives 50% of the annual pay adjustment.

| **AK** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2016** | 07 | 43,817 | 45,278 | 46,738 | 48,199 | 49,660 | 51,520 | 52,581 | 54,042 | 55,502 | 56,963 |
| **2017** | 07 | 44,952 | 46,451 | 47,950 | 49,448 | 50,947 | 52,446 | 53,945 | 55,444 | 56,943 | 58,442 |

* 1. Take the difference between the 2016 GS-7 step 10 rate and the 2017 GS-7 step 10 rate:

*$58,442 - $56,963 = $ 1,479*

* 1. Divide the result by 2 to determine 50% of the annual pay increase.

*$1,479 / 2 = $740*

* 1. Add 50% of the annual pay adjustment to the employee’s converted retained rate.

*$58,228 + $740 = $58,968*

1. **Step 5: See if the New Retained Rate Fits Within the Steps at the New Location.**
   1. Get the locality pay table and special rate table (if applicable) that apply to the position at the new location.

*The AK locality applies to a GS-0201-07 position in Alaska.*

* 1. Take the employees retained rate after geographic conversion and after applying the general increase ($58,968) and see if it fits within the steps.
  2. $58,968 is more than step 10. Erin is entitled to continue pay retention because her payable rate of basic pay ($58,968) exceeds the maximum rate for the GS-07 step 10 in Alaska.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AK** | 07 | 44,952 | 46,451 | 47,950 | 49,448 | 50,947 | 52,446 | 53,945 | 55,444 | 56,943 | 58,442 |

1. **Step 6: 150% of Max Step of New Grade**.
   1. Ensure the employee’s retained rate does not exceed 150% of step 10.
   2. Erin is entitled to her existing rate subject to 150% of the maximum rate of the new grade or Executive Level IV, whichever is less.
   3. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

*$58,442 x 150% = $87,663*

* 1. Erin’s retained rate ($58,968) is less than the capped amount ($87,663), so we are OK with setting her pay at $58,968.

Now we can apply the two-step promotion. We had to apply the geographic conversion rule and then we had to apply the general adjustment before we could figure out the promotion entitlement.



1. **Step 7: Two-Step Promotion (Standard Method).**

*When an employee under pay retention is promoted, they are entitled to the greater of: (1) The employee’s current retained rate; or (2) Step 10 of retained grade plus two WGIs.*

* 1. We already know their current retained rate ($58,968), so let’s figure out what “Step 10 of the retained grade plus two WGI’s” turns out to be.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 07 | 35,359 | 36,538 | 37,717 | 38,896 | 40,075 | 41,254 | 42,433 | 43,612 | 44,791 | 45,970 | 1,179 |

* 1. Use the GS Base table to find the amount of a step increase at grade 07; multiply that rate by two; and add the result to the step 10 base rate:

*$1,179 x 2 = $2,358*

*$45,970 + $2,358 = $48,328*

* 1. Multiply this rate by the locality rate supplement for AK (1.2713):

*$48,328 x 1.2713 = $61,439*

SALARY TABLE 2017-AK

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 27.13%

STATE OF ALASKA

TOTAL INCREASE: 2.59%

EFFECTIVE JANUARY 2017

1. **Step 8: Promotion Entitlement.**
   1. Compare the results:
      1. Step 10 of retained grade plus two WGIs: $61,439
      2. The employee’s current retained rate: $58,968
   2. $61,439 is higher so that is Erin’s promotion entitlement.
2. **Step 9: Slot the Pay.**
   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location (if applicable).

*The AK locality table applies to a GS-0201-09 position in Alaska.*

* 1. Slot $61,439 into grade 09 on the AK locality pay table.
  2. $61,439 falls between step 4 and step 5 so we will slot the pay within the steps and pay retention ends.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AK** | 09 | 54,985 | 56,818 | 58,651 | 60,485 | 62,318 | 64,151 | 65,984 | 67,817 | 69,651 | 71,484 |

1. **Step 10: Set the Pay.** Pay is set at GS-0201-09 step 5, $62,318, AK locality and pay retention ends. Don’t forget to look at HPR.

## TEMPORARY PROMOTIONS

When an employee is on a TLP, and after the TLP ends, the employee must be returned to their lower-graded permanent position. The employee’s pay is set as though they had not been temporarily promoted (unless HPR has been approved).

### Change to Lower Grade after Temporary Promotion

*GS-5 TLP to GS-7, earned WGI while on TLP*

Kristen is a GS-05 step 4 and was temporarily promoted to a GS-07 NTE 120 days.

1. Pay is set at GS-07 step 1.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |
| **RUS** | 07 | 40,684 | 42,041 | 43,397 | 44,754 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 |

1. While on the temporary promotion she completed the waiting period for a WGI to step 5 in the GS-05 position.
2. When the temporary promotion ends, Kristen’s pay will be set at GS-05 step 5. The waiting period for the step 6 WGI begins on the date Kristen would have received the WGI had she not been temporarily promoted.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

**Q: What happens if an employee is under a TLP and then is competitively selected for a different higher-graded TLP? Is the two-step promotion rule based upon their permanent position or upon the temporary promotion that they’re currently under?**

**A:** If an employee is serving under a temporary promotion and then is selected for a different temporary promotion at a higher grade, there is no requirement to first return the employee to their lower-graded permanent position first before applying the two-step promotion rule.

If moving directly from one TLP into a higher-graded TLP, the two-step promotion rule will be based upon the rate held during the first temporary promotion.

### Promoted from TLP to a Different Higher-Graded TLP-No Break Between TLPs

*GS-9 TLP to GS-11, then TLP to GS-12*

Terry is a GS-0301-09 step 6 and is selected for a GS-0301-11, NTE-1 year temporary promotion. Both positions are in Albuquerque.

1. Pay is set at GS-11 step 2, $62,379, ABQ.
   1. GS-09 step 6 + 2 steps = GS-09 step 8
   2. $61,539 is the employee’s promotion entitlement.
   3. $61,539 falls between GS-11 step 1 and step 2.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. The position is extended for another year.
   1. Employee earns WGI to step 3.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. While still under the temporary GS-11 position, the employee applies for and is selected for a different TLP to a GS-12 NTE 1-year position.
2. The employee does not need to be returned to their permanent official position of record (GS-09) before promoting them into the GS-12 grade.
3. The promotion entitlement (the two-step promotion rule) would be based upon the GS-11 grade and not their permanent position of record (GS-09 grade).
4. Pay is set GS-12 step 1, $72,356.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |
| **ABQ** | 12 | 72,356 | 74,768 | 77,180 | 79,593 | 82,005 | 84,417 | 86,829 | 89,241 | 91,654 | 94,066 |

### Promoted from One TLP to a Different Higher-Graded TLP-Break between TLPs

*GS-9 TLP to GS-11, returned to GS-9 then TLP to GS-12*

On August 6, 2017, Mary is a GS-0201-09 step 5 and is selected for a TLP to a GS-0201-11 NTE-1 August 5, 2018. Both positions are in Albuquerque. Mary earned her WGI to step 5 on May 14, 2017.

1. Pay is set at GS-11 step 1, $60,367 (ABQ).
   1. GS-09 step 5 + 2 steps = GS-09 step 7
   2. $59,875 is the employee’s promotion entitlement.
   3. $59,875 falls below GS-11 step 1.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. On August 5, 2018, the position is extended for another year (08-04-19).
   1. The employee earns a WGI to GS-11 step 2.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. On August 3, 2019, the TLP ends.
   1. The employee is returned to their permanent position of record (GS-09).
   2. The time spend on the TLP at grade 11 counts towards creditable service for her next WGI in the GS-09 grade.
   3. Mary completed her waiting period from GS-09 step 6 to step 7 while she was on the TLP at grade 11.
   4. Pay is set at GS-09 step 7 and the additional time is dropped.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |

1. On November 12, 2019, the employee applies for and is selected for a TLP to a GS-12 NTE 1-year position.
2. The promotion entitlement (the two-step promotion rule) is based upon the GS-09 grade.
3. Pay is set GS-12 step 1, $72,356.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 49,894 | 51,558 | 53,221 | 54,885 | 56,548 | 58,212 | 59,875 | 61,539 | 63,202 | 64,866 |
| **ABQ** | 12 | 72,356 | 74,768 | 77,180 | 79,593 | 82,005 | 84,417 | 86,829 | 89,241 | 91,654 | 78,474 |

### Lump Sum Payment Issued at Lower Grade if on TLP then Separates

If an employee is on a temporary promotion to a higher grade and then separates, the employee will be returned to their lower-graded permanent position upon separation. The employee’s lump sum payment will be made at the rate from their permanent lower-graded position of record and not at the rate held during the temporary promotion.

1. Andrea has been on a temporary promotion to a GS-13 position for 3 years.
2. Her permanent position of record is a GS-12 position.
3. The TLP to the GS-13 grade will expire on July 15 but the employee is planning on retiring on June 30 and is expecting her lump sum payment to be made at the GS-13 grade.
4. The employee must be returned to their permanent position of record upon separation.
5. Her final lump sum payment is made at the GS-12 rate and not at the GS-13 rate.

## GM EMPLOYEES

This applies to employees covered by the GS classification and pay system who are covered by the Performance Management and Recognition System (PMRS) termination provisions of Public Law 103-89 (former PMRS employees). Employees in GM positions do not have steps in their grade. (5CFR 531.243(c))

1. A GM employee permanently loses GM status if they are promoted.
2. The employee’s pay is set following the GS mandatory promotion rule.
3. A GM employee’s off-step rate in the grade before promotion is not converted to a GS step rate in applying the promotion rule, but the employee must be placed on a GS step rate in the grade to which promoted.

### GM Promotion

In 2016, Allen is a GM-14 in the Washington, DC locality area ($115,396) and is being promoted to a GS-15 position in the same locality.

1. **Step A: Geographic Conversion and Simultaneous Pay Actions.** *None*
2. **Step B: Apply the Two-Step Promotion Rule.**
3. Use the GS base table and increase Allen’s step by two within-grade increases. The amount of the within-grade increase at grade 14 is $2,909 (base); multiply this amount by two and add the result to the GM-14 rate:

*$2,909 x 2 = $5,818*

*$115,396 + $5,818 = $121,214*

1. Multiply $121,214 by the DC locality pay supplement (24.78%). Put a one in front of the number and it will give us the payable rate (1.2478):

*$121,214 x 1.2478 = $151,251*

1. **Step C: Promotion Entitlement.**
2. Slot the promotion entitlement ($151,251) into the highest applicable rate range for his new position.
3. $151,251 falls between step 6 and step 7.

| **2016** | **Gr** | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 15 | 128,082 | 132,352 | 136,622 | 140,892 | 145,162 | 149,432 | 153,702 | 157,971 | 160,300 | 160,300 |

1. **Step D: Set the Pay**. Pay is set at GS-15 step 7, $153,702, DCB locality and his GM status terminates.

## PROMOTION BETWEEN PAY SYSTEMS

### GS to FWS

*GS-0455-05 in Boise to WG-5716-7 in Boise*

On July 9, 2017, Norman, a GS-455-05 step 2, is selected for a WG-5716-7 position. Both positions are located in Boise, ID. Norman earned his WGI to GS-05 step 2 on September 4, 2016. Also, Norman previously held a WG-5716-7 step 2 in 2015.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Determine the Nature of Action**.
3. Compare the representative rates to determine the NOA. Representative rates are compared when a GS employee moves to a FWS position to determine the nature of action. If the FWS representative rate is higher than the GS representative rate, then the action is a promotion and pay is set using the FWS mandatory promotion rule (4% rule). The representative rate for the GS grade is step 4 (it doesn’t matter what step the employee is currently at) and the representative rate for the FWS grade is step 2.
4. The representative rate for the GS grade is $17.31.

*$36,130/2087=$17.31*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. The representative rate for the FWS grade is $20.94.

| **2017** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Boise** | 7 | 20.12 | 20.94 | 21.76 | 22.62 | 23.50 |

1. Since the representative rate for the FWS grade is higher than the GS grade, the move is a promotion, and the 4% mandatory promotion rule must be used to set his pay*.*
2. **Step 3: Convert to Hourly Rate.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. Convert the GS-05 step 2 salary to an hourly rate: $16.26.

*$33,939/2087 = $16.26*

1. Compute 4% of the representative rate of Norman’s current position; $17.31.

*$36,130/2087 = $17.31*

*$17.31 x 4% = $0.6923 (Always round up (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement).*

1. Add the 4% to the employee’s current rate:

*$16.26 + $0.70 = $16.96*

1. $16.96 is the employee’s promotion entitlement.
2. **Step 4: Slot the Pay.**
3. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The Boise WG-7 table applies to a WG-5716-7 position in Boise, ID.*

1. Slot $16.96 into the pay table.
2. $16.96 falls below step 1.
3. Pay is set at WG-5716-7 step 1, $20.12, Boise wage area, based upon the mandatory promotion rule. Don’t forget to look at HPR.

| **2017** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Boise** | 7 | 20.12 | 20.94 | 21.76 | 22.62 | 23.50 |

**Highest Previous Rate**

1. **Step 5: HPR**. The employee previously held a WG-7 step 2 in 2015.

| **2017** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Boise** | 7 | 20.12 | 20.94 | 21.76 | 22.62 | 23.50 |

1. **Step 6: Set the Pay.** Pay may be set at step 1 based upon the mandatory promotion rule or pay may be set at step 2, based upon HPR. Refer to your agency’s HPR policy.
2. **Step 7: Date of Last Equivalent Increase Determination.** 
   1. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.
   2. The employee’s last equivalent increase is when he received his step increase from GS-05 step 1 to step 2 on September 5, 2016.

*Date of last equivalent increase under the GS: 09-04-16*

* 1. He will be due a step increase to WG-7 step 3 in 78 weeks (February 2, 2018).
  2. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD.

#### Ex. 37 Worksheet

| Steps | **FWS Promotion Worksheet**  **GS to FWS**  *Use this worksheet when an employee moves from a GS position to a FWS position and the nature of action is a promotion. No Geographic Conversion.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:   1. Pay Table: **RUS** Series: **0455** Grade: **05** Step: **02** Salary: **$33,939**   **FWS Position You’re Filling:**   1. Wage Area: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** |
| **Step 2** | **Geographic Conversion.** None. *If geographic conversion, then use the “GS to FWS – Promotion w/Geographic Conversion” worksheet.* |
| **Step 3** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. GS representative rate (step 4 of the current grade): **$36,130** 2. Convert to hourly rate (divide by 2087): **$17.31** 3. FWS representative rate (step 2 of grade you’re filling): **$20.94** 4. Compare the rates. 5. If the move results in an increase in pay the NOA is a promotion. 6. If the move results in a decrease in pay then stop and use the *“GS to FWS – Change to Lower Grade” worksheet.* |
| **Step 4** | **Promotion Entitlement**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the GS representative rate by 4% then add the result to the employee’s current rate.   1. GS hourly representative rate (from Step 3(b)): **$17.31** 2. Multiply the representative rate by 4%: *(Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.)*   **$17.31** x 4% = **$0.6923**   1. Promotion entitlement. Add the 4% to the employee’s current rate:    1. Convert the employee’s current GS rate to an hourly rate:   **$33,939** / 2087 = **$16.26**   * 1. Add (b) and (c): **$16.96** *promotion entitlement*   (b) **$0.70** + (c) **$16.26** = **$16.96** |
| **Step 5** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the promotion entitlement (from Step 4(c)(2)) and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at:  Wage Area: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** Step: **1** Hourly Rate: **$20.12**  Did you look at HPR? Y: **X** N/A: |
| **Step 6** | **Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.   1. Date of last equivalent increase under the GS: **09-05-16** 2. Was there a break in service of more than 52 weeks *(if yes, then new waiting period begins on date of promotion)*? Y:\_\_\_ N: **X** 3. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD to the date of the last equivalent increase under the GS. |

#### Ex. 37 HPR Worksheet

| Steps | **FWS Highest Previous Rate Worksheet**  **HPR Earned Under a FWS Position**  *Use this worksheet when highest previous rate was earned under a FWS position.* |
| --- | --- |
| **Step 1** | **Position You’re Filling.**  Wage Area: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** |
| **Step 2** | **Highest Previous Rate.**   1. Use the current wage table for the wage area identified below and provide the higher FWS rate the employee held in another Federal job:   Wage Area: **Boise** (WG/L/S): **WG** Series: **5716**  Grade: **7** Step: **2** Hourly Rate: **$20.94**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Y: **X** N:\_\_\_ |
| **Step 3** | **Slot the Pay.**   1. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Slot the employee’s HPR (Step 2(a)) into the pay table. 3. When the rate falls between two steps use the higher step. |
| **Step 4** | **Set the Pay.**  Pay is set at:  Wage Area: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** Step: **2** Hourly Rate: **$20.94** |

### GS to FWS w/Geographic Conversion

*GS-0455-07 in Los Angeles to WL-5716-7 in Albuquerque*

If the promotion is to a position in a different wage area, the agency must determine the employee's pay entitlement as if there were two pay actions: a promotion and a reassignment. The employee will receive the greater benefit.

On March 5, 2017, Cliff is a GS-07 step 2 in Los Angeles and is selected for a WL-5716-7 position in Albuquerque. Cliff earned his WGI to step 2 on September 4, 2016.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

1. **Step 1: Geographic Conversion.** Apply the geographic conversion rule and Cliff’s converted rate is $42,150.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **ABQ** | 07 | 40,790 | 42,150 | 43,510 | 44,870 | 46,231 | 47,591 | 48,951 | 50,311 | 51,671 | 53,031 |

1. **Step 2: Determine the Nature of Action**.
2. Compare the representative rates to determine the NOA.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 07 | 40,790 | 42,150 | 43,510 | 44,870 | 46,231 | 47,591 | 48,951 | 50,311 | 51,671 | 53,031 |

1. The representative rate for the GS grade is $21.50.

*$44,870/2087=$21.50*

1. The representative rate for the FWS grade is $21.80.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 7 | 20.93 | 21.80 | 22.67 | 23.53 | 24.40 |

1. Since the representative rate for the FWS grade is higher than the GS grade, the move is a promotion, and the 4% mandatory promotion rule must be used to set his pay*.*
2. If the promotion is to a position in a different wage area the agency must determine the employee's pay entitlement as if there were two pay actions: a promotion and a reassignment. The employee will receive the greater benefit.
3. **Step 3: Promote then Reassign.** We are filling a WL position in Albuquerque. We will promote him to the WL-7 position on the Los Angeles wage table and then reassign him to the Albuquerque wage table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

1. **Promote the Employee to the WL-7 Position on the Los Angeles Wage Table**.
   1. Convert Cliff’s GS Los Angeles annual rate to an hourly rate; $22.70.

*$47,372 / 2087 = $22.70*

* 1. Compute 4% of the representative rate of his current position; $0.97.

*$50,429/2087 = $24.16*

*$24.16 x 4% = 0.9664 (Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.)*

* 1. Add the 4% to Cliff’s existing rate of pay; $23.67.

*$22.70 + $0.97 = $23.67*

* 1. $23.67 is his promotion entitlement.
  2. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling at the old location.

*The LA WL-7 table applies to a WL-5716-7 position in Los Angeles.*

* 1. Slot $23.67 into the pay table and it falls below step 1.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 7 | 23.98 | 24.96 | 25.96 | 26.97 | 27.96 |

1. **Reassign the Employee to the Albuquerque Wage Area.**
   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling at the new location.

*The ABQ WL-7 table applies to a WL-5716-7 position in Albuquerque.*

* 1. Reassign.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 7 | 23.98 | 24.96 | 25.96 | 26.97 | 27.96 |
| **ABQ** | 7 | 20.93 | 21.80 | 22.67 | 23.53 | 24.40 |

* 1. If Cliff is promoted on the LA wage schedule and then reassigned to the ABQ wage schedule, his pay would be set at WL-7 step 1, $20.93, Albuquerque wage area.

Now let’s see what the other way will yield.

1. **Step 4: Reassign then Promote.** We will reassign him to Albuquerque and then promote him to the WL-7 position.
   1. **Reassign the Employee to Albuquerque.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **ABQ** | 07 | 40,790 | 42,150 | 43,510 | 44,870 | 46,231 | 47,591 | 48,951 | 50,311 | 51,671 | 53,031 |

1. Convert the employee’s GS annual rate to an hourly rate; $20.20.

*$42,150/2087 = $20.20*

1. Compute 4% of the representative rate of his current position; $0.86.

*$44,870/2087 = $21.50*

*$21.50 x 4% = $0.8600 (Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.)*

1. Add the 4% the employee’s existing rate of pay; $21.06.

*$20.20 + $0.86 = $21.06*

1. $21.06 is his promotion entitlement.
2. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling at the new location.

*The ABQ WL-7 table applies to a WL-5716-7 position in Albuquerque.*

1. Slot $21.06 into the Albuquerque wage schedule.
2. $21.06 falls between step 1 and step 2.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 7 | 20.93 | 21.80 | 22.67 | 23.53 | 24.40 |

1. If Cliff is reassigned to the GS-07 position in Albuquerque and then promoted to the WL-7 position, his pay would be set at WL-7 step 2, $21.80, Albuquerque wage area.
2. **Step 5: Compare the Results**
   1. The “promote then reassign” method produced WL-7 step 1.
   2. The “reassign then promote” method produced WL-7 step 2.
   3. The reassign then promote method produces the higher result; therefore, we must use that method.
3. **Step 6: Set the Pay**. Pay is set at WL-5716-7 step 2, $21.80, ABQ wage area, based upon the mandatory 4% promotion rule and the reassign then promote method.
4. **Step 5: Date of Last Equivalent Increase.** A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.
   1. Cliff’s last equivalent increase is when he received his WGI from GS-07 step 1 to step 2 on September 4, 2016. He will be due a step increase to WL-7 step 3 in 78 calendar weeks (February 25, 2018).

*Date of last equivalent increase under the GS: 09-04-16*

* 1. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD.

#### Ex. 38 Worksheet

| Steps | **FWS Promotion Worksheet**  **GS to FWS w/Geographic Conversion**  *Use this worksheet when an employee moves from a GS position to a FWS position with a geographic conversion and the nature of action is a promotion.* |
| --- | --- |
| **Step 1** | **Current GS Salary:**  Pay Table: **LA** Series: **0455** Grade: **07** Step: **02** Salary: **$47,372**  **FWS Position You’re Filling:**  Wage Area: **ABQ** (WG/L/S): **WL** Series: **5716** Grade: **7** |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current GS grade and step on the pay table at the new duty location.  From: Pay Table: **LA** Grade: **07** Step: **2** Salary: **$47,372**  To: Pay Table: **ABQ** Grade: **07** Step: **2** Salary: **$42,150** |
| **Step 3** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. Get the GS locality table (and special rate table, if applicable) at the new location. 2. GS representative rate (step 4 of the current grade): **$44,870** 3. Convert to hourly rate (divide by 2087): **$21.50** 4. Get the FWS locality table (and special rate wage table, if applicable) at the new location. 5. FWS representative rate (step 2 of grade you’re filling): **$21.80** 6. Compare the rates. 7. If the move results in an increase in pay the NOA is a promotion. 8. If the move results in a decrease in pay then stop and use the *“GS to FWS – Change to Lower Grade” worksheet.* |
| **Step 4** | **Promote then Reassign.** Promote the employee to the FWS position at the old location and then reassign them to the FWS position at the new location.   1. Get the GS locality table (and special rate, if applicable) at the old location. 2. Current GS rate (before geographic conversion): **$47,372** 3. Convert to hourly rate: **$47,372 / 2087 = $22.70** 4. GS representative rate (step 4 of the current grade): **$50,429** 5. Convert to hourly rate: **$50,429 / 2087 = $24.16** 6. Promote. Compute 4% of the representative rate ((a)(4) x 4%): **$0.97** 7. Promotion Entitlement. Add the 4% to the employee’s existing rate ((a)(2) + b): **$23.67 ($22.70 + $0.97 = $23.67)** 8. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the old location. 9. Slot the promotion entitlement into the table:   Wage Area: **LA** (WG/L/S): **WL** Grade: **7** Step: **1**   1. Reassign. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location.   Under the “Promote then Reassign” method, pay is set at:  Wage Area: **ABQ** (WG/L/S): **WL** Grade: **7** Step: **1** Hourly Rate: **$20.93** |
| **Step 5** | **Reassign then Promote.** Reassign the employee to the new location and then promote them to the FWS position.   1. Reassign. Get the GS locality table (and special rate table, if applicable) at the new location. 2. Current GS rate (after geographic conversion): **$42,130** 3. Convert to hourly rate: **$42,150 / 2087 = $20.20** 4. GS representative rate (step 4 of the current grade): **$44,870** 5. Convert to hourly rate: **$44,870 / 2087 = $21.50** 6. Promote. Compute 4% of the representative rate of their current position, at the new location ((a)(4) x 4%): **$0.86 ($21.50 x 4% = 0.8600)**   *(Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.)*   1. Promotion Entitlement. Add the 4% to the employee’s existing rate ((a)(2) + (b)): **$20.20 + $0.86 = $21.06** 2. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location. 3. Slot the promotion entitlement into the table:   Wage Area: **LA** (WG/L/S): **WL** Grade: **7** Step: **1**   1. Reassign. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location.   Under the “Reassign then Promote” method, pay is set at:  Wage Area: **ABQ** (WG/L/S): **WL** Grade: **7** Step: **2** Hourly Rate: **$21.80** |
| **Step 6** | **Compare the Results.**   1. The “Promote then Reassign” method: **WL-7 step 1** 2. The “Reassign then Promote” method: **WL-7 step 2**   Pay is set at:  Wage Area: **ABQ** (WG/L/S): **WL** Series: **5716** Grade: **7** Step: **2** Hourly Rate: **$21.80**  Did you look at HPR? Y:\_\_\_ N/A: **X** |
| **Step 7** | **Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.   1. Date of last equivalent increase under the GS: **09-04-16** 2. Was there a break in service of more than 52 weeks *(if yes, then new waiting period begins on date of promotion)*? Y:\_\_\_ N: **X** 3. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD to the date of the last equivalent increase under the GS. |

### FWS to GS w/Geographic Conversion

*WS-5725-10 in Phoenix, AZ to GS-0201-11 in Albuquerque*

When an employee moves from FWS to GS, we set the pay first and then identify the Nature of Action (NOA). FWS employees are not entitled to a two-step promotion increase when promoted to a GS position. Therefore, pay may be set in accordance with the HPR when the conditions for HPR have been met.

The highest previous rate rule is a little different for FWS employees than it is for GS employees. For example, HPR may not be based upon a locality rate for GS employees, but HPR for FWS employees is either their earned rate or the rate for the grade and step on the table at the new location, whichever is higher.

Mario is a WS-5725-10 step 2 in Phoenix, AZ and on March 5, 2017, he is selected for a GS-201-11 position in Albuquerque. Mario earned his WGI to step 2 on July 10, 2016. HPR has been approved by the agency for this move. (WS-10 step 2 is Mario’s HPR).

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 10 | 32.85 | 34.20 | 35.56 | 36.92 | 38.29 |

1. **Step 1: List the GS Position you are Filling**. List the series and grade level of the position you’re filling: *GS-201-11*
2. **Step 2: Geographic Conversion**. Place the employee’s current grade and step on the pay table at the new duty location. $32.99 is his converted rate.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 10 | 32.85 | 34.20 | 35.56 | 36.92 | 38.29 |
| **AQ** | 10 | 31.67 | 32.99 | 34.31 | 35.63 | 36.95 |

1. **Step 3: Highest Previous Rate.**
2. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*
3. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).*

HPR hourly rate: *$34.20*

1. **Step 4: Annualize the Hourly Rate**. Multiply the hourly rate by 2087 to determine the annual rate:

*$34.20 x 2087 = $71,375*

1. **Step 5: Slot the Pay**.
2. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The ABQ locality table applies to the GS-0201-11 position in Albuquerque.*

1. Take $71,375 (the annualized hourly rate) and slot the pay into GS-11 ABQ locality table.

*$71,375 falls between step 6 and step 7.*

1. GS-11 step 7 is the maximum payable GS rate we can pay the employee.
2. Pay may be set anywhere between step 1 and step 7, based upon HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. **Step 6: Set the Pay**. HPR was approved for this action so pay is set at GS-11 step 7, $72,438 (ABQ), based upon HPR.
2. **Step 7: Identify the NOA that is Taking Place.** Compare the employee’s old rate *(salary from Step 3)* to his new rate *(the salary from Step 4).*
3. The FWS rate is $71,375.
4. The GS rate is $72,438.
5. Since the move resulted in an increase in pay, the NOA is a promotion.
6. **Step 8: Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from FWS to GS, the pay increase is not considered an equivalent increase.
7. Mario’s last equivalent increase is when he received his step increase from WS-10 step 1 to step 2 on July 10, 2016. He will be due a WGI to GS-11 step 5 on July 8, 2018.

*Date of last equivalent increase under the FWS: 07-10-16*

1. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

#### Ex. 39 Worksheet

| Steps | **FWS Worksheet**  **Federal Wage System to General Schedule**  *Use this worksheet when an employee moves from a FWS position to a GS position.* |
| --- | --- |
| **Step 1** | **GS Position you are Filling.** List the series and grade level of the position you’re filling:  Series: **0201** Grade: **11** |
| **Step 2** | **Current FWS Salary:**  Wage Area: **PX** (WG/L/S): **WS** Series: **5716**  Grade: **10** Step: **2** Hourly Rate: **$34.20** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: \_\_\_\_  From: Wage Area: **PX** Grade: **10** Step: **2** Hourly Rate: **$34.20**  To: Wage Area: **AQ** Grade: **07** Step: **2** Hourly Rate: **$32.99** |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: X No: \_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 3. HPR hourly rate: **$34.20** |
| **Step 5** | **Annualize the Hourly Rate.** Multiply the FWS hourly rate by 2087 to determine the annual rate: **$71,375** |
| **Step 6** | **Set the Pay.**   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the annualized hourly rate and slot the pay. 3. If a locality table and special rate table apply then slot into the table that is the highest applicable rate range. 4. This is the maximum payable rate we can pay the employee. 5. Pay may be set anywhere between step 1 and the MPR (if the conditions for HPR have been met).   Pay is set at: Pay Table: **ABQ** Series: **0201** Grade: **11** Step: **7** Salary: **$72,438** |
| **Step 6** | **Identify the NOA that is Taking Place.**   1. Compare the employee’s previous FWS rate to the new GS rate (do not compare representative rates when moving from FWS to GS): 2. FWS annualized rate: **$71,375** 3. GS rate: **$72,438** 4. If the new GS rate is higher than the FWS rate, the NOA is a promotion. 5. If the new GS rate is lower than the FWS rate, the NOA is a demotion. 6. If there is no change in pay, the NOA is a reassignment. 7. NOA: **Promotion** |
| **Step 7** | **Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from FWS to GS, the pay increase is not considered an equivalent increase.   1. Date of last equivalent increase under the FWS: **07-10-16** 2. Was there a break in service of more than 52 weeks *(if yes, then new waiting period begins on date of action)*? Y:\_\_\_ N: **X** 3. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD to the date of the last equivalent increase under the GS. |

## PAY-SETTING WORKSHEETS

This next section provides all the worksheets used throughout the pay-setting guide and are provided to assist you with setting pay.

* Just highlight the worksheet, copy and paste into a word document, and fill in the blanks.
* If you type in the numbers and don’t like the blank lines, then just delete them. Personalize the worksheet to the way you want it to look, font size, color, no lines, etc.

## STANDARD METHOD WORKSHEETS

### Worksheet 1: Locality Table to Locality Table

This will probably be the worksheet you use most often. Use this worksheet when only a locality pay table applies to the current position and the position you’re filling (e.g., DCB to DCB; RUS to ABQ; etc.). Do not use this worksheet if a special rate table applies to the current position or to the position you’re filling based upon a change in the series.

| Steps | **Promotion Worksheet**  **Locality Table to Locality Table**  *Use this worksheet when only a locality pay table applies to the current position and the position you’re filling.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** The following order must be followed when processing simultaneous pay actions: (1) Geographic Conversion; (2) General Adjustment (NOA-894); (3) WGI/QSI; then (4) Promotion.  N/A:\_\_\_\_  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade:\_\_\_\_ Step:\_\_\_\_*+ 2 steps* = Grade:\_\_\_\_ Step:\_\_\_\_  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet” to determine the promotion entitlement*. |
| **Step 3** | **Promotion Entitlement.**   1. Find the locality pay table that applies to the current position, at the new location (if applicable). 2. Take the grade and step from Step 2 and place it on the pay table.   Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  *This is the dollar amount the employee is entitled to by law which means you cannot pay them less than this amount.* |
| **Step 4** | **Set the Pay**   1. Find the locality pay table that applies to the position you’re filling, at the new location (if applicable). 2. Take the salary from Step 3 (promotion entitlement) and slot the pay into the pay table. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_\_ N/A:\_\_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 2: Special Rate to Special Rate

Use this worksheet when the same special rate table applies to the current position and the position you’re filling. Even when there’s a geographic conversion (e.g., 999B to 999A) or when the same special rate now applies or now doesn’t apply at the new location (e.g., GS-462 in LA (0256) to GS-462 in Boise (RUS)); and even when the special rate doesn’t have the higher grade you’re filling (e.g., GS-0810-09 (0414) to GS-810-11 (RUS).

| Steps | **Promotion Worksheet**  **Special Rate to Special Rate**  *Use this worksheet when the same special rate table applies to the current position and the position you’re filling (even when there’s a geographic conversion and the same special rate now applies or now doesn’t apply at the new location; and even when the special rate doesn’t have the higher grade you’re filling).* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A:\_\_\_  From: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade:\_\_\_\_ Step:\_\_\_\_*+ 2 steps* = Grade:\_\_\_\_ Step:\_\_\_\_  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”*. |
| **Step 3** | **Promotion Entitlement.**   1. Find the locality table and special rate table (if applicable) that apply to the current position, at the new location (if applicable). 2. If only a locality table, then take the grade and step from Step 2 and place it on the locality table. 3. If a special rate and locality table apply, then take the grade and step from Step 2 and place it on both pay tables. Whichever table produces the highest dollar amount will determine the promotion entitlement.   Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply, then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 3: HPR and the Two-Step Promotion Rule

The purpose of this worksheet is to ensure HR Specialists are always checking HPR to see if pay can be set higher based upon HPR. Remember, the role of the HR Specialist is to present all pay-setting options (two-step promotion rule and HPR) to the hiring manager. I just simply combined the standard method worksheet with the HPR worksheet.

Use this worksheet when the same pay tables apply to the current position and the position you’re filling and you’re also checking HPR because the employee held a higher rate in a previous Federal job (locality to locality; or locality/special rate to locality/same special rate).

| Steps | **HPR and the Two-Step Promotion Rule Worksheet**  **The Same Tables Apply to the Current Position and to the Position You’re Filling and You’re Checking HPR**  *Use this worksheet when the same pay tables (locality and/or special rate) apply to the current position and the position you’re filling and the employee held a higher GS rate in a previous Federal job.* |
| --- | --- |
|  | **STANDARD METHOD** |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** The following order must be followed when processing simultaneous pay actions: (1) Geographic Conversion; (2) General Adjustment (NOA-894); (3) WGI/QSI; then (4) Promotion.  N/A: \_\_\_  From: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade:\_\_\_\_ Step:\_\_\_\_*+ 2 steps* = Grade:\_\_\_\_ Step:\_\_\_\_  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”*. |
| **Step 3** | **Promotion Entitlement**.   1. Find the special rate table and locality table that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step 2 and place it on both pay tables. 3. Whichever table produces the highest dollar amount will determine the promotion entitlement.   Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
|  | **HIGHEST PREVIOUS RATE** |
| **Step 1**: | **Find the Base Table for the Year the Employee Earned their HPR.**   1. When did the employee earn their HPR?   Year:\_\_\_\_Series:\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_   1. Find the Base Table (not the locality table) for the year identified above. Provide the salary for the grade and step:   Base Salary:$\_\_\_\_\_   1. List the series and grade level of the position you’re filling:   Series:\_\_\_\_ Grade:\_\_\_\_ |
| **Step 2:** | **Use the Same Base Table and Slot the Pay into the Grade of the Position you are Filling.**   1. Take the salary from Step 1b and slot the pay into the lowest step of the grade to fill that equals or exceeds that rate. 2. If the salary falls between two steps of the grade to fill then use the higher step. 3. If the salary exceeds step 10 of the grade then use step 10.   Grade:\_\_\_\_ Step:\_\_\_\_  *This is the maximum payable rate we can pay the employee.* |
| **Step 3:** | **Crosswalk the Grade and Step to the Locality Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling. 2. Take the grade and step from Step 2c and crosswalk it to the pay table for the employee’s official duty station in the current year. 3. If a locality table and special rate table apply then whichever table is higher for that step will determine which table you will use to set their pay.   Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 4:** | **Compare the Results**. Compare the results from the two-step promotion rule and HPR.   1. Two-Step Promotion Rule:\_\_\_\_\_\_ 2. Highest Previous Rate:\_\_\_\_\_\_   Pay may be set anywhere between the result of the two-step promotion and HPR.  Pay is set at:  Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 4: Hybrid Ranges

A hybrid range means the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table. Use this worksheet when you have a hybrid range.

Use the Alternate Method Worksheet if going from (1) a locality to special rate; (2) special rate to different special rate; or (3) special rate to locality, **based upon a change in the series**.

| Steps | **Promotion Worksheet**  **Hybrid Ranges**  *Use this worksheet when the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table. Use the Alternate Method Worksheet if going from (1) a locality to special rate; (2) special rate to different special rate; or (3) special rate to locality, based upon a change in the series.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.**  N/A:\_\_\_\_  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the Base Table and increase the employee’s current step by two within-grade increases.  Grade:\_\_\_\_ Step:\_\_\_\_*+ 2 steps* = Grade:\_\_\_\_ Step:\_\_\_\_  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”*. |
| **Step 3** | **Promotion Entitlement.**   1. Find the locality table and special rate table (if applicable) that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step B and place it on both pay tables. 3. Whichever table produces the highest dollar amount will determine the promotion entitlement.   Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 4** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table, then use that table. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 5. Determine which table is higher at each of the steps. 6. Take the salary from Step 3 (promotion entitlement) and slot the pay.    1. For example, if the SSR is higher at steps 1-4 and if the promotion entitlement falls between steps 1-4, then use the SSR to set the pay.    2. For example, if the locality table is higher at steps 5-10 and if the promotion entitlement falls between steps 5-10, then use the locality table to set the pay.   Pay is set at:  Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 5: Promotion from Step 9 or Step 10 on a Locality Table

Determining the promotion entitlement when an employee is at step 9 or step 10 can be very difficult because you have to do all the math yourself. Use this worksheet when the employee is at step 9 or step 10 on a locality table and is being promoted.

Do not use this worksheet if the employee is on a special rate table.

If the employee is currently on a special rate table and is being promoted to a special rate table based upon a change in the series (e.g., GS-0301 to GS-0810) then also use the Alternate Method Worksheet once you’ve determined the promotion entitlement.

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Locality Table**  *Use this worksheet when the employee is at step 9 or step 10 on a locality table and is being promoted. If going from a locality table to a special rate table based upon a change in the series then also use the Alternate Method Worksheet once you have determined the promotion entitlement.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.**  N/A:\_\_\_\_  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase: $\_\_\_\_ 2. Multiply that by 2:$\_\_\_\_ 3. Current Base Rate of Pay:$\_\_\_\_\_ 4. Add (b) and (c):$\_\_\_\_*Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.** Multiply the *base rate + 2 WGIs* (from Step 2(d)) by the locality payment:   1. Base rate + 2 WGIs:$\_\_\_\_\_ 2. Locality payment\*: \_\_\_% 3. Multiply (a) X (b):$\_\_\_\_\_ *Promotion entitlement*   *\* Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply, then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the salary from Step 3(c) (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A: \_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 6: Promotion from Step 9 or Step 10 on a Special Rate Table – Fixed Dollar Amount

Determining the promotion entitlement when an employee is at step 9 or step 10 can be very difficult because you have to do all the math yourself. Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table has a “Supplement” with a fixed dollar amount.

If going from a special rate table to a different special rate table or locality table based upon a change in the series (e.g., GS-0462 to GS-1801) then also use the Alternate Method Worksheet once you’ve determined the promotion entitlement.

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Special Rate Table**  **The Supplement is a Fixed Dollar Amount**  *Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table has a “Supplement” with a fixed dollar amount. If going from a special rate table to a different special rate table or locality table based upon a change in the series then also use the Alternate Method Worksheet once you have determined the promotion entitlement.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A:\_\_\_\_  From: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase: $\_\_\_\_\_ 2. Multiply that by 2:$\_\_\_\_ 3. Current Base Rate of Pay:$\_\_\_\_\_ 4. Add (b) and (c):$\_\_\_\_*Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.**   1. Get the special rate table to find the supplement. 2. Add the *base rate + 2 WGIs* (from Step 2(d)) to the special rate supplement. 3. Base rate + 2 WGIs: $\_\_\_\_ 4. Special Rate Supplement: $\_\_\_\_\_ 5. Add (c) and (d):$\_\_\_\_ *Promotion entitlement*   *The employee is entitled to this dollar amount even though it exceeds step 10.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply, then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the promotion entitlement and slot the pay. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 7: Promotion from Step 9 or Step 10 on a Special Rate Table – Percentage

Determining the promotion entitlement when an employee is at step 9 or step 10 can be very difficult because you have to do all the math yourself. Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table has a “Supplement” with a percentage rate.

If going from a special rate table to a different special rate table or locality table based upon a change in the series (e.g., GS-0462 to GS-1801) then also use the Alternate Method Worksheet once you’ve determined the promotion entitlement.

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Special Rate Table**  **The Supplement is a Percentage**  *Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table has a “Supplement” with a percentage rate. If going from a special rate table to a different special rate or locality table based upon a change in the series then also use the Alternate Method Worksheet once you have determined the promotion entitlement.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A:\_\_\_  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase:$\_\_\_\_\_ 2. Multiply that by 2:$\_\_\_\_ 3. Current Base Rate of Pay: (c) $\_\_\_\_ 4. Add (b) and (c):$\_\_\_\_ *Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.**   1. Get the special rate table to find the supplement percentage rate. 2. Multiply the rate from Step 2(d) by the special rate supplement. 3. Base rate + 2 WGIs: $\_\_\_\_ 4. Special Rate Supplement: \_\_% 5. Multiply (c) X (d):$\_\_\_\_ *Promotion entitlement*   *\* When multiplying, put a 1 in front of the decimal place (1.XX) and it will give you the payable rate of pay. The employee is entitled to this dollar amount even though it exceeds step 10.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the promotion entitlement and slot the pay. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 8: Promotion from Step 9 or Step 10 on a Special Rate Table – VARIES

Determining the promotion entitlement when an employee is at step 9 or step 10 can be very difficult because you have to do all the math yourself. Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table has a “Supplement” that reads “VARIES”.

If going from a special rate table to a different special rate table or locality table based upon a change in the series (e.g., GS-0462 to GS-1801) then also use the Alternate Method Worksheet once you’ve determined the promotion entitlement.

| Steps | **Promotion Worksheet**  **Promotion from Step 9 or Step 10 on a Special Rate Table**  **The Supplement Varies**  *Use this worksheet when the employee is at step 9 or step 10 on a special rate table and is being promoted, and the special rate table “Supplement” reads “VARIES”. If going from a special rate table to a different special rate or locality table based upon a change in the series then also use the Alternate Method Worksheet once you have determined the promotion entitlement.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A:\_\_\_\_  From: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the base table to find the amount of a step increase; multiply that by 2; then add the result to the current Base rate:   1. Amount of Step Increase:$\_\_\_\_\_ 2. Multiply that by 2:$\_\_\_\_\_ 3. Current Base Rate of Pay: $\_\_\_\_\_ 4. Add (b) and (c):$\_\_\_\_ *Base rate + 2 WGIs* |
| **Step 3** | **Promotion Entitlement.** Find the salary for the current grade and step on the locality table and the Base table.   1. Locality Table Salary: $\_\_\_\_ 2. Base Table Salary: $\_\_\_\_ 3. Subtract the base rate salary from the locality rate salary to determine the special rate supplement: 4. (a) $\_\_\_\_– (b) $\_\_\_\_= (d) $\_\_\_\_ *Special Rate Supplement* 5. Add the Special Rate Supplement to the Base Rate + 2 WGIs to determine the promotion entitlement: 6. 3(d) $\_\_\_\_+ 2(d) $\_\_\_\_= $\_\_\_\_ *Promotion Entitlement*   *The employee is entitled to this dollar amount even though it exceeds step 10.* |
| **Step 4** | **Set the Pay**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. If a special rate and locality table apply then compare the steps on both pay tables to determine the pay table that is the highest applicable rate range. 3. Take the promotion entitlement and slot the pay. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary: $\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_ |
| **Step 5** | Staffer Name: Date: |

## ALTERNATE METHOD WORKSHEETS

### Worksheet 9: Alternate Method: Non-Special Rate to Special Rate

We use the alternate method when one pay table applies to the current position, but a different pay table applies to the position the employee is being promoted into **based on a change in the series.** For example:

1. A special rate doesn’t apply to the current position, but a special rate applies to the position you’re filling based upon a change in the series.

For example, a GS-0201 to GS-2210 (no special rate to a special rate because of a change in the series).

1. A special rate applies to the current position, but a different special rate applies to the position you’re filling based upon a change in the series.

For example, a GS-0462 to GS-1801 (one special rate (0256) to a different special rate (0414) based upon a change in the series).

1. A special rate applies to the current position, but a special rate doesn’t apply to the position you’re filling based upon a change in the series.

For example, a GS-1801 to GS-1811 (a special rate to no special rate based upon a change in the series).

1. Or, if the alternate method will produce a higher payable rate upon promotion that the standard method.

| Steps | **Alternate Method Promotion Worksheet**  **Non-Special Rate Position to Special Rate Position**  *Use this worksheet when a locality pay table applies to the current position but a special rate table applies to the position you’re filling based upon a change in the series.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
|  | **STANDARD METHOD** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions**. N/A:\_\_\_\_  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule**. Use the Base table and increase the employee’s current step by two within-grade increases:  Grade:\_\_\_ Step:\_\_\_+ 2 steps = Grade:\_\_\_ Step:\_\_\_  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step 3** | **Promotion Entitlement.**   1. Find the locality table that applies to the current position, at the new location (if applicable). 2. Take the grade and step from Step 2 and place it on the pay table.   Pay Table:\_\_\_Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_ |
| **Step 4** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table, then use that table. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 6. Take the salary from Step 3 (promotion entitlement) and slot the pay.   Under the Standard Method, pay is set at:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_  *Now let’s look at the Alternate Method.* |
|  | **ALTERNATE METHOD** |
| **Steps 1-3** | *Steps 1 through 3 are the same as the Standard Method.*  Take the promotion entitlement (from Step 3) above: $\_\_\_\_\_\_ |
| **Step 4** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the locality pay table that applies to the following:    1. Current Series:\_\_\_\_    2. New Grade:\_\_\_    3. New Location (if applicable):\_\_\_\_ 2. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step.   Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ |
| **Step 5** | **Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location** (if applicable)**.**   1. Find the special rate table and locality table that apply to the following:    1. New Series:\_\_\_\_    2. New Grade:\_\_\_\_    3. New Location (if applicable):\_\_\_\_ 2. Take the grade and step from Step 4 and crosswalk it to both pay tables. Whichever table is higher for that step will determine which table you will use to set their pay.   Under the Alternate Method, pay is set at:  Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 6** | **Compare the Results.** Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method:\_\_\_\_\_ 2. Alternate Method:\_\_\_\_\_   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 10: Alternate Method: Special Rate to a Different Special Rate

Use this worksheet when a special rate table applies to the current position, but a different special rate table applies to the position you’re filling based upon a change in the series. For example, a GS-0462 to GS-1801 (one special rate (0256) to a different special rate (0414) based upon a change in the series).

| Steps | **Alternate Method Promotion Worksheet**  **Special Rate Position to a Different Special Rate Position**  *Use this worksheet when a special rate table applies to the current position but a different special rate applies to the position you’re filling based upon a change in the series.* |
| --- | --- |
| **Current** | Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_ |
|  | **STANDARD METHOD** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions**. N/A:\_\_\_  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule**. Use the Base table and increase the employee’s current step by two within-grade increases:  Grade:\_\_\_ Step:\_\_\_+ 2 steps = Grade:\_\_\_ Step:\_\_\_  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step 3** | **Promotion Entitlement.**   1. Find the special rate table and the locality table that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step 2 and place it on both pay tables. Whichever table produces the higher amount will determine the promotion entitlement.   Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_\_ |
| **Step 4** | **Set the Pay**   1. Find the special rate table and the locality table that apply to the position you’re filling, at the new location (if applicable). 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table, then use that table. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 6. Take the salary from Step 3 (promotion entitlement) and slot the pay.   Under the Standard Method, pay is set at:  Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_  *Now let’s look at the Alternate Method.* |
|  | **ALTERNATE METHOD** |
| **Steps 1-3** | *Steps 1 through 3 are the same as the Standard Method.*  Take the promotion entitlement (from Step 3) above: $\_\_\_\_ |
| **Step 4** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the special rate table and the locality table that apply to the following:    1. Current Series: \_\_\_\_    2. New Grade:\_\_\_    3. New Location (if applicable):\_\_\_ 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table, then use that table. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 6. Take the salary from Step 3 (promotion entitlement) and slot the pay.   Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ |
| **Step 5** | **Crosswalk the Grade and Step to the Tables that Apply to the New Series, at the New Location (if applicable).**   1. Find the special rate table and locality table that apply to the following:    1. New Series:\_\_\_\_    2. New Grade:\_\_\_\_    3. New Location (if applicable):\_\_\_\_ 2. Take the grade and step from Step 4 and crosswalk it to both pay tables. Whichever table is higher for that step will determine which table you will use to set their pay.   Under the Alternate Method, pay is set at:  Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_\_ |
| **Step 6** | **Compare the Results.** Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method:\_\_\_\_\_ 2. Alternate Method:\_\_\_\_\_   Pay is set at:  Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 11: Alternate Method: Special Rate to Non-Special Rate Position

Use this worksheet when a special rate table applies to the current position, but a special rate table doesn’t apply to the position you’re filling based upon a change in the series. For example, a GS-1801 to GS-1811 (a special rate to no special rate based upon a change in the series).

| Steps | **Alternate Method Promotion Worksheet**  **Special Rate Position to Non-Special Rate Position**  *Use this worksheet when a special rate table applies to the current position but only a locality table applies to the position you’re filling based upon a change in the series.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_ |
|  | **STANDARD METHOD** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.** N/A:\_\_\_  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  To: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_ |
| **Step 2** | **Apply the Two-Step Promotion Rule.** Use the Base table and increase the employee’s current step by two WGIs.  Grade:\_\_\_ Step:\_\_\_+ 2 steps = Grade:\_\_\_ Step:\_\_\_  *If higher than step 10 then stop and use the “Promotion from Step 9 or 10 Worksheet”.* |
| **Step 3** | **Promotion Entitlement.**   1. Find the special rate table and the locality table that apply to the current position, at the new location (if applicable). 2. Take the grade and step from Step 2 and place it on both pay tables. Whichever table produces the higher amount will determine the promotion entitlement.   Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_ |
| **Step 4** | **Set the Pay**   1. Find the locality table that applies to the position you’re filling, at the new location (if applicable). 2. Take the salary from Step 3 (promotion entitlement) and slot the pay. 3. When the rate falls between two steps use the higher step.   Under the Standard Method, pay is set at:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_\_  *Now let’s look at the Alternate Method.* |
|  | **ALTERNATE METHOD** |
| **Steps 1-3** | *Steps 1 through 3 are the same as the Standard Method.*  Take the promotion entitlement (from Step 3) above: $\_\_\_\_\_ |
| **Step 4** | **Act Like We’re Promoting them in their Current Series, at the New Grade, at the New Location.**   1. Find the special rate table and the locality table that apply to the following:    1. Current Series:\_\_\_\_    2. New Grade:\_\_\_\_    3. New Location (if applicable):\_\_\_\_\_\_ 2. Compare the steps on both pay tables to determine the highest applicable rate range at each step. 3. If all the steps are higher on one table, then use that table. Take the salary from Step 3 (promotion entitlement) and slot the pay. When the rate falls between two steps use the higher step. End. 4. If the dollar amount for some of the steps is higher on the special rate table and higher for the rest of the steps on the locality table, then you have a hybrid range. 5. Determine which table is higher at each of the steps *(use the Hybrid Worksheet if you need to).* 6. Take the salary from Step 3 (promotion entitlement) and slot the pay.   Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ |
| **Step 5** | **Crosswalk the Grade and Step to the Locality Table**.   1. Find the locality table that applies to the following:    1. New Series:\_\_\_\_    2. New Grade:\_\_\_\_    3. New Location (if applicable):\_\_\_\_\_ 2. Take the grade and step from Step D and crosswalk it to the locality table.   Under the Alternate Method, pay is set at:  Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_Salary:$\_\_\_\_\_ |
| **Step 6** | **Compare the Results**. Compare the results of the Standard Method and the Alternate Method and use the method that produces the higher amount.   1. Standard Method:\_\_\_\_\_ 2. Alternate Method:\_\_\_\_\_   Pay is set at: Pay Table:\_\_\_\_ Series:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_  Did you look at HPR? Yes:\_\_\_ N/A:\_\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 12: Pay Retention Promotion

Use this worksheet when an employee on pay retention is promoted and the same pay tables apply to the old position and the new position. For example, a GS-0810-09 step 00 promoted to a GS-0810-11. Do not use this table if there is a geographic conversion.

Use the Alternate Method Worksheet also once you’ve determined the promotion entitlement if going from (1) a locality to special rate; (2) special rate to different special rate; or (3) special rate to locality, **based upon a change in the series**.

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention – No Geographic Conversion**  *Use this worksheet when an employee on pay retention is promoted (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Current Salary** | Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step: **00** Salary:$\_\_\_\_ |
| **Step 1** | **Geographic Conversion**. None. *If the employee is moving to a new locality pay area then use the “Promotion While on Pay Retention with Geographic Conversion”.* |
| **Step 2** | **Apply the Two-Step Promotion Rule.** When an employee under pay retention is promoted they are entitled to the greater of:   * The employee’s current retained rate *(we already know this)*; or * Step 10 of retained grade plus two WGIs *(we need to figure this one out).*   Use the Base Table (not the locality table) for all the calculations below:   1. Amount of a step increase of their current grade:$\_\_\_\_ 2. Multiply the amount of a step increase by 2:$\_\_\_ 3. Step 10 rate of their current grade: $\_\_\_\_ 4. Add (b) and (c):$\_\_\_ 5. Find the locality pay table and provide the locality rate supplement: \_\_\_% 6. Multiply (d) X (e):$\_\_\_ *Step 10 of retained grade plus two WGIs* |
| **Step 3** | **Promotion Entitlement**. Compare the employee’s current retained rate and Step 10 of the retained grade plus two WGIs and whichever is higher will be the employee’s promotion entitlement.   1. Current retained rate: $\_\_\_\_ 2. Step 10 plus two WGIs (Step 2(f)): $\_\_\_\_ 3. Promotion entitlement: $\_\_\_\_ |
| **Step 4** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position. 2. Slot the promotion entitlement into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).*    1. If the pay fits within the steps then set the pay and pay retention ends.    2. If the pay is more than step 10, then set the pay at the promotion entitlement rate (from Step 3(c)) and pay retention continues.   Pay is set at:  Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_\_\_ |
| **Step 6** | Staffer Name: Date: |

### Worksheet 13: Pay Retention Promotion w/Geographic Conversion

Use this worksheet when an employee on pay retention is promoted to a different locality and the same pay tables apply to the old position and the new position. For example, a GS-0810-09 step 00 in Washington, DC promoted to a GS-0810-11 in Montana.

Use the Alternate Method Worksheet also once you’ve determined the promotion entitlement if going from (1) a locality to special rate; (2) special rate to different special rate; or (3) special rate to locality, **based upon a change in the series**.

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention w/Geographic Conversion**  *Use this worksheet when an employee on pay retention is promoted to a position in a different area (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Current Salary** | Provide the employee’s current salary (including locality):  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step: **00** Salary: $\_\_\_\_ |
| **Step 1** | **Geographic Conversion.**   1. Find the locality table and special rate table (if applicable) that apply to the current position at the old location (use the table with the higher step 10 rate):   Step 10 Rate: $\_\_\_   1. Find the locality table and special rate table (if applicable) that apply to the current position at the new location (use the table with the higher step 10 rate):   Step 10 Rate: $\_\_\_   1. **Percentage Rate between Localities**. Divide step 10 at the new locality by step 10 from the old locality ((b) / (a)):   $\_\_\_ *(take out to 4 decimal places)* |
| **Step 2** | **New Retained Rate.** Multiply the employee’s retained rate by the percentage difference between localities (current salary x Step 1(c)):$\_\_\_ *New Retained Rate* |
| **Step 3** | **Apply the Two-Step Promotion Rule.** When an employee under pay retention is promoted, they are entitled to the greater of:   * The employee’s current retained rate *(we already know this);* or * Step 10 of retained grade plus two WGIs *(we need to figure this one out).*   Find the base table (not the locality table) and use for all the calculations below:   1. Amount of a step increase of their current grade: $\_\_\_ 2. Multiply the amount of a step increase by 2:$\_\_\_ 3. Step 10 rate of their current grade: $\_\_\_ 4. Add (b) + (c):$\_\_\_ 5. Find the locality pay table and provide the locality rate supplement: \_\_% 6. Multiply (d) X (e):$\_\_\_ *Step 10 of retained grade plus two WGIs* |
| **Step 4** | **Promotion Entitlement.** Compare the employee’s retained rate and Step 10 of the retained grade plus two WGIs.   1. New retained rate: $\_\_\_ 2. Step 10 of retained grade plus two WGIs: $\_\_\_ 3. **Promotion Entitlement**. Whichever is higher will be the employee’s promotion entitlement: $\_\_\_ |
| **Step 5** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location. 2. Slot the promotion entitlement (Step 4(c)) into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).*    1. If the pay fits within the steps, then set the pay and pay retention ends.    2. If the pay is more than step 10, then set the pay at the promotion entitlement rate (from Step 4(c)) and pay retention continues.   Pay is set at:  Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_ |
| **Step 6** | Staffer Name: Date: |

### Worksheet 14: FWS to GS

Use this worksheet when an employee moves from a Federal Wage System (FWS) position to a General Schedule (GS) position and the nature of action is either a promotion, a reassignment, or a change to lower grade.

When moving from the FWS to the GS we set the pay first and then determine the nature of action *(do not compare representative rates to determine the nature of action).*

| Steps | **FWS Worksheet**  **Federal Wage System to General Schedule**  *Use this worksheet when an employee moves from a FWS position to a GS position and the NOA is a promotion, a reassignment, or a change to lower grade.* |
| --- | --- |
| **Step 1** | **GS Position you are Filling.** List the series and grade level of the position you’re filling:  Series:\_\_\_Grade:\_\_\_ |
| **Step 2** | **Current FWS Salary.** Provide the current FWS pay information:  Pay Table:\_\_\_ (WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based upon HPR, have the conditions for HPR been met? Yes:\_\_\_ No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 3. HPR hourly rate:$\_\_\_ |
| **Step 5** | **Annualize the Hourly Rate.**  Multiply the FWS hourly rate by 2087 to determine the annual rate:$\_\_\_ |
| **Step 6** | **Set the Pay.**   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). *If a locality and special rate table apply, then use the table that is the highest applicable rate range.* 2. Take the annualized hourly rate and slot the pay. If the pay falls between two steps, then use the higher step. This is the maximum payable rate we can pay the employee. 3. Pay may be set anywhere between step 1 and the MPR (if the conditions for HPR have been met).   Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 6** | **Identify the NOA that is Taking Place.** Compare the employee’s previous FWS rate to the new GS rate *(do not compare representative rates when moving from FWS to GS):*   1. FWS annualized rate:$\_\_\_ 2. GS rate:$\_\_\_ 3. If the new GS rate is higher than the FWS rate, the NOA is a promotion. 4. If the new GS rate is lower than the FWS rate, the NOA is a change to lower grade. 5. If there is no change in pay, the NOA is a reassignment. 6. NOA:\_\_\_ |
| **Step 7** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 9** | Staffer Name: Date: |

### Worksheet 15: Promotion: GS to FWS

Use this worksheet when an employee moves from a General Schedule position to a Federal Wage System position and the nature of action is a promotion.

Do not use this worksheet is there is a geographic conversion.

| Steps | **FWS Worksheet**  **Promotion: GS to FWS**  *Use this worksheet when an employee moves from a GS position to a FWS position, and the nature of action is a promotion. No Geographic Conversion.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 2** | **FWS Position You’re Filling:**  Pay Table:\_\_\_(WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ |
| **Step 3** | **Geographic Conversion.** None. *If geographic conversion, then use the “Promotion: GS to FWS w/Geographic Conversion” worksheet.* |
| **Step 4** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. GS representative rate (step 4 of the current grade):$\_\_\_ 2. Convert to hourly rate (divide by 2087):$\_\_\_ 3. FWS representative rate (step 2 of grade you’re filling):$\_\_\_ 4. Compare the rates. 5. If the move results in an increase in pay the NOA is a promotion. 6. If the move results in a decrease in pay, then stop and use the *“Change to Lower Grade: GS to FWS” worksheet.* |
| **Step 5** | **Promotion Entitlement**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the GS representative rate by 4% then add the result to the employee’s current rate.   1. GS hourly representative rate (step 4 of the current grade/2087):$\_\_\_ 2. Multiply the representative rate by 4%:\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current rate:    1. Convert the employee’s current GS rate to an hourly rate (divide by 2087):$\_\_\_    2. Add (b) and (c):$\_\_\_ *promotion entitlement* |
| **Step 6** | **Set the Pay**.   1. Get the regular wage table (and special rate table, if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. When the rate falls between two steps use the higher step.   Pay is set at:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  Did you look at HPR? Y:\_\_\_ N/A:\_\_\_ |
| **Step 7** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 8** | Staffer Name: Date: |

### Worksheet 16: Promotion: GS to FWS w/Geographic Conversion

Use this worksheet when an employee moves from a General Schedule position to a Federal Wage System position, the nature of action is a promotion, and the employee is moving to a new location where a different locality pay table applies. For example, moving from Los Angeles to San Diego.

You do not need to use this method if the same locality pay table applies, for example, moving from Riverside to San Bernardino because the LA locality applies to both locations.

| Steps | **FWS Worksheet**  **Promotion: GS to FWS w/Geographic Conversion**  *Use this worksheet when an employee moves from a GS position to a FWS position, the nature of action is a promotion, and the employee is moving to a new location where a different locality pay table applies.* |
| --- | --- |
| **Step 1** | **Current GS Salary:**  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_Step:\_\_\_ Salary:$\_\_\_ |
| **Step 2** | **FWS Position You’re Filling:**  Pay Table:\_\_\_(WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current GS grade and step on the pay table at the new duty location.  From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_  To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_ |
| **Step 4** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. Get the GS locality table (and special rate table, if applicable) at the new location. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. Get the FWS locality table (and special rate wage table, if applicable) at the new location. 5. FWS representative rate (step 2 of grade you’re filling):$\_\_\_ 6. Compare the rates. 7. If the move results in an increase in pay the NOA is a promotion. 8. If the move results in a decrease in pay then stop and use the *“Change to Lower Grade: GS to FWS” worksheet.* |
| **Step 5** | **Promote then Reassign Method.** Promote the employee to the FWS position at the old location and then reassign them to the FWS position at the new location.   1. Get the GS locality table (and special rate, if applicable) at the old location. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_   **Promote**   1. Multiply the representative rate by 4%:\_\_\_   *Take out to four decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion Entitlement**. Add the 4% to the employee’s current rate. 2. Current GS rate (before geographic conversion):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. Add (b) and (c)(2):$\_\_\_*promotion entitlement* 5. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the old location. 6. Slot the promotion entitlement into the table.   Pay Table:\_\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_  **Reassign**   1. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location. 2. Crosswalk the grade and step to the pay table.   Under the “Promote then Reassign” method, pay is set at:  Pay Table:\_\_\_ (WG/WL/WS):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 6** | **Reassign then Promote Method.** Reassign the employee to the new location and then promote them to the FWS position.  **Reassign**   1. Get the GS locality table (and special rate table, if applicable) at the new location. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_   **Promote**   1. Multiply the representative rate of their current position, at the new location by 4%:\_\_\_   *Take out to four decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion Entitlement**. Add the 4% to the employee’s current rate. 2. Current GS rate (after geographic conversion):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. Add (b) and (c)(2):$\_\_\_ *promotion entitlement* 5. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location. 6. Slot the promotion entitlement into the table.   Under the “Reassign then Promote” method, pay is set at:  Pay Table:\_\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 7** | **Compare the Results.** Compare the results and use the method that produced the higher rate.   1. The “Promote then Reassign” method:\_\_\_ 2. The “Reassign then Promote” method:\_\_\_   Pay is set at:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  Did you look at HPR? Y:\_\_\_ N/A:\_\_\_ |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 9** | Staffer Name: Date: |