# The Maximum Payable Rate Rule

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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# MAXIMUM PAYABLE RATE RULE

The maximum payable rate (MPR) rule is a discretionary authority that allows an agency to set pay at a rate above the rate that would be established using normal rules, based on a higher rate of pay the employee previously received in another Federal job. The MPR rule allows pay to be set at a higher rate based upon the employee’s highest previous rate (HPR) and is used upon reemployment, transfer, reassignment, promotion, demotion, change in type of appointment (e.g., conversion), movement from a non-GS pay system, termination of grade or pay retention, or termination of critical pay.

HPR is not an entitlement and employees must follow their agency-specific HPR policy.

## REFERENCES

The maximum payable rate provisions are contained in [5 CFR 531.221 to 223](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-531/subpart-B/subject-group-ECFRc37602d52bea362) for General Schedule (GS) employees; [5 CFR 532.405](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-532/subpart-D/section-532.405) for Federal Wage System (FWS) employees; [5 CFR 531.247](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-531/subpart-B/subject-group-ECFR67ddb218d73be04/section-531.247) for General Manager (GM) employees; and [5 CFR 531.216](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-531/subpart-B/subject-group-ECFR9b085ee4a0f815a/section-531.216) for an employee moving to a GS position from a Department of Defense and Coast Guard non-appropriated fund instrumentality position. Also see OPM Fact Sheet: [Maximum Payable Rate Rule](https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/maximum-payable-rate-rule/).

### The Regulatory Requirements

See [5 CFR 531, Subpart B](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-531/subpart-B/subject-group-ECFRc37602d52bea362)

1. An employee’s HPR must be:
   1. Based on a regular tour of duty (full-time or part-time (intermittent employees are not eligible)).
   2. Earned while serving under an appointment not limited to 90 days or less, or for a continuous period of not less than 90 days under one or more appointments without a break in service (the appointment must be 90 days or more, the employee doesn’t have to hold the rate for 90 days (e.g., a permanent employee just earned a WGI to step 7 and only held that rate for 2 weeks, you can use step 7 as their HPR)).
2. If the rate falls between two steps, then the higher step may be used.
3. The maximum rate can’t exceed step 10 of the grade (if the HPR is more than step 10 then pay may be set as high as step 10 but pay retention may not be offered unless the requirements for pay retention are met).
4. HPR must be documented in writing.
5. HPR may not be retroactive (unless a retroactive action is required to comply with a nondiscretionary agency policy). For example, if an employee’s pay was set at step 1 and then 5 months later you’re looking at the record and you’ve discovered that HPR was overlooked and that pay could have been set at a higher step. As long as the agency authorized HPR then you can process a personnel action to change their pay, but it cannot be retroactive. It will have to be effective the next pay period.

### Exclusions

HPR may not be based on:

1. A retained rate.
2. A rate received during a temporary promotion for less than 1 year unless the employee was permanently promoted to the same or higher grade (doesn’t have to be the same position).
3. A special rate (unless the criteria under 5 CFR 531.222(c) have been met).
4. A rate received where the employee was reassigned or reduced in grade for failure to complete a supervisory probationary period.
5. A rate received as an expert or consultant.
6. An erroneous rate.

See 5 CFR 531.223 for additional exclusions.

### The Role of the HR Specialist

When setting pay, be sure to look at all pay-setting options.

For example, if you just promoted somebody and applied the two-step promotion rule, don’t forget to look at HPR also. If the employee’s HPR is more than what the two-step promotion rule produced, then you can set pay either using the two-step promotion rule or by using HPR but pay may NEVER be set lower than the two-step promotion rule.

The role of the HR Specialist is to present all pay-setting options to the hiring manager. It’s important not to automatically set the employee’s pay using HPR unless the agency authorized it (unless using HPR is a requirement under a discretionary agency policy). HR Specialists must ensure they are following the regulatory requirements and agency-specific policy requirements when setting pay based on HPR. Agencies must ensure they are applying HPR fairly and equitably.

### Three Steps to Determine the Highest Previous Rate

Many times, we get caught up in our head and make this so much harder than it needs to be. When it gets overwhelming just go back to the three basic steps:

1. **Step 1:** Find the GS base table for the year the employee earned their HPR.
2. **Step 2:** Use the same GS base table and slot the pay into the grade of the position you are filling.
3. **Step 3**: Crosswalk the grade and step to the locality table (or special rate table) in the current year.

## PAY-SETTING EXAMPLES

## THE #1 HPR QUESTION: LOCALITY RATE AS HPR

**Q: Can a Locality Rate be used as HPR?**

**A: No.** We use the GS base table when determining the Maximum Payable Rate for a GS position (or use the GL base table if HPR is based on a GL position).

### Moving to a Different Locality

Anthony is a GS-0201-13 step 6 in Washington, DC and is considering moving to Albuquerque for a different GS-0201-13 position.

**Q: Can we use his DCB salary ($110,595) and set his pay at step 10 instead of step 6 on the Albuquerque locality table?**

| **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 |

**A: No**. We cannot use a locality rate as the HPR for a GS employee.

If the employee was a GS-13 step 6 at one location, then they are a GS-13 step 6 at the new location.

## THE #2 HPR QUESTION: DOES IT MATTER IF THE EMPLOYEE EARNED THEIR HPR IN A DIFFERENT YEAR?

Yes. We must use the Base Table from the year the employee earned their HPR.

For example, if an employee earned their HPR in 2010 then use the 2010 Base Table (this accounts for inflation).

### HPR Earned in a Different Year

We are filling a GS-0301-14 position in Washington, DC. Sarah previously was a GS-0301-15 step 2 in 2015 ($130,453).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2015** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| DCB | 15 | 126,245 | 130,453 | 134,662 | 138,871 | 143,079 | 147,288 | 151,496 | 155,705 | 158,700 | 158,700 |

**Q: Since $130,453 falls below step 1 on the 2023 table, does that mean we set her pay at step 1 and she doesn’t benefit from HPR?**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2023** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| DCB | 14 | 132,368 | 136,780 | 141,192 | 145,604 | 150,016 | 154,428 | 158,840 | 163,252 | 167,663 | 172,072 |

**A:** We use the base table from the year the employee earned their HPR.

1. Sarah earned her HPR in 2015 so get the 2015 base table. Her HPR is $105,018.
2. Use the same 2015 base table and slot $105,018 into the grade you’re filling.
3. Sarah’s HPR ($105,018) falls between step 7 and step 8.
4. Crosswalk the grade and step to the locality table in the current year. Pay may be set as high as GS-14 step 8, $163,252, based on HPR.

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| **2015** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| Base | 14 | 86,399 | 89,279 | 92,159 | 95,039 | 97,919 | 100,799 | 103,679 | 106,559 | 109,439 | 112,319 |
| Base | 15 | 101,630 | 105,018 | 108,406 | 111,794 | 115,182 | 118,570 | 121,958 | 125,346 | 128,734 | 132,122 |

## THE #3 HPR QUESTION: WHAT IS THE MAXIMUM PAYABLE RATE WHEN THEN EMPLOYEE’S HPR IS THE SAME GRADE I’M FILLING?

### HPR is the Same Grade You’re Filling

**Q: If I’m filling a GS-12 position and the employee earned their HPR in 2014 as a GS-12 step 5, what is the maximum payable rate that I can pay the employee?**

**A: GS-12 step 5**.

We make this so much harder than it needs to be and part of the reason can be not using the GS base table or not using the GS base table in the year the employee earned their HPR (the two most common errors). *If the employee’s HPR just happens to be based on the same grade that you’re filling, then that grade and step is what you use. It doesn’t matter if they earned their HPR in a different year, that grade and step will be the maximum payable rate you can pay them.*

### HPR is the Same Grade You’re Filling

Mike is a GS-301-11 step 2 and is promoted to a GS-301-12 position. Pay is set at GS-12 step 1 based on the two-step promotion rule. However, the employee previously held a GS-0301-12 step 5 position at BLM in 2014. Can we set pay higher based on HPR and if so, what is the Maximum Payable Rate?

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. Mike earned his HPR is 2014 so we will use the 2014 GS base table.
   2. Mike’s HPR is $57,562.

| **2014** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 85,544 | 88,395 | 91,246 | 94,097 | 96,948 | 99,799 | 102,650 | 105,501 | 108,352 | 111,203 |

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**

His HPR is a GS-12 step 5 and we are filling a GS-12 position. Slot $57,562 into grade 12 and like magic, his HPR ($57,562) will fall directly on the GS-12 step 5 rate. That’s because if the employee’s HPR is the same grade we’re filling then that grade and step will be the maximum payable rate we can pay the employee (see how when we use the GS base table it will account for inflation). GS-12 step 5 is Mike’s MPR.

1. **Step 3: Crosswalk the grade and step to the locality table in the current year.**

Take the grade and step (GS-12 step 5) and crosswalk it to the locality pay table for the employee’s official duty station in the current year.

Pay may be set at GS-12 step 5, $106,759 (DCB) based on HPR.

| **2023** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DCB | 12 | 94,199 | 97,339 | 100,479 | 103,619 | 106,759 | 109,899 | 113,039 | 116,179 | 119,319 | 122,459 |

## CHANGE TO LOWER GRADE

Change to lower grade is the assignment of an employee from a higher-graded position into a lower-graded position, with lower-graded duties and responsibilities. A change to lower grade may be:

1. Voluntary (requested by the employee);
2. Involuntary (initiated by management); or
3. Caused by the employee’s failure to complete the supervisory or managerial probationary period.

### Voluntary Change to Lower Grade

*Transfer-In Using HPR*

Annalisa is a GS-07 step 1 ($40,790) at Social Security and transfers to USDA for a GS-203-07 position in Albuquerque. Annalisa’s HPR was earned in 2015, when she was a GS-0203-08 step 3, in Denver.

| **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. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. Annalisa earned her HPR in 2015 as a GS-0203-08 step 3 so use the 2015 GS base table.
   2. $40,947 is Annalisa’s HPR.

| **2015** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 08 | 38,387 | 39,667 | 40,947 | 42,227 | 43,507 | 44,787 | 46,067 | 47,347 | 48,627 | 49,907 |

* 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*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**

| **2015** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 07 | 34,662 | 35,817 | 36,972 | 38,127 | 39,282 | 40,437 | 41,592 | 42,747 | 43,902 | 45,057 |

* 1. We are filling a GS-07 position.
  2. Slot the HPR ($40,947) into grade 07 on the same GS base table.
  3. $40,947 falls between step 6 and step 7.
  4. GS-07 step 7 is Annalisa’s MPR.

1. **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.

*The ABQ locality table applies to a GS-07 position in Albuquerque.*

* 1. Take the GS-07 step 7 and crosswalk it to the ABQ locality table in the current year.
  2. Pay may be set as high as GS-07 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** | 07 | 40,790 | 42,150 | 43,510 | 44,870 | 46,231 | 47,591 | 48,951 | 50,311 | 51,671 | 53,031 |

#### Ex. 5: Worksheet

| Steps | **Highest Previous Rate Worksheet**  *Use this worksheet when HPR is based upon a GS position.* |
| --- | --- |
| **Step 1** | **Find the Base Table for the Year the Employee Earned their HPR.**   1. What year did the employee earn their HPR?   Year: **2015** Series: **0203** Grade: **08** Step: **3**   1. Find the Base Table (not the locality table) for the year identified above. Provide the salary for the grade and step:   Salary: **$40,947**   1. Series and grade level of the position you’re filling:   Series: **0203** Grade: **07**   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:\_\_\_ |
| **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 1 and slot the pay into the lowest step of the grade to fill that equals or exceeds that rate. 2. When 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: **7**  *This is the maximum payable rate we can pay the employee.* |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at: Pay Table: **ABQ** Series: **0203** Grade: **07** Step: **7** Salary: **$48,951** |

### HPR w/Geographic Conversion

*Voluntary change to lower grade*

Sophia is a GS-201-12 step 2 in Los Angeles, CA and voluntarily accepts a GS-201-11 position in Albuquerque because she wanted to be closer to her family. HPR has been approved for this action.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 12 | 83,043 | 85,811 | 88,579 | 91,347 | 94,115 | 96,883 | 99,651 | 102,419 | 105,187 | 107,955 |

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. Sophia earned her HPR in the current year so use the current GS base table.
   2. $65,720 is Sophia’s HPR.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 63,600 | 65,720 | 67,840 | 69,960 | 72,080 | 74,200 | 76,320 | 78,440 | 80,560 | 82,680 |

* 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.*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
   1. We are filling a GS-11 position.
   2. Slot the HPR ($65,720) into grade 11 on the same GS base table.
   3. $65,720 falls between step 8 and step 9.
   4. GS-11 step 9 is Sophia’s MPR.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 11 | 53,062 | 54,831 | 56,600 | 58,369 | 60,138 | 61,907 | 63,676 | 65,445 | 67,214 | 68,983 |

1. **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.

*The ABQ locality table applies to a GS-201-11 position in Albuquerque.*

* 1. Take the GS-11 step 9 and crosswalk it to the ABQ locality table in the current year.
  2. Pay may be set as high as GS-11 step 9, based upon HPR.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 61,425 | 63,472 | 65,520 | 67,568 | 69,616 | 71,664 | 73,711 | 75,759 | 77,807 | 79,855 |

### HPR Exceeds Step 10

*Voluntary CLG with no promotion potential*

Karl is a GS-201-14 step 5 in Washington, DC and voluntarily accepts a GS-201-13 position in Utah because he wants to be closer to his family. HPR has been approved for this action.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 112,021 | 115,755 | 119,489 | 123,223 | 126,958 | 130,692 | 134,426 | 138,160 | 141,895 | 145,629 |

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. Karl earned his HPR is 2017 so use the 2017 GS base table.
   2. $99,888 is Karl’s HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 14 | 88,136 | 91,074 | 94,012 | 96,950 | 99,888 | 102,826 | 105,764 | 108,702 | 111,640 | 114,578 |

* 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.*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
   1. Slot $99,888 into grade 13 on the 2017 GS base table.
   2. $99,888 is more than step 10, but the regulations state that HPR can’t exceed step 10, so step 10 is the employee’s MPR.
   3. GS-13 step 10 is Karl’s MPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 13 | 74,584 | 77,070 | 79,556 | 82,042 | 84,528 | 87,014 | 89,500 | 91,986 | 94,472 | 96,958 |

1. **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.
      1. The RUS table applies to a GS-0201-13 position in Utah.
   2. Take the GS-13 step 10 and crosswalk it to the RUS locality table in the current year.
   3. Pay may be set as high as step 10, based on 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 | 85,816 | 88,677 | 91,537 | 94,398 | 97,258 | 100,118 | 102,979 | 105,839 | 108,699 | 111,560 |

### Only Held HPR Rate for 28 Days

*Voluntary change to lower grade*

Nancy is a GS-201-12 in Missoula, MT and received a WGI to step 3 on January 21, 2018. On February 18, 2018, she voluntarily accepts a GS-201-11 position in Los Angeles, CA to obtain a desired duty location. The GS-11 position does not have promotion potential; she took the CLG because she wanted to be closer to home.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 12 | 73,375 | 75,821 | 78,267 | 80,713 | 83,159 | 85,605 | 88,050 | 90,496 | 92,942 | 95,388 |

**Q:** Nancy is on a permanent appointment and only held the GS-12 step 3 for 28 days, can HPR be based upon the step 3 rate even though she didn’t hold the step 3 for at least 90 days?

**A:** Yes. As long as the appointment was for at least 90 days, it doesn’t matter that she only held the rate for 28 days, she’s still eligible for HPR.

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. Nancy is moving in the current year so use the current GS base table to determine her HPR.
   2. $67,840 is Nancy’s HPR.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 63,600 | 65,720 | 67,840 | 69,960 | 72,080 | 74,200 | 76,320 | 78,440 | 80,560 | 82,680 |

* 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.*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
   1. Slot $67,840 into grade 11 on the 2017 GS base table.
   2. $67,840 falls between step 9 and step 10
   3. GS-11 step 10 is Nancy’s MPR.

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

1. **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.

*The LA locality table applies to a GS-0201-11 position in Los Angeles.*

* 1. Take the GS-11 step 10 and crosswalk it to the LA locality table in the current year.
  2. Pay may be set as high as step 10, based on HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 11 | 69,283 | 71,593 | 73,903 | 76,212 | 78,522 | 80,832 | 83,142 | 85,452 | 87,761 | 90,071 |

### Special Rate to Non-Special Rate

*Voluntary change to lower grade*

Taylor is a GS-2210-11 step 4 in Washington, DC and paid from Special Rate Table 999C. She requested a reassignment to a GS-0201-11 non-special rate position in Albuquerque. HPR has been approved for this action.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. Taylor is moving in the current year so use the current GS base table to determine her HPR.
   2. $58,369 is Taylor’s HPR.

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

* 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*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
   1. Slot $58,369 into grade 11 on the 2017 GS base table.
   2. $58,369 falls directly on step 4.
   3. Remember, if the employee’s HPR is the same grade you’re filling, then that grade and step is the employee’s MPR. (The employee is a GS-11 step 4 on the special rate table, so their MPR is GS-11 step 4 on the locality table. That’s it and we didn’t even need to go through all these steps).
   4. GS-11 step 4 is Taylor’s MPR.

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

1. **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.

*The ABQ locality table applies to a GS-0201-11 position in Albuquerque.*

* 1. Take the GS-11 step 4 and crosswalk it to the ABQ locality table in the current year.
  2. Pay is set at GS-201-11 step 4, $66,402, based on 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 |

Shortcut: The employee is moving from a GS-2210-11 step 4 in DC to a GS-0201-11 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

### GS to GL

*Voluntary CLG between GS-pay scale and GL-pay scale*

Margarita is a GS-1801-11 step 2 at BLM and accepted a GL-1801-09 position. Both positions are in Utah (RUS locality).

This is a really difficult one because we’re dealing with the GS vs. GL pay plan.

| **2018** | **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 |

1. **Step 1: Find the base table for the year the employee earned their HPR.**
   1. Margarita earned her HPR as a GS employee in 2018, so get the 2018 GS base table to determine her HPR. If she had earned her HPR as a GL employee, then we would use the GL base table to determine her HPR.
   2. $54,831 is Margarita’s HPR.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-Base** | 11 | 53,062 | 54,831 | 56,600 | 58,369 | 60,138 | 61,907 | 63,676 | 65,445 | 67,214 | 68,983 |

* 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.*

1. **Step 2: Use the same base table and slot the pay into the grade of the position you are filling.**
   1. When we’re looking at HPR, the easiest way to keep things straight is we need to use the same table when determining HPR and the MPR. So with this employee, if we used the GS base table to determine her HPR then we must use the same GS base table to determine her MPR. If we used the LEO base table to determine her HPR, then we would use the same LEO base table to determine the MPR.
   2. Slot $54,831 into grade 09 on the 2018 GS base table.
   3. $54,831 falls between step 8 and step 9.
   4. GS-09 step 9 is Margarita’s MPR.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-Base** | 09 | 48,857 | 45,319 | 46,781 | 48,243 | 49,705 | 51,167 | 52,629 | 54,091 | 55,553 | 57,015 |

1. **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.

*We are filling a GL-1801-09 position in RUS, so the LEO Rest of US locality table and Special Rate Table 980A both apply.*

* 1. Take the GL-09 step 9 and crosswalk it to both tables.
  2. Whichever table produces the higher amount for a step 9 will determine which pay table we will use.
  3. SSR 980A is higher so we use that table.
  4. Pay can be set as high as GS-09 step 10, Special Rate Table 980A, based on HPR.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEO-RUS** | 09 | 52,285 | 53,971 | 55,658 | 57,345 | 59,031 | 60,718 | 62,405 | 64,091 | 65,778 | 67,465 |
| **980A** | 09 | 53,067 | 54,836 | 56,605 | 58,374 | 60,143 | 61,912 | 63,681 | 65,450 | 67,219 | 68,988 |

#### Ex. 10 Worksheet

| Steps | **HPR Worksheet**  **GS to GS**  *Use this worksheet when HPR is based upon a GS position.* |
| --- | --- |
| **Step 1** | **Find the GS Base Table (not the locality table) for the Year the Employee Earned their HPR.**   1. Year: **2018** 2. Series: **1801** Grade: **11** Step: **2** Salary: **$54,831** 3. Series and grade level of the position you’re filling: Series: **1801** Grade: **09** 4. 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 GS Base Table and Slot the Pay into the Grade of the Position you are Filling.**   1. Take the salary from Step 1 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. 4. This is the maximum payable rate we can pay the employee.   **$54,831 falls between step 8 and step 9 on the GS base table.**  Grade: **09** Step: **9** |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year.   **LEO RUS locality table and Special Rate Table 980A both apply.**   1. Take the grade and step from Step 2 and crosswalk it to the pay table. 2. If a locality and special rate table apply, then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at: Pay Table: **980A** Series: **1801** Grade: **GL-09** Step: **9** Salary: **$67,219** |

## CHANGE TO LOWER GRADE FOR CAUSE

Employees must refer to their agency-specific policy when setting pay for change to lower grade for cause. In the following example, we are following an agency-specific policy that when an employee is changed to lower grade for cause, they may not receive a pay increase and that management may set the employee's pay as low as the first step of the grade to which the employee is demoted.

### Change to Lower Grade for Cause

*Involuntary change to lower grade*

Kasey is a GS-0201-09 step 2 in Albuquerque and is being placed by management in a GS-0203-07 position because her performance is unacceptable. Management wants to preserve her pay to the maximum extent possible.

| **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 1: Find the GS base table for the year the employee earned their HPR.**
   1. Use the GS base table to determine Kasey’s HPR. She is being demoted for cause in the current year so use the current GS base table. Kasey’s HPR is $44,693.

| **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. 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.*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
2. Kasey’s HPR ($44,693) falls between step 8 and step 9 in the base GS-07 grade.

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

1. But when setting pay for a demotion for cause and the rate falls between two steps, we need to use the lower step because the policy states the employee may not receive a pay increase.
2. Pay may be set anywhere between step 1 and step 8.

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

1. **Step 3: Crosswalk the grade and step to the locality table in the current year.**
   1. Take the grade and step and crosswalk it to the locality pay table for the employee’s official duty station in the current year.
   2. The supervisor wanted to preserve pay to the highest extent possible. Pay is set at GS-0203-07 step 8, $50,311, Albuquerque locality, and the employee did not receive an increase in pay.

| **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 |

#### Ex. 11 Worksheet

| Steps | **HPR Worksheet**  **Change to Lower Grade for Cause**  *Use this worksheet when an employee is being demoted for cause and management wants to set pay higher than step 1.* |
| --- | --- |
| **Step 1** | **Find the GS Base Table (not the locality table) for the Year the Employee Earned their HPR.**   1. Year: **2017** 2. Series: **0201** Grade: **09** Step: **2** Salary: **$44,693** 3. Series and grade level of the position you’re filling: Series: **0201** Grade: **07** 4. 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 GS Base Table and Slot the Pay into the Grade of the Position you are Filling.** Using example where the agency policy states that when an employee is changed to lower grade for cause, they may not receive a pay increase.   1. Take the salary from Step 1 and slot the pay into the lowest step of the grade to fill that equals or is slightly less than that rate. 2. If the salary falls between two steps of the grade to fill, then use the lower step. The employee may not receive a pay increase when demoted for cause. 3. If the salary exceeds step 10 of the grade, then use step 10. 4. This is the maximum payable rate we can pay the employee. Grade: **07** Step: **8** |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply, then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at: Pay Table: **ABQ** Series: **0201** Grade: **07** Step: **8** Salary: **$50,311** |

## THE WINDFALL

Employees must refer to their agency-specific HPR policy.

When an employee voluntarily accepts a CLG for their own personal benefit or convenience (career ladder promotion, desired duty station, etc.) with the prospect of re-promotion as soon as possible under merit promotion rules, any windfall that could occur when the employee is promoted should be taken into consideration when setting the employee's pay at a rate in the lower grade.

If HPR were used to set pay in the lower grade and when we apply the two-step promotion rule upon re-promotion, the employee may gain additional steps and progress more rapidly through the steps than if they had not taken the voluntary CLG. When re-promoted the employee could receive a significant increase in pay in a short period of time.

Pay should be set low enough in the lower grade so that upon re-promotion the employee’s pay will not be higher than the pay the employee would have received had they remained in their position (taking into account the GS two-step promotion rule, the 4% promotion rule for FWS, and any WGIs that would accrue in both grades). The step at which pay should be set in the lower grade depends on the anticipated timing of the subsequent promotion and any WGIs the employee would normally receive for continuous service at the same grade.

**#1 Windfall Question**

**Q:** I just got this action, and our agency policy states the windfall must be taken into account for a voluntary CLG, but someone didn’t account for the windfall (when I apply the two-step promotion rule it will produce a step 6, but it should have ended up at a step 4).

Because they didn’t account for the windfall, can I account for the windfall now so when I promote them to the higher grade, can I just set their pay at step 4 instead of step 6?

**A: Absolutely not**. Remember the two-step promotion rule is the law and you cannot mess around with this. Either correct the CLG personnel action or ask the Director for an exception to HPR policy.

### GS-09 to GS-07/09/11

*The Windfall*

In April 2017, Robert, a GS-0201-09 step 1 voluntarily accepts a CLG to a GS-0201-07/09/11 position because it has more promotion potential. Both positions are located in Albuquerque.

| **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. **If we used HPR to set his pay in the lower grade:**
   1. Robert is currently a GS-09 step 1 ($43,251-GS base).

| **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. His HPR ($43,251) falls between step 7 and step 8; therefore, pay is set at GS-07 step 8.

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

* 1. In one year when he is likely to be promoted we 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 07 | 35,359 | 36,538 | 37,717 | 38,896 | 40,075 | 41,254 | 42,433 | 43,612 | 44,791 | 45,970 |

* 1. Slot $45,970 into the GS-09 grade.
  2. $45,970 falls between step 2 and step 3.
  3. Pay is set at 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 |

The employee was a GS-09 step 1 and within one year he went to a step 3, and he progressed more rapidly through the system then if he didn’t take the change to lower grade.

**How to Account for the Windfall**

1. **Step 1: Forecast What His Pay Would be During the Time of Demotion and Re-Promotion**.
2. Robert is currently a GS-09 step 1 and is taking a CLG to a GS-07/09/11 position.

| **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. During the time of demotion and re-promotion the employee likely would have received a WGI to step 2 (52-week waiting period 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 |

1. If Robert had remained at his current grade and not taken the CLG his pay likely would have been a GS-09 step 2.
2. GS-09 step 2 is the grade and step we want to end up at when the employee is re-promoted to their previous grade.
3. **Step 2: How to Avoid the Windfall**. (Work backwards and it may be easier to understand).
   1. **Promotion to GS-09 Grade**. When the employee is re-promoted to the GS-09 grade, we want to end up at GS-09 step 2.

| **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. **Change to lower grade to GS-07 position**.

1. In the GS-07 grade, find the highest step that doesn’t exceed $44,693 (the rate we want to end up at in grade 09).

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

1. GS-07 step 8 ($43,612) is the highest rate that doesn’t exceed $44,693.
2. Subtract two steps from that rate (to account for the two-step promotion rule):
3. Step 8 – 2 = Step 6

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

* 1. Pay is initially set at GS-07 step 6, $41,254 (GS-base).
  2. In one year when the employee is likely to be promoted and when we apply the two-step promotion rule, $43,612 falls between step 1 and step 2 in 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** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 |

* 1. When Robert is re-promoted to his previous grade he ends up at a step 2; the step he would have received had he not taken the lower grade and he didn’t gain additional steps.

1. **Step 3: Crosswalk to Locality Table and Set the Pay**. Pay is set at GS-07 step 6, $47,591, ABQ locality, to account for the windfall.

| **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 |

#### Ex. 12 Worksheet

| Steps | **HPR Worksheet**  **The Windfall – Re-Promoted to Previous Grade**  *Use this worksheet when the employee takes a voluntary change to lower grade to a position with known promotion potential and is re-promoted to their previous grade.* |
| --- | --- |
| **Step 1:** | **Use the Base Table (not the locality table) and Provide the Following Information:**   1. Provide the series, grade, and step of their current position:   Series: **0201** Grade: **09** Step: **1** Salary: **$43,251**   1. Provide the series and grade level of the position you’re filling:   Series: **0201** Grade: **07/09/11**   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:\_\_\_ |
| **Step 2:** | **Forecast What Their Pay Would be During Time of Demotion and Re-Promotion**.  The employee will likely be promoted in one year. Forecast what the employee’s pay would be in their current position, one year from now (or time of demotion and re-promotion), as if they never left their current position. Look at any WGIs the employee would have received during the year (the time of demotion and re-promotion).  If the employee remained in their current position (before the CLG), what would their pay likely be set at in one year? (Use the Base Table)  Grade: **09** Step: **2** Salary: **$44,693** |
| **Step 3:** | **Set the Pay.**   1. Take the salary from Step 2 and find the highest step in the grade you’re filling that doesn’t exceed that rate.   Grade: **07** Step: **8**   1. Subtract two steps from that rate (because after we apply the two-step promotion rule we will end up at the grade identified in Step 2).   Step **8** – 2 = Step **6**   1. Crosswalk to the locality table. 2. Pay is set at: Pay Table: **ABQ** Series: **0201** Grade: **07** Step: **6** Salary: **$47,591**   *In one year when the employee is re-promoted to their previous grade, they will return to their previous grade like they had never left the position and will not gain additional steps between the time of demotion and re-promotion.* |

### GS-07 to GS-05/06

*The Windfall*

Michelle is a GS-462-07 step 3 Dispatcher and requests a CLG to a GS-462-05/06 Lead Forestry Technician. Both positions are in Albuquerque.

**Q: Do we need to take the windfall into consideration when an employee moves from a GS-07 to a GS-05/06 position?**

**A: No.** If we have a GS-07 going to a GS-05/06 position then they’re not moving back into their previous grade and therefore, the windfall is not a consideration. If the employee was moving back into their previous grade (GS-07) then we would need to take the windfall into consideration (based on agency-specific HPR policy) but in this case, the employee is not moving back into their previous grade, so we don’t need to do the windfall.

| **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. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. $37,717 is the employee’s HPR.

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

* 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.*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**

| **2015** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 05 | 28,545 | 29,497 | 30,449 | 31,401 | 32,353 | 33,305 | 34,257 | 35,209 | 36,161 | 37,113 |

* 1. We are filling a GS-05 position.
  2. Slot the HPR ($37,717) into grade 05 on the same GS base table.
  3. $37,717 exceeds step 10.
  4. GS-07 step 10 is the employee’s MPR.

1. **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 GS-05 step 10 and crosswalk it to the ABQ locality table in the current year.
   3. Pay can be set up to step 10, 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** | 05 | 32,930 | 34,028 | 35,126 | 36,224 | 37,322 | 38,421 | 39,519 | 40,617 | 41,715 | 42,814 |

### GS-07 to GS-06/07/08

*The Windfall*

In February 2017, Jeff, a GS-07 step 3 requests a CLG to a GS-06/07/08 position because it has more promotion potential. Both positions are located in Denver. Had the change to lower grade not occurred the employee would have received a WGI to step 4 in November 2017.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 07 | 44,075 | 45,545 | 47,014 | 48,484 | 49,953 | 51,423 | 52,893 | 54,362 | 55,832 | 57,302 |

1. **If we used HPR to set his pay in the lower grade:**
2. Jeff is currently a GS-07 step 3 ($37,717-GS base).

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

1. His HPR ($37,717) falls between step 6 and step 7; therefore, pay is set at GS-06 step 7.

| **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. In one year when he is likely to be promoted we 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 06 | 31,819 | 32,880 | 33,941 | 35,002 | 36,063 | 37,124 | 38,185 | 39,246 | 40,307 | 41,368 |

1. Slot $40,307 into the GS-07 grade.
2. $40,307 falls between step 5 and step 6.
3. Pay is set at GS-07 step 6.

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

The employee was a GS-07 step 3 and within one year he went to a step 6 and he progressed more rapidly through the system then if he didn’t take the change to lower grade.

**How to Account for the Windfall**

1. **Step 1: Forecast What His Pay Would be During the Time of Demotion and Re-Promotion**.
2. Jeff is currently a GS-07 step 3 and is taking a CLG to a GS-06/07/08 position.

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

1. During the time of demotion and re-promotion the employee likely would have received a WGI to step 4 (WGI to step 4 was due in November).

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

1. If Jeff had remained at his current grade and not taken the CLG his pay likely would have been a GS-07 step 4.
2. GS-07 step 4 is the grade and step we want to end up at when the employee is re-promoted to their previous grade.
3. **Step 2: How to Avoid the Windfall**. (Work backwards and it may be easier to understand).
   1. **Promotion to GS-07 Grade**. When the employee is re-promoted to the GS-07 grade, we want to end up at GS-07 step 4.

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

* 1. **Change to lower grade to GS-06 position**.

1. In the GS-06 grade, find the highest step that doesn’t exceed $38,896 (the rate we want to end up at in grade 07).

| **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. GS-06 step 7 ($38,185) is the highest rate that doesn’t exceed $38,896.
2. Subtract two steps from that rate (to account for the two-step promotion rule): Step 7 – 2 = Step 5

| **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. Pay is initially set at GS-06 step 5, $36,063 (GS-base).
  2. In one year when the employee is likely to be promoted and when we apply the two-step promotion rule, $38,185 falls between step 3 and step 4 in the GS-07 grade.

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

* 1. When Jeff is re-promoted to his previous grade, he ends up at a step 4; the step he would have received had he not taken the lower grade and he didn’t gain additional steps.

1. **Step 3: Crosswalk to Locality Table and Set the Pay**. Pay is set at GS-06 step 5, $44,953, Denver locality, to account for the windfall.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 06 | 39,662 | 40,985 | 42,307 | 43,630 | 44,953 | 46.275 | 47,598 | 48,920 | 50,243 | 51,565 |

### GS-08 to GS-07/09/11

*The Windfall*

In February 2017, Claire, a GS-0303-08 step 2 requests a CLG to a GS-0301-07/09/11 position because it has more promotion potential. Both positions are located in Los Angeles. Had the change to lower grade not occurred Claire would have received a WGI to step 3 in May 2017.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 08 | 50,770 | 52,462 | 54,154 | 55,845 | 57,537 | 59,229 | 60,921 | 62,613 | 64,305 | 65,997 |

1. **Step 1: Determine What Their Pay Would be if they received a Direct Promotion**.
   1. Forecast what the employee’s pay would be in their current position, one year from now, as if they never left their current position.
   2. Look at any WGIs the employee would have received during the year (the time of demotion and re-promotion).
   3. The employee is currently a GS-08 step 2 and during the time of demotion and re-promotion, she would have earned a WGI to step 3. If the employee had remained in her current grade her pay would have been a GS-08 step 3.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 08 | 39,159 | 40,464 | 41,769 | 43,074 | 44,379 | 45,684 | 46,989 | 48,294 | 49,599 | 50,904 |

* 1. Now apply the two-step promotion rule.

1. GS-08 step 3 + 2 steps = GS-08 step 5

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 08 | 39,159 | 40,464 | 41,769 | 43,074 | 44,379 | 45,684 | 46,989 | 48,294 | 49,599 | 50,904 |

1. Slot the promotion entitlement ($44,379) directly into grade 09.
2. $44,379 falls between step 1 and step 2.
3. In one year, if we directly promoted Claire from her current grade to the higher grade, pay would be set at GS-09 step 2.
4. We’ll set her pay in the GS-07 grade so when she’s promoted her pay will end up at GS-09 step 2.

| **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 2: How to Avoid the Windfall**. (Work backwards and it may be easier to understand).
   1. **Promotion to GS-09 Grade**. When the employee is promoted to the GS-09 grade, we want to end up at GS-09 step 2.

| **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. **Change to lower grade to GS-07 position**.

1. In the GS-07 grade, find the highest step that doesn’t exceed $44,693 (the rate we want to end up at in grade 09).

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

1. GS-07 step 8 ($43,612) is the highest rate that doesn’t exceed $44,693.
2. Subtract two steps from that rate (to account for the two-step promotion rule):
3. Step 8 – 2 = Step 6

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

* 1. Pay is initially set at GS-07 step 6, $41,254 (GS-base).
  2. In one year when the employee is likely to be promoted and when we apply the two-step promotion rule, $43,612 falls between step 1 and step 2 in 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** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 |

* 1. When Claire is promoted to grade 09, she ends up at a step 2; the step she would have received had she not taken the lower grade and had received a direct promotion and she didn’t gain additional steps.

1. **Step 3: Crosswalk to Locality Table and Set the Pay**. Pay is set at GS-07 step 6, $47,591, ABQ locality, to account for the windfall.

| **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. 15 Worksheet

| Steps | **HPR Worksheet**  **The Windfall: CLG Single Grade Slotting Into a Two Grade Career Path**  *Use this worksheet when the employee takes a voluntary CLG to a position with known promotion potential, and when promoted, they will be promoted through their previous grade and to a higher grade than the grade of their current position.* |
| --- | --- |
| **Step 1:** | **Use the GS base table (not the locality table) and provide the following information:**   1. Provide the series, grade, and step of their current position:   Series: **0303** Grade: **08** Step: **2** Salary: **$52,462**   1. Provide the series and grade level of the position you’re filling:   Series: **0301** Grade: **07/09/11**   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:\_\_\_ |
| **Step 2:** | **Determine What Their Pay Would be if They Received a Direct Promotion.**   1. Forecast what the employee’s pay would be in their current position, one year from now (or time of demotion and re-promotion), as if they never left their current position. 2. Look at any WGIs the employee would have received during the year (the time of demotion and re-promotion). If the employee had remained in their current grade their pay would have been:   Grade: **08** Step: **3**   1. Now apply the two-step promotion rule.   **GS-08 step 3 + 2 steps = GS-08 step 5**   1. Slot the promotion entitlement directly into the higher grade. 2. In one year (or time of demotion and promotion), if we directly promoted the employee from their current grade to the higher grade, pay would be set at: (Use the GS Base Table)   Grade: **09** Step: **2**  This is the grade and step we want to end up at when the employee is promoted to the higher grade. |
| **Step 3:** | **Set the Pay.**   1. Take the salary from Step 2 and find the highest step in the grade you’re filling that doesn’t exceed that rate.   Grade: **07** Step: **8**   1. Subtract two steps from that rate (because after we apply the two-step promotion rule we will end up at the grade identified in Step 2).   Step **8** – 2 = Step **6**   1. Crosswalk to the locality table. 2. Pay is set at: Pay Table: **LA** Series: **0301** Grade: **07** Step: **6** Salary: **$53,486** |

### GS-11 to GS-07/09/11

*The Windfall*

In April 2017, Randy, a GS-0511-11 step 2 requests a CLG to a GS-0501-07/09/11 position because he wants to work under a different unit. Both positions are located in Albuquerque. The CLG action was affective the same day as his 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 |

**How to Account for the Windfall**

1. **Step 1: Forecast What His Pay Would be During the Time of Demotion and Re-Promotion**.
2. Randy is currently a GS-11 step 2 and is taking a CLG to a GS-07/09/11 position.

| **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. During the time of demotion and re-promotion (2 years) the employee would have received a WGI to GS-11 step 3 and another WGI to GS-11 step 4. (Two WGIs because he was in the 52-week waiting period and his WGI to GS-11 step 2 was effective the same date as the CLG).

| **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. If Randy had remained at his current grade and not taken the CLG his pay likely would have been a GS-11 step 4.
2. GS-11 step 4 is the grade and step we want to end up at when the employee is re-promoted to their previous grade.
3. **Step 2: How to Avoid the Windfall**. (Work backwards and it may be easier to understand).
   1. **Promotion to GS-09 Grade**. When the employee is re-promoted to the GS-09 grade, we want to end up at GS-09 step 2.

| **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. **Change to lower grade to GS-07 position**.

1. In the GS-07 grade, find the highest step that doesn’t exceed $44,693 (the rate we want to end up at in grade 09).

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

1. GS-07 step 8 ($43,612) is the highest rate that doesn’t exceed $44,693.
2. Subtract two steps from that rate (to account for the two-step promotion rule):
3. Step 8 – 2 = Step 6

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

* 1. Pay is initially set at GS-07 step 6, $41,254 (GS-base).
  2. In one year when the employee is likely to be promoted and when we apply the two-step promotion rule, $43,612 falls between step 1 and step 2 in 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** | 09 | 43,251 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 |

* 1. When Robert is re-promoted to his previous grade he ends up at a step 2; the step he would have received had he not taken the lower grade and he didn’t gain additional steps.

1. **Step 3: Crosswalk to Locality Table and Set the Pay**. Pay is set at GS-07 step 6, $47,591, ABQ locality, to account for the windfall.

| **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 |

### GS-0462-09 to GL-1801-07/09

*Voluntary CLG between GS-pay scale and GL-pay scale with Known Promotion Potential –The Windfall*

In July 2017, Carolyn is a GS-0462-09 step 4 who accepted a VRA appointment to a GL-1801-07/09 position (she qualified for the GS-07 grade). Both positions are in Winslow, AZ (RUS locality). Had the change to lower grade not occurred, Carolyn would have received her within-grade increase to step 5 in January 2019. The hiring manager wants to preserve her pay to the highest extent possible.

| **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 |

**How to Account for the Windfall**

1. **Step 1: Forecast What Her Pay Would be During the Time of Demotion and Re-Promotion**.
2. Carolyn is currently a GS-09 step 4 and is taking a CLG to a GL-07/09 position.

| **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. During the time of demotion and re-promotion, the employee would not have received her WGI from GS-09 step 4 to step 5. Therefore, if Carolyn had remained at her current GS-09 grade and not taken the voluntary CLG to a GL-07 grade, her pay would remain at GS-09 step 4 ($47,577 – GS base).
2. GL-09 step 4 is the grade and step we want to end up at when the employee is re-promoted to their previous grade.
3. **Step 2: How to Avoid the Windfall**. (Work backwards and it may be easier to understand).
   1. **Promotion to GS-09 Grade**. When the employee is promoted to the GL-09 grade, we want to end up at GL-09 step 4.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GL-Base** | 09 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 | 57,671 |

* 1. **Change to lower grade to GS-07 position**.

1. In the GL-07 grade, find the highest step that doesn’t exceed $49,019 (the rate we want to end up at in grade 09).

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

1. GL-07 step 8 ($48,328) is the highest rate that doesn’t exceed $49,019.
2. Subtract two steps from that rate (to account for the two-step promotion rule): Step 8 – 2 = Step 6

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

* 1. Pay is initially set at GL-07 step 6, $45,970 (GL-base).
  2. In one year when the employee is likely to be promoted and when we apply the two-step promotion rule, $48,328 falls between step 3 and step 4 in the GL-09 grade.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GL-Base** | 09 | 44,693 | 46,135 | 47,577 | 49,019 | 50,461 | 51,903 | 53,345 | 54,787 | 56,229 | 57,671 |

1. **Step 3: Crosswalk to Locality Table and Set the Pay**.

The RUS locality table and special rate table 980A both apply to the GL-07 position in Winslow, AZ.

Place the GL-07 step 6 on both tables and whichever GL-07 step 6 produces the higher salary will determine which table to use.

The LEO-RUS table is higher at step 6 so we use that table.

Pay is set at GL-07 step 6, $52,893, LEO RUS locality, to account for the windfall.

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

### FWS-3 to GS-03/04/05

*Voluntary CLG between Pay Systems to a Position with Known Promotion Potential –The Windfall*

On March 5, 2017, Susie, a WG-3502-3 step 2 applied for and was selected for a GS-462-03/04/05 position. Both positions are in Upper Lake, CA (RUS locality). Susie earned her WGI to step 2 on July 24, 2016.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SAC-RUS** | 3 | 15.02 | 15.65 | 16.28 | 16.89 | 17.53 |

1. **Step 1: Geographic Conversion**. *None*.
2. **Step 2: GS Position you are filling**.
3. List the series and grade level of the position you’re filling: GS-462-03/04/05
4. 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.*
5. **Step 3: Annualize the Hourly Rate**.
6. Convert the WG-3 step 2 rate to an annual salary:

$15.65 x 2087 = $32,662

1. Slot $32,662 into grade 03 on the RUS table.
2. $32,662 falls between step 8 and step 9.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 03 | 26.150 | 27,022 | 27,894 | 28,766 | 29,638 | 30,510 | 31,383 | 32,255 | 33,127 | 33,999 |

**Step 4: Set the Pay**.

Pay may be set anywhere between step 1 and step 9, based upon HPR.

The Unit Manager wants to preserve their pay to highest extent so pay is set at GS-0462-03 step 9, $33,127, RUS locality.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 03 | 26.150 | 27,022 | 27,894 | 28,766 | 29,638 | 30,510 | 31,383 | 32,255 | 33,127 | 33,999 |

1. **Identify the NOA that is Taking Place.**
2. Compare the salary from the WG position to the salary of the GS position:
3. The WG-3 step 2 annualized rate is $32,662 ($15.65 x 2087 = $32,662).

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SAC-RUS** | 3 | 15.02 | 15.65 | 16.28 | 16.89 | 17.53 |

1. The GS-03 step 9 rate is $33,127.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 03 | 26.150 | 27,022 | 27,894 | 28,766 | 29,638 | 30,510 | 31,383 | 32,255 | 33,127 | 33,999 |

1. If pay is set at GS-03 step 9, the move would result in an increase in pay and therefore, the NOA would be a promotion.
2. However, if pay is set at anything lower than step 9, the move would result in a decrease in pay and therefore, the NOA would be a change to lower grade. In this example, we are using an agency-specific HPR policy that states the windfall must be taken into account when an employee takes a voluntary CLG to a position with known promotion potential.
3. Due to budget restraints, the hiring manager cannot set pay at GS-03 step 9; therefore, the NOA will be a change to lower grade and the windfall must be taken into account.
4. **Step 6: Determine What Their Pay Would be if they Received a Direct Promotion.**
5. Forecast what the employee’s pay would be in their current position, during the time of demotion and re-promotion, as if they never left their current position. Look at any WGIs the employee would have received during the time of demotion and re-promotion.
6. The anticipated time of demotion and re-promotion is 2 years (March 5, 2017 to March 3, 2019):
7. Susie earned her WGI to step 2 on July 24, 2016. Under the FWS, she is due her WGI to step 3 in 78 weeks (December 31, 2017) and would be due a WGI to step 4 in 104 weeks (December 29, 2019). Therefore, if the employee remained in her current FWS position, pay would be set at WG-3 step 3 (during the time of demotion and re-promotion).
8. Annualize the WG-3 step 3 rate: $16.28 x 2087 = $33,976

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SAC-RUS** | 3 | 15.02 | 15.65 | 16.28 | 16.89 | 17.53 |

1. Slot $33,976 directly into the GS-05 grade.
2. $33,976 falls between step 2 and step 3. We want to end up at the GS-05 step 3 when the employee is promoted to the higher grade.

| **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 7: Set the Pay**.
2. Pay is initially set at GS-03 step 6 to prevent any windfall that could occur.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 03 | 26.150 | 27,022 | 27,894 | 28,766 | 29,638 | 30,510 | 31,383 | 32,255 | 33,127 | 33,999 |

1. In one year, the employee is likely to be promoted to the GS-04 grade. Apply the two-step promotion rule (GS-03 step 6 + 2 steps = GS-03 step 8). $32,255 falls between step 3 and step 4; therefore, upon promotion, pay is set at GS-04 step 4.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 04 | 29,356 | 30,334 | 31,312 | 32,290 | 33,268 | 34,246 | 35,224 | 36,202 | 37,180 | 38,158 |

1. In another year, the employee is likely to be promoted to the GS-05 grade. Apply the two-step promotion rule (GS-04 step 4 + 2 steps = GS-04 step 6). $34,246 falls between step 2 and step 3. When Susie is promoted, she ends up at GS-05 step 3; the step she would have received through a direct promotion had she not taken the lower grade and she didn’t gain additional steps.

| **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 8: Date of Last Equivalent Increase Determination.**
2. Date of last equivalent increase under the FWS: 07-24-16
3. Susie’s last equivalent increase is when she received her step increase from WG-3 step 1 to step 2 on July 24, 2016. She will be due a WGI to GS-03 step 7 on July 22, 2018.
4. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

### CLG to a Position with Known Promotion Potential

*The Position is Part of a Formal Upward Mobility Program*

When an employee takes a demotion to enter a formal upward mobility program that is not considered "at the employee's request" and therefore, the employee may receive HPR if the requirements for HPR are met.

In March 2017, Julie applies for, and is selected for a GS-06 position in Denver. The position is a career ladder GS-06/07/08 Pathways Program, and the position is part of a formal upward mobility program. Julie is currently a GS-07 step 3, in the same area.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 07 | 44,075 | 45,545 | 47,014 | 48,484 | 49,953 | 51,423 | 52,893 | 54,362 | 55,832 | 57,302 |

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
   1. Julie earned her HPR in the current year so use the current GS base table.
   2. $37,717 is Julie’s HPR.

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

* 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.*

1. **Step 2: Use the same GS base table and slot the pay into the grade of the position you are filling.**
   1. We are filling a GS-06 position.
   2. Slot the HPR ($37,717) into grade 06 on the same GS base table.
   3. $37,717 falls between step 6 and step 7.
   4. GS-06 step 7 is Julie’s MPR.

| **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 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.

*The DEN locality table applies to a GS-203-06/07/08 position in Denver.*

* 1. Take the GS-06 step 7 and crosswalk it to the DEN locality table in the current year.
  2. Pay can be set as high as step 7, based on HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 06 | 39,662 | 40,985 | 42,307 | 43,630 | 44,953 | 46.275 | 47,598 | 48,920 | 50,243 | 51,565 |

## INTERNAL REASSIGNMENTS

When an employee is reassigned, pay is set at the same grade and step. We don’t complete the HPR Salary Adjustment worksheet because this isn’t HPR. We’re simply reassigning an employee to a different position at the same grade and step.

### GS-408-12 to GS-430-12 w/Geographic Conversion

Holly occupies a GS-0408-12 step 9 position in Idaho ($91,415) and is reassigned to a GS-0430-12 position in Portland, OR.

1. **Step 1: Geographic Conversion**. $96,889 is Holly’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: Set the Pay**. Pay is set at GS-0430-12 step 9, $96,889 (POR).

## HPR AND THE TWO-STEP PROMOTION RULE

A GS employee is entitled to a two-step increase when they are promoted from a lower GS-grade to a higher GS-grade.

If the HPR is higher than the two-step promotion, then the salary may be set either using HPR or the two-step promotion rule (but pay may NEVER be set lower than the two-step promotion rule).

The role of the HR Specialist is to provide all pay-setting options (the result of the two-step promotion and the result of HPR) to the hiring manager.

### HPR and the Two-Step Promotion Rule

Laura is a GS-0203-06 step 3 and is promoted to a GS-203-07 position. Both positions are in Los Angeles.

Laura previously held a GS-0203-08 step 5 position in 2014 in Washington, DC, left the rolls and returned to the GS-0203-06 position in Los Angeles.

**Two-Step Promotion: Standard Method**

1. **Step 1: Geographic Conversion and Simultaneous Pay Actions.** *None.*
2. **Step 2: Apply the Two-Step Promotion Rule**.
   1. Use the GS base table and increase Laura’s current step by two WGIs.
   2. GS-06 step 3 + 2 steps = GS-06 step 5

| **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 3: 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.$46,756 is Laura’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.
  2. $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, Laura 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. Laura earned her HPR in 2014 as a GS-08 step 5 in Washington, DC so get the 2014 GS base table.
3. Laura’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.
   4. But pay may not be set below step 2 because step 2 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** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

#### Ex. 21 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: **LA** Series: **0203** Grade: **06** Step: **3** Salary: **$44,005** |
| **Step A** | **Geographic Conversion and Simultaneous Pay Actions.** The following order must be followed when processing simultaneous pay actions: (1) Geographic Conversion; (2) General Adjustment (NOA-894); (3) WGI/QSI; then (4) Promotion.  N/A: **X**  From: Pay Table:\_\_\_\_ Grade:\_\_\_\_ Step:\_\_\_\_ Salary:$\_\_\_\_\_  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: **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: **$47,372** |
|  | **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** Series: **0303** Grade: **08** Step: **5**   1. Find the Base Table (not the locality table) for the year identified above. Provide the salary for the grade and step:   Base Salary: **$43,075**   1. List the series and grade level of the position you’re filling:   Series: **0303** Grade: **07**   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:\_\_\_ |
| **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.  Pay is set at: Pay Table: **LA** Series: **303** Grade: **07** Step: **9** Salary: **$58,072** |

### Promotion from Step 10

Rachel is a GS-0201-11 step 10 and is promoted to a GS-12 position. Both positions are in Washington DC.

Rachel previously held a GS-0201-13 step 5 position in 2007, left the rolls and returned to the GS-0201-11 step 10 position.

| **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 |

**Two-Step Promotion: Standard Method**

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

| **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. $1,744 x 2 = $3,488
  2. $68,025 + $3,488 = $71,513 (base rate plus two WGIs)

1. **Step 3: Promotion Entitlement.** 
   1. Multiply the base rate plus two WGIs 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

* 1. $71,513 x 1.2710 = $90,893
  2. Rachel is entitled to $90,893 even though it exceeds step 10 of the GS-11 grade.

| **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. **Step 4: Set the Pay**.
   1. Slot $90,893 into grade 12 on the DCB locality.
   2. $90,893 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |

* 1. Under the two-step promotion rule, Rachel is entitled to GS-12, step 6, $93,008.

Now let’s see what we get under HPR.

**Highest Previous Rate**

1. **Step 5: Find the GS base table for the year the employee earned their HPR.**
2. Rachel earned her HPR in 2007 as a GS-13 step 5 in Washington, DC so get the 2007 GS base table.
3. Rachel’s HPR is $75,879.

| **2007** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 13 | 66,951 | 69,183 | 71,415 | 73,647 | 75,879 | 78,111 | 80,343 | 82,575 | 84.807 | 87,039 |

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 6: 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-12 position so take the same GS Base table and slot her HPR ($75,879) into grade 12 on the 2007 GS Base Table.

| **2007** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 12 | 56,301 | 58,178 | 60,055 | 61,932 | 63,809 | 65,686 | 67,563 | 69,440 | 71,317 | 73,194 |

* 1. $75,879 falls above step 10 so pay may be set as high as step 10 based upon HPR.

1. **Step 7: 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 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |

1. **Step 8: Compare the Results.**
   1. The two-step promotion rule produced a GS-12 step 6.
   2. HPR produced a GS-12 step 10.
   3. Pay may be set anywhere between GS-12 step 6 and step 10, based upon HPR.
   4. But pay may not be set below step 6 because step 6 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** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |

#### Ex. 22 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.* |
| --- | --- |
| **Current Salary** | Pay Table: **DCB** Series: **0201** Grade: **11** Step: **10** Salary: **$86,460** |
| **Step 1** | **Geographic Conversion and Simultaneous Pay Actions.**  N/A: **X**  From: Pay Table:\_\_\_\_ Grade: \_\_\_\_ Step: \_\_\_\_ Salary:$\_\_\_\_\_\_\_  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 locality payment:   1. Base rate + 2 WGIs: **$71,513** 2. Locality payment\*: **27.10%** 3. (a) **$71,513** x 1.**2710** = **$90,893** *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: **12** Step: **6** Salary: **$93,008**  Did you look at HPR? Yes: **X *(see HPR worksheet below)*** N/A: \_\_\_ |

#### Ex. 22 Worksheet

| Steps | **HPR Worksheet**  **GS to GS**  *Use this worksheet when HPR is based upon a GS position.* |
| --- | --- |
| **Step 1** | **Find the GS Base Table (not the locality table) for the Year the Employee Earned their HPR.**   1. Year: **2007** 2. Series: **0201** Grade: **13** Step: **5** Salary: **$75,879** 3. Series and grade level of the position you’re filling: Series: **0201** Grade: **12** 4. 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 GS Base Table and Slot the Pay into the Grade of the Position you are Filling.**   1. Take the salary from Step 1 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. 4. This is the maximum payable rate we can pay the employee.   Grade: **12** Step: **10** |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at: Pay Table: **DCB** Series: **0201** Grade: **12** Step: **10** Salary: **$103,639** |

### Voluntary CLG then Promotion from Step 10 using HPR

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.

| **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 4: 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
   2. 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 | 56,262 | 58,020 | 59,779 | 61,537 | 63,296 | 65,054 | 66,813 | 68,571 |

1. **Step 5: 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 6: 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 7: 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 8: 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.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 65,017 | 67,184 | 69,352 | 71,520 | 73,687 | 75,855 | 78,022 | 80,190 | 82,357 | 84,525 |

1. **Step 9: 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.
5. But pay may not be set below step 5 because step 5 is the employee’s promotion entitlement.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 65,017 | 67,184 | 69,352 | 71,520 | 73,687 | 75,855 | 78,022 | 80,190 | 82,357 | 84,525 |

## SEPARATED FOR ONE WORKDAY OR MORE

When an employee has been separated for one workday or more, there is no entitlement to either grade or pay retention.

### Reemployed Annuitant

*Optional Pay Retention*

Arlene is a reemployed annuitant and is hired for a GS-13 position in Washington, DC. She previously held a GS-14 step 10 position in DCB, and the hiring manager wants to offer optional pay retention.

| 2017 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 112,021 | 115,755 | 119,489 | 123,223 | 126,958 | 130,692 | 134,426 | 138,160 | 141,895 | 145,629 |

1. **Determine if the Employee is Eligible for optional Pay Retention**.
   1. Grade and pay retention may only be offered to **current employees** when the conditions have been met.
   2. It wouldn’t matter if Arlene was previously on grade or pay retention when she left the agency; she still wouldn’t be eligible for grade or pay retention because there was a break in service of 1 workday or more.
2. **See if she’s eligible for Highest Previous Rate.** 
   1. Pay may be set based upon HPR if the requirements for HPR have been met.

| 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 |

* 1. Pay may be set anywhere between GS-13 step 1 and step 10, based upon HPR.
  2. But we cannot save her pay ($145,629) and offer pay retention.

## REAPPOINTMENTS USING HPR

### Reappointment using GS Rate as HPR

Jeremiah is hired at GS-203-07 in Denver after a break in service of 15 years. His HPR was earned in 2002, when he was at GS-201-09 step 2, located in San Diego.

| **2002** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 09 | 38,826 | 40,120 | 41,414 | 42,708 | 44,001 | 45,295 | 46,589 | 47,883 | 49,177 | 50,470 |

1. **Step 1: Find the GS base table for the year the employee earned their HPR.**
2. Jeremiah earned his HPR in 2002 as a GS-09 step 2 in San Diego, so get the 2002 GS base table. Jeremiah’s HPR is $35,599.

| **2002** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 09 | 34,451 | 35,599 | 36,747 | 37,895 | 39,043 | 40,191 | 41,339 | 42,487 | 43,635 | 44,783 |

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.**
3. We’re filling a GS-07 position so take the same GS Base table and slot his HPR ($35,599) into grade 07 on the 2002 GS Base Table.

| **2002** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 07 | 28,164 | 29,103 | 30,042 | 30,981 | 31,920 | 32,859 | 33,798 | 34,737 | 35,676 | 36,615 |

1. $35,599 falls between step 8 and step 9 so pay may be set as high as step 9, based upon HPR.
2. **Step 3: 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.
5. Pay may be set as high as step 9, based on HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 07 | 44,075 | 45,545 | 47,014 | 48,484 | 49,953 | 51,423 | 52,893 | 54,362 | 55,832 | 57,302 |

## **SPECIAL RATE AS HPR**

**Q:** Can a special rate be approved as HPR?

**A:** Only under very narrow regulatory conditions. A special rate may be used as the HPR when all of the following conditions are met:

1. The employee is reassigned to another position within the same agency at the same grade level;
2. The special rate is the employee’s rate of basic pay immediately before the reassignment; and
3. The agency CHCO, determines in writing that the employee’s contributions to the program of the agency will be greater in the position to which the employee is being reassigned.

### Special Rate as HPR

Andrea is a GS-2210-09 step 8 in Denver, CO and is paid from Special Rate Table 999D. She is reassigned to a GS-0201-09 position in the same area. The HR Director officially determines Andrea’s contributions to the program will be greater in the position to which she is being reassigned to and has approved HPR to be based upon her special rate.

| **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 |

1. **Step 1: Ensure All Criteria Have Been Met.**
2. Ensure the employee is reassigned to another position within the agency at the same grade; the special rate is the employee’s salary immediately before the reassignment; and the HR Director officially determines the employee’s contributions to the program will be greater in the position to which the employee is being reassigned, in writing.
3. All three of the conditions have been met.
4. **Step 2: Slot the Pay.**
5. Since the HPR is a special rate, and the HR Director approved the use of the special rate, we use the locality table (not the base table).
6. Get the locality table that applies to a GS-0201-09 position in Denver.
7. Slot the $70,949 directly into grade 09 in the Denver locality table.
8. $70,949 exceeds step 10. (Andrea was approved to use the special rate as her HPR but she wasn’t approved for pay retention).
9. Step 10 is the maximum rate we can pay Andrea.

| **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 |

1. **Step 3: Set the Pay.** Pay is set at GS-0201-09 step 10, $70,089, Denver locality, based upon HPR.

## **HPR BASED ON NON-GS POSITION**

Base Table vs. Locality Table

**Q:** So far, we’ve used the GS Base Table to determine the HPR. Is there ever a time when we can use the locality table to determine the HPR?

**A:** Yes. The **only time** we can use a locality table to determine HPR is for:

* Non-GS employees; and
* When a special rate has been approved for HPR.

### Pay Banding to GS Position

On November 12, 2017, Heather is selected for a GS-201-12 position in Albuquerque.

* She earned her HPR at DOD in 2017 under a pay banding system as a YA-0201-3, Supervisory HR Specialist.
* Earning $83,090 annually in Los Angeles, CA.
* Heather received her last equivalent increase on August 7, 2017.

1. **Step 1: Find the locality table (not the GS base table) for the year the employee earned their HPR.**
   1. Heather’s HPR is $83,090.
   2. She earned her HPR in Los Angeles in 2017.
   3. Get the 2017 Los Angeles locality table.
   4. We are filling a GS-12 position.
   5. Slot $83,090 into grade 12 on the 2017 Los Angles locality table.
   6. $83,090 falls between step 1 and step 2.
   7. GS-12 step 2 is the employee’s MPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 12 | 81,319 | 84,030 | 86,741 | 89,452 | 92,163 | 94,874 | 97,585 | 100,296 | 103,007 | 105,718 |

If the pay-banding rate was earned in the same year and in the same area as the position you’re filling, then this would be the end.

But in our example, the employee earned her HPR in Los Angeles and we’re filling a position in Albuquerque, so we need to crosswalk the grade and step to the ABQ locality table.

1. **Step 2: Crosswalk the grade and step to the locality pay table for the employee’s official duty station in the current year.**
   1. Crosswalk the GS-12 step 2 from the LA locality table to the ABQ locality table.
   2. Pay may be set anywhere between GS-12 step 1 and 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 12 | 72,356 | 74,768 | 77,180 | 79,593 | 82,005 | 84,417 | 86,829 | 89,241 | 91,654 | 94,066 |

1. **Step 3: Date of Last Equivalent Increase Determination.** 
   1. Even if the employee receives an increase in pay when they move from non-GS to GS, the pay increase is not considered an equivalent increase because the personnel action must have occurred within the same pay system.
2. Look at the waiting period for the step you just set the employee’s pay at.
3. Contact the losing agency if needed to determine when the employee’s last equivalent increase occurred.
   1. If the employee received an equivalent increase during the waiting period from above, then we begin a new WGI waiting period from that date.
   2. If the employee was continuously employed during that waiting period before moving to the GS pay system and if they did not receive an equivalent increase within the waiting period, then we need to give them credit for their creditable service and pay would be set at a step higher. Remember, HPR is discretionary but WGI waiting periods are not.
   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 non-GS.
4. Heather received her last equivalent increase on August 7, 2017. We are planning on setting her pay at GS-12 step 2 and the waiting period to move from step 2 to step 3 is 52 weeks.
5. Heather did not receive an equivalent increase during the 52-week waiting period (August 7, 2017 to her EOD date); therefore, her new WGI waiting period begins on August 7, 2017.
6. Adjusted WGI SCD date **08-07-2017**

*For example, if an employee received an equivalent increase in the non-GS pay system on 01/31/16, we hired them 2 years later on 05/05/18 and are planning on setting their pay at step 4, and the waiting period to move from step 4 to step 5 is 104 weeks; the employee met the 104 week waiting period between receiving their last equivalent increase under the non-GS system and the date we hired them. Therefore, pay would be set at step 4 and then process a WGI to step 5 effective the same date.*

#### Ex. 27 Worksheet

| Steps | **HPR Worksheet**  **Non-GS to GS**  *Use this worksheet when HPR is based on a non-GS position, e.g., the Postal Service or Pay Banding.* |
| --- | --- |
| **Step 1** | **Find the Locality Table (not the Base Table) for the Year the Employee Earned Their HPR:**   1. Year: **2012** 2. Locality where HPR was earned: **Los Angeles** 3. Series: **0201** 4. Salary: **$83,090** 5. Series and grade level of the position you’re filling: Series: **0201** Grade: **12** 6. 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 Locality Table and Slot the Pay into the Grade of the Position you are Filling.**   1. Take the salary from Step 1 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. 4. This is the maximum payable rate we can pay the employee.   Grade: **12** Step: **2** |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply, then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at:  Pay Table: **ABQ** Series: **0201** Grade: **12** Step: **2** Salary: **$74,768** |
| **Step 4** | **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 Non-GS to GS, the pay increase is not considered an equivalent increase.   1. Date of last equivalent increase under the non-GS system (contact the losing agency if it’s not on the SF-75 to determine when the employee’s last equivalent increase occurred): **08-07-2017** 2. What is the EOD? **11-12-2017** 3. What is the waiting period for the step you just set the employee’s pay at (52; 104; or 156 weeks)? **52 weeks** 4. Was the employee continuously employed during date of last equivalent increase under the non-GS pay system and the EOD to the agency? Y: **X** N:\_\_\_ 5. Was the waiting period (c) fulfilled between date of last equivalent increase (a) and the EOD (c)? Y:\_\_\_ N: **X**     1. If yes, then set pay at one step higher based upon filling the WGI requirements.    2. If no, then 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 non-GS. |

### Pay Banding to GS Position with Geographic Conversion

On December 11, 2016, Anita applies for and is selected for a GS-201-09 position in Albuquerque. She is currently a GS-462-05 step 1 with the Park Service; however, she earned her HPR in 2013 while under the NSPS pay-banding system as a YA-2, HR Specialist earning $68,204 annually, with an official worksite in Fort Belvoir (DCB locality). DOD did not convert the employee from a pay band to a GS equivalent. Anita received her last equivalent increase on August 7, 2016.

1. **Step 1: Find the locality table (not the GS base table) for the year the employee earned their HPR.**
2. Anita’s HPR is $68,204.
3. She earned her HPR in DCB in 2013.
4. Get the 2013 DCB locality table.
5. We are filling a GS-09 position.
6. Slot $68,204 into grade 09 on the 2013 DCB locality table.
7. $68,204 falls above step 10.
8. GS-09 step 10 is the employee’s MPR.

| **2013** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 51,630 | 53,350 | 55,070 | 56,791 | 58,511 | 60,232 | 61,952 | 63,673 | 65,393 | 67,114 |

If the pay-banding rate was earned in the same year and in the same area as the position you’re filling, then this would be the end.

But in our example, the employee earned her HPR in DCB and we’re filling a position in Albuquerque so we need to crosswalk the grade and step to the ABQ locality table.

1. **Step 2: Crosswalk the grade and step to the locality pay table for the employee’s official duty station in the current year.**
   1. Crosswalk the GS-09 step 10 from the DCB locality table to the ABQ locality table.
   2. Pay may be set anywhere between GS-09 step 1 and step 10, 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 | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. **Step 3: Date of Last Equivalent Increase Determination.** 
   1. Even if the employee receives an increase in pay when they move from non-GS to GS, the pay increase is not considered an equivalent increase because the personnel action must have occurred within the same pay system.
2. Look at the waiting period for the step you just set the employee’s pay at.
3. Contact the losing agency if needed to determine when the employee’s last equivalent increase occurred.
   1. If the employee received an equivalent increase during the waiting period from above, then we begin a new WGI waiting period from that date.
   2. If the employee was continuously employed during that waiting period before moving to the GS pay system and if they did not receive an equivalent increase within the waiting period, then we need to give them credit for their creditable service and pay would be set at a step higher. Remember, HPR is discretionary but WGI waiting periods are not.
4. Anita received her last equivalent increase on August 7, 2016. We are planning on setting her pay at GS-09 step 10. She will be at the top step and there are no more steps for her to receive a WGI, but we still need to adjust her WGI SCD in NFC.
5. Adjusted WGI SCD date **08-07-2017.**
6. 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.

### Postal Employee to GS Position

On August 19, 2018, Julie, an ES-1035-13 Postal Employee in Virginia Beach, FL (RUS) earning $132,321 annually, applies for and is selected for a GS-1035-14 position in Vallejo, CA (SF). USPS didn’t convert Julie’s position to a GS equivalent but based upon her SF-50 and confirmation from the HR Office at USPS, Julie received her last equivalent increase on 12-11-2017.

*This employee is moving from the lowest pay locality (RUS) to the highest pay locality (SF) and if we use HPR to set her pay, she could receive a $30k increase in pay. This is precisely why we always counsel the hiring manager with their pay-setting options under HPR (pay may be set anywhere between GS-14 step 1 and step 10, based upon HPR) because the hiring manager may not want to approve such a huge increase in pay.*

1. **Step 1: Find the locality table (not the GS base table) for the year the employee earned their HPR.**
2. Julie’s HPR is $132,321.
3. She earned her HPR in RUS in 2018.
4. Get the 2018 RUS locality table.
5. We are filling a GS-14 position.
6. Slot $132,321 into grade 14 on the 2018 RUS locality table.
7. $132,321 falls between step 9 and step 10.
8. GS-14 step 10 is the employee’s MPR.

| 2018 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 14 | 103,106 | 106,543 | 109,980 | 113,417 | 116,854 | 120,291 | 123,727 | 127,164 | 130,601 | 134,038 |

If the pay-banding rate was earned in the same year and in the same area as the position you’re filling, then this would be the end.

But in our example, the employee earned her HPR in Florida (RUS) and we’re filling a position in Vallejo (SF) so we need to crosswalk the grade and step to the SF locality table.

1. **Step 2: Crosswalk the grade and step to the locality pay table for the employee’s official duty station in the current year.**
   1. Crosswalk the GS-14 step 10 from the RUS locality table to the SF locality table.
   2. Pay may be set anywhere between GS-14 step 1 and step 10, based upon HPR.

| 2018 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SF** | 14 | 124,475 | 128,624 | 132,773 | 136,922 | 141,071 | 145,220 | 149,369 | 153,519 | 157,668 | 161,817 |

* 1. The HR Specialist counseled the hiring manager and let them know the employee was earning $132,321 at the Postal Service; however, we can set their pay as high as $161,817 based upon HPR. The hiring manager decided to set pay at step 3 because it was a slight increase in pay, the employee wouldn’t receive a $30k increase in pay, and step 3 was within their budget. The hiring manager was very pleased with the service she received from the HR Specialist for going above and beyond and notified her supervisor of such a great job she was doing.
  2. Pay is set at GS-14 step 3, $132,773, SF locality, based upon HPR.

| 2018 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SF** | 14 | 124,475 | 128,624 | 132,773 | 136,922 | 141,071 | 145,220 | 149,369 | 153,519 | 157,668 | 161,817 |

1. **Step 3: Date of Last Equivalent Increase Determination.** 
   1. Even if the employee receives an increase in pay when they move from non-GS to GS, the pay increase is not considered an equivalent increase because the personnel action must have occurred within the same pay system.
2. Look at the waiting period for the step you just set the employee’s pay at.
3. Contact the losing agency if needed to determine when the employee’s last equivalent increase occurred.
   1. If the employee received an equivalent increase during the waiting period from above, then we begin a new WGI waiting period from that date.
   2. If the employee was continuously employed during that waiting period before moving to the GS pay system and if they did not receive an equivalent increase within the waiting period, then we need to give them credit for their creditable service and pay would be set at a step higher. Remember, HPR is discretionary but WGI waiting periods are not.
4. Andrea received her last equivalent increase on September 4, 2016. We are planning on setting her pay at GS-07 step 9 and the waiting period to move from step 9 to step 10 is 156 weeks.
5. Andrea did not receive an equivalent increase during the 156-week waiting period (September 4, 2016 to her EOD date); therefore, her new WGI waiting period begins on September 4, 2016.
6. Adjusted WGI SCD date **12-11-2017.**
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.

#### Ex. 29 Worksheet

| Steps | **HPR Worksheet**  **Non-GS to GS**  *Use this worksheet when HPR is based on a non-GS position, e.g., the Postal Service or Pay Banding.* |
| --- | --- |
| **Step 1** | **Find the Locality Table (not the Base Table) for the Year the Employee Earned Their HPR:**   1. Year: **2018** 2. Locality where HPR was earned: **Virginia Beach, FL (RUS)** 3. Series: **1035** 4. Salary: **$132,321** 5. Series and grade level of the position you’re filling: Series: **1035** Grade: **14** 6. 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 Locality Table and Slot the Pay into the Grade of the Position you are Filling.**   1. Take the salary from Step 1 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. 4. This is the maximum payable rate we can pay the employee.   Grade: **14** Step: **10** |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at: ***Hiring manager approved pay to be set at step 3.***  Pay Table: **SF** Series: **1035** Grade: **14** Step: **3** Salary: **$132,773** |
| **Step 4** | **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 Non-GS to GS, the pay increase is not considered an equivalent increase.   1. Date of last equivalent increase under the non-GS system (contact the losing agency if it’s not on the SF-75 to determine when the employee’s last equivalent increase occurred): **12-11-2017** 2. What is the EOD? **08-19-2018** 3. What is the waiting period for the step you just set the employee’s pay at (52; 104; or 156 weeks)? **104 weeks** 4. Was the employee continuously employed during date of last equivalent increase under the non-GS pay system and the EOD to the agency? Y: **X** N:\_\_\_ 5. Was the waiting period (c) fulfilled between date of last equivalent increase (a) and the EOD (c)? Y:\_\_\_ N: **X**     1. If yes, then set pay at one step higher based upon filling the WGI requirements.    2. If no, then 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 non-GS. |

### Pay Banding to GS Position w/Geographic Conversion

In 2014, Mandy is a SV-1802-07-00, Supervisory Transportation Security Officer (Screener), at TSA, earning $59,942 annually, with an official worksite in Raleigh, NC. Mandy applies for and is selected for a GS-0201-09, HR Specialist position in Ft. Worth, Texas. TSA did not convert the employee from a pay band to a GS equivalent but based upon her SF-50 and confirmation from the HR Office at TSA, Mandy received her last equivalent increase on September 4, 2016. Pay retention does not apply.

* $51,104 - Basic Pay
* $8,838 - Locality Adjustment
* $59,942 - Total Salary
* Pay Rate Determinant Code – 0

1. **Step 1: Find the locality table (not the GS base table) for the year the employee earned their HPR.**
2. Mandy’s HPR is $59,942.
3. She earned her HPR in Raleigh, NC in 2014.
4. Get the 2014 Raleigh, NC locality table.
5. We are filling a GS-09 position.
6. Slot $59,942 into grade 09 on the 2014 Raleigh locality table.
7. $59,942 falls between step 7 and step 8.
8. GS-09 step 8 is the employee’s MPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RAL** | 09 | 49,384 | 51,030 | 52,676 | 54,321 | 55,967 | 57,613 | 59,259 | 60,905 | 62,550 | 64,196 |

If the pay-banding rate was earned in the same year and in the same area as the position you’re filling, then this would be the end. But in our example, the employee earned her HPR in Raleigh in 2014 and we’re filling a position in Ft. Worth, TX so we need to crosswalk the grade and step to the DFW locality table.

1. **Step 2: Crosswalk the grade and step to the locality pay table for the employee’s official duty station in the current year.**
   1. Crosswalk the GS-09 step 8 from the Raleigh locality table to the DFW locality table.
   2. Pay may be set anywhere between GS-09 step 1 and step 8, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DFW** | 09 | 50,656 | 52,344 | 54,032 | 55,721 | 57,409 | 59,097 | 60,785 | 62,473 | 64,161 | 65,850 |

1. **Step 3: Date of Last Equivalent Increase Determination.** 
   1. Even if the employee receives an increase in pay when they move from non-GS to GS, the pay increase is not considered an equivalent increase because the personnel action must have occurred within the same pay system.
2. Look at the waiting period for the step you just set the employee’s pay at.
3. Contact the losing agency if needed to determine when the employee’s last equivalent increase occurred.
   1. If the employee received an equivalent increase during the waiting period from above, then we begin a new WGI waiting period from that date.
   2. If the employee was continuously employed during that waiting period before moving to the GS pay system and if they did not receive an equivalent increase within the waiting period, then we need to give them credit for their creditable service and pay would be set at a step higher. Remember, HPR is discretionary but WGI waiting periods are not.
4. Mandy received her last equivalent increase on September 4, 2016. We are planning on setting her pay at GS-09 step 8 and the waiting period to move from step 8 to step 9 is 156 weeks.
5. Mandy did not receive an equivalent increase during the 156-week waiting period (September 4, 2016 to her EOD date); therefore, her new WGI waiting period begins on September 4, 2016.
6. Adjusted WGI SCD date **09-04-2016.**
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.

### Army and Air Force Exchange Service to GS Position

James is a store clerk at the Army and Air Force Exchange Service (AAFES) in Portland, OR, earning $56,040 annually. On September 2, 2018, he was selected from a Demo announcement for a GS-1184-09 Program Specialist position. James provided a letter from HR at AAFES stating that his employment with them was equivalent to a GS-09 step 3 and the hiring manager wants to set pay at step 3 based upon HPR.

**Q:** Can his pay be set at GS-09 step 3 based upon HPR?

**A: No.** An employee paid from non-appropriated funds of the AAFES is not deemed an employee for the purpose of laws administered by OPM because of the nature of their duties. Therefore, an AAFES employee would not be eligible for HPR. *(5 U.S.C. 2105)*

**Q:** The employee also previously worked at the State Department under the FP pay plan in 2016 earning $55,700 as an intermittent employee. Can I base HPR upon the position he held at the State Department?

**A: No.** HPR may only be based upon a rate received while serving on a regular tour of duty (full-time or part-time). HPR may not be based upon a rate earned as an intermittent employee.

### Secretary of Senate to GS Position

In April 2017, Aaron is selected for a GS-301-14 position in Washington, DC. Aaron had worked for the House of Representatives from 2008 to 2012, earning $121,595 annually. Aaron is currently working for a private firm. HPR has been approved by the agency for this action.

If an employee is paid by the Secretary of the Senate or the Chief Administrative Officer of the House (formerly the Clerk of the House), they must have 2 years of employment for the rate to be used as HPR. The employment doesn’t have to be current, doesn’t have to be consecutive, and the rate doesn’t have to be held for 2 years. Sometimes Congressional employees may be given large increases in pay for brief periods of time (for example, they are losing their position because a Member of Congress has lost an election). In such a case, the higher rate earned for a short time may be used as the HPR as long as the total employment was at least 2 years.

As long as Aaron was employed with the Secretary of the Senate for 2 years then HPR may be used.

1. **Step 1: Find the locality table (not the GS base table) for the year the employee earned their HPR.**
2. Aaron’s HPR is $121,595.
3. He earned his HPR in Washington, DC in 2012.
4. Get the 2012 DCB locality table.
5. We are filling a GS-14 position.
6. Slot $121,595 into grade 14 on the 2012 DCB locality table.
7. $121,595 falls between step 5 and step 6.
8. GS-14 step 6 is the employee’s MPR.

| 2012 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 105,211 | 108,717 | 112,224 | 115,731 | 119,238 | 122,744 | 126,251 | 129,758 | 133,264 | 136,771 |

1. **Step 2: Crosswalk the grade and step to the locality pay table for the employee’s official duty station in the current year.**
   1. Crosswalk the GS-14 step 6 to the DCB table in the current year.
   2. Pay is set at GS-14 step 6, $130,692, DCB locality, 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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 112,021 | 115,755 | 119,489 | 123,223 | 126,958 | 130,692 | 134,426 | 138,160 | 141,895 | 145,629 |

1. **Step 3: Date of Last Equivalent Increase Determination.** The employee had a break in service so his SCD is the same as his EOD.

## FEDERAL WAGE SYSTEM

### FWS to GS: Change to Lower Grade

On February 7, 2016, Garrett is a WS-5716-5 step 5 and he requested placement in a GS-455-05 position. Both positions are located in Phoenix, AZ. Garrett earned his WGI to step 5 on September 6, 2015.

| **2015** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PHX** | 5 | 23.12 | 24.07 | 25.04 | 26.01 | 26.96 |

1. **Step 1: Provide the GS Position you are Filling**. List the series and grade level of the position you’re filling: *GS-455-05*
2. **Step 2: Geographic Conversion.** *None.*
3. **Step 3: HPR** 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*
4. **Step 4: Annualize the Hourly Rate.** *$26.96 x 2087 = $56,266*
5. **Step 5: Slot the Pay**.
6. Find the locality table and special rate table (if applicable) that apply to the position you’re filling.
7. Garrett’s annualized salary ($56,992) exceeds step 10 of the new position.
8. Pay may be set anywhere between step 1 and step 10, based upon HPR.
9. Pay is set at GS-05 step 10, $43,030, Phoenix locality, based upon HPR.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHX** | 05 | 33,100 | 34,204 | 35,307 | 36,410 | 37,514 | 38,617 | 39,720 | 40,823 | 41,927 | 43,030 |

1. **Step 6: Identify the NOA that is Taking Place.**
2. Compare the FWS salary to the GS salary.
3. The FWS rate is $56,266:

*$26.96 x 2087 = $56,266*

1. The GS rate is $43,030.
2. Since the move results in a decrease in pay, the NOA is a change to lower grade. There is no entitlement to pay retention.
3. **Step 7: Date of Last Equivalent Increase Determination**.
4. Even if the employee receives an increase in pay when they move from non-GS to GS, the pay increase is not considered an equivalent increase because the personnel action must have occurred within the same pay system.
5. Look at the waiting period for the step you just set the employee’s pay at.
6. Contact the losing agency if needed to determine when the employee’s last equivalent increase occurred.
7. If the employee received an equivalent increase during the waiting period from above, then we begin a new WGI waiting period from that date.
8. If the employee was continuously employed during that waiting period before moving to the GS pay system and if they did not receive an equivalent increase within the waiting period, then we need to give them credit for their creditable service and pay would be set at a step higher. Remember, HPR is discretionary but WGI waiting periods are not.
9. Garret received his last equivalent increase under the FWS on September 6, 2015. We are planning on setting his pay at GS-05 step 10. He will be at the top step and there are no more steps for him to receive a WGI, but we still need to adjust his WGI SCD in NFC.
10. Adjusted WGI SCD date **09-06-2015**
11. 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. 33 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 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: **0455** Grade: **05** |
| **Step 2** | **Current FWS Salary:**  Pay Table: **PHX** (WG/L/S): **WS** Series: **5716** Grade: **05** Step: **5** Hourly Rate: **$26.96** |
| **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: **X**  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 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: **$26.96** |
| **Step 5** | **Annualize the Hourly Rate.**  Multiply the FWS hourly rate by 2087 to determine the annual rate: **$56,266** |
| **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: **PHX** Series: **0455** Grade: **05** Step: **10** Salary: **$43,030** |
| **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: **$56,266** 3. GS rate: **$43,030** 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 change to lower grade. 6. If there is no change in pay, the NOA is a reassignment. 7. NOA: **Change to lower grade** |
| **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:\_\_ 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:\_\_\_ 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 FWS. |

### FWS to GS: Promotion w/Geographic Conversion

*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).*
4. HPR hourly rate: *$34.20*
5. **Step 4: Annualize the Hourly Rate**. Multiply the hourly rate by 2087 to determine the annual rate: *$34.20 x 2087 = $71,375*
6. **Step 5: Slot the Pay**.
7. 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. 34 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 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: **0201** Grade: **11** |
| **Step 2** | **Current FWS Salary:**  Pay Table: **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: Pay Table: **PX** Grade: **10** Step: **2** Hourly Rate: **$34.20**  To: Pay Table: **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. This is the maximum payable rate we can pay the employee. 4. 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. |

### FWS to GS: From Special Rate

On August 19, 2018, Christy is a XA-4742-8 step 2, Utility Systems Repairer Operator at the National Park Service in Gatlinburg, TN. NPS has a special rate table that applies to WG-4742 employees in TN, but the special rate table does not apply to the USDA.

Christy applies for and is selected for a GS-0462-09 position in North Carolina. She earned her WGI to step 2 on 07-09-17.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **AC-0125R** | 8 | 21.37 | 22.27 | 23.10 | 24.07 | 24.93 |

1. **Step 1: Provide the GS Position you are Filling**. List the series and grade level of the position you’re filling: *GS-0462-09*
2. **Step 2: Geographic Conversion.** Apply the geographic conversion rule. A special rate table applies to the NPS in Tennessee but only the Central North Carolina (RUS) wage table apples in North Carolina. $21.07 is the employee’s converted rate.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **AC-0125R** | 8 | 21.37 | 22.27 | 23.10 | 24.07 | 24.93 |
| **NC** | 8 | 20.18 | 21.07 | 21.93 | 22.78 | 23.59 |

1. **Step: HPR** 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*

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).*

1. **Step 4: Annualize the Hourly Rate.** Since we have been authorized to use HPR and under the FWS, HPR is either your current rate or the rate after geographic conversion. Since the current rate is higher, we will use that as her HPR.

*$22.27 x 2087 = $46,477*

1. **Step 5: Slot the Pay**.
   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling.
   2. Christy’s annualized salary ($46,477) falls below step 1 of the new position.
   3. Pay is set at GS-0462-09 step 1, $50,598 (RUS).

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 50,598 | 52,285 | 53,971 | 55,658 | 57,345 | 59,031 | 60,718 | 62,405 | 64,091 | 65,778 |

1. **Step 6: Identify the NOA that is Taking Place.**
2. Compare the FWS salary to the GS salary.
3. The FWS rate is $46,477.
4. The GS rate is $50,598.
5. Since the move results in an increase in pay, the NOA is a promotion.
6. **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.
7. Date of last equivalent increase under the FWS: **07-09-17**
8. 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**
9. 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 FWS.

#### Ex. 35 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 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: **0462** Grade: **09** |
| **Step 2** | **Current FWS Salary:**  Pay Table: **Table AC-0125R** (WG/L/S): **XA** Series: **4742**  Grade: **08** Step: **2** Hourly Rate: **$22.27** |
| **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: **TN** Grade: **8** Step: **2** Hourly Rate: **$22.27**  To: Pay Table: **NC(RUS)** Grade: **8** Step: **2** Hourly Rate: **$21.07** |
| **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: **$22.27** |
| **Step 5** | **Annualize the Hourly Rate.**  Multiply the FWS hourly rate by 2087 to determine the annual rate: **$46,477** |
| **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. This is the maximum payable rate we can pay the employee. 4. 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: **RUS** Series: **0462** Grade: **09** Step: **1** Salary: **$50,598** |
| **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: **$46,477** 3. GS rate: **$50,598** 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 change to lower grade. 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: **07-09-17** 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 FWS. |

### GS to FWS: Change to Lower Grade

On February 7, 2016, Ellie, a GS-455-09 step 5 ($55,505) is selected for a WG-5716-9 position. Both positions are located in Albuquerque. Ellie earned her WGI to step 5 on September 6, 2015.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: Determine the NOA**.
3. Compare the representative rates to determine the NOA:
4. The representative rate for the GS grade is $25.81:

$53,873 / 2087 = $25.81

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. The representative rate for the FWS grade is $23.52.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 9 | 22.59 | 23.52 | 24.47 | 25.41 | 26.35 |

1. Since the representative rate for the FWS grade is lower than the GS grade, the move is a change to lower grade. (If the representative rate for the FWS grade was higher than the GS grade, then the NOA would be a promotion and the FWS 4% promotion rules would be used to set pay).
2. **Step 3: Convert to Hourly Rate**.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. Convert the GS-09 step 5 salary to an hourly rate:

$55,505/2087 = $26.60

1. **Step 4: Slot the Pay.**
2. Ellie’s existing hourly rate of pay ($26.60) exceeds the maximum step of the new position.
3. Pay may be set as high as step 5, based upon HPR.
4. Pay is set at WG-9 step 5, based upon HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 9 | 22.59 | 23.52 | 24.47 | 25.41 | 26.35 |

1. **Step 5: Date of Last Equivalent Increase Determination.**
2. 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.
3. List the date of the employee’s last equivalent increase under the GS: **09-06-15**
4. Ellie’s last equivalent increase is when she received her step increase from WG-9 step 4 to step 5 on September 6, 2015. If pay is set at step 10, based upon HPR, then the employee is no longer eligible for WGIs.
5. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

#### Ex. 36 Worksheet

| Steps | **FWS Worksheet**  **GS to FWS: Change to Lower Grade**  *Use this worksheet when an employee moves from a GS position to a FWS position and the nature of action is a change to lower grade.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table: **ABQ** Series: **0455** Grade: **09** Step: **5** Salary: **$55,055** |
| **Step 2** | **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: **X**  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 3** | **FWS Position you are Filling.**   1. List the series and grade level of the position you’re filling:   (WG/L/S): **WG** Series: **5716** Grade: **9**   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:\_\_\_ |
| **Step 4** | **Determine the Nature of Action (NOA).**   1. Compare representative rates to determine the NOA when a FWS employee moves to a GS position. 2. GS representative rate (step 4 of the current grade): **$53,873** 3. Convert to hourly rate (divide by 2087): **$25.81** 4. FWS representative rate (step 2 of grade you’re filling): **$23.52** 5. Compare the rates. 6. If the representative rate for the GS position is lower than the rep. rate for the FWS position, then the NOA is a change to lower grade. 7. If the representative rate for the GS position is higher than the rep. rate for the FWS position, then STOP and use the *“GS to FWS: Promotion”* worksheet. |
| **Step 5** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary (after geographic conversion, if applicable) by 2087 to determine the hourly rate (round up or round down): **$26.60** |
| **Step 6** | **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 GS hourly rate (from Step 5) and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade, then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee.   Pay is set at:  Pay Table: **ABQ** (WG/L/S): **WG** Series: **5716** Grade: **9** Step:**5** Hourly Rate: **$26.35** |
| **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: **09-06-15** 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. |

### GS to FWS: Change to Lower Grade

On February 7, 2016, Jerry, a GS-455-07 step 1 in Silver City, NM applied for and was selected for a WG-5716-5 position in the same area. Jerry earned his WGI to step 5 on September 6, 2015.

| **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 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Determine the NOA**.
3. Compare the representative rates to determine the nature of action.
4. The representative rate for the GS grade is $21.10

$44,036 / 2087 = $21.10

| **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 |

1. The representative rate for the FWS grade is $15.89.

| **2015** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 5 | 15.25 | 15.89 | 16.53 | 17.16 | 17.79 |

1. Since the representative rate for the FWS grade is lower than the GS grade, the NOA is a change to lower grade.
2. **Step 3: Convert to Hourly Rate**. Convert the GS-07 step 1 salary to an hourly rate:

*$40,033 / 2087 = $19.18*

| **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 |

1. **Step 4: Slot the Pay.**
2. Jerry’s existing hourly rate of pay ($19.18) exceeds the maximum step of the new position.
3. Pay may be set as high as step 5, based upon HPR.
4. Pay is set at WG-5 step 5, based upon HPR.

| **2015** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 5 | 15.25 | 15.89 | 16.53 | 17.16 | 17.79 |

1. **Step 5: Date of Last Equivalent Increase Determination**
2. 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.
3. List the date of the employee’s last equivalent increase under the GS: 09-06-15
4. Jerry’s last equivalent increase is when he received his step increase from WG-9 step 4 to step 5 on September 6, 2015. If pay is set at step 10, based upon HPR, then the employee is no longer eligible for WGIs.
5. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

### GS to FWS: Change to Lower Grade

On February 7, 2016, Patty, a GS-455-09 step 5, is selected for a WG-5716-9 position. Both positions are located in Albuquerque. Patty earned her WGI to step 5 on September 6, 2015.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. **Step 1: Geographic Conversion.** *None*
2. **Step 2: Determine the Nature of Action**.
   1. Compare the representative rates to determine the NOA:

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. The representative rate for the GS grade is $25.81:

*$53,873/2087 = $25.81*

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 9 | 22.59 | 23.52 | 24.47 | 25.41 | 26.35 |

1. The representative rate for the FWS grade is $23.52.
   1. Since the representative rate for the FWS grade is lower than the GS grade, the move is a change to lower grade. (If the representative rate for the FWS grade was higher than the GS grade, then the NOA would be a promotion and the FWS 4% promotion rule would be used to set pay).
2. **Step 3: Convert to Hourly Rate.** Convert the GS-09 step 5 salary to an hourly rate:

*$55,505/2087 = $26.60*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. **Step 4: Slot the Pay.** 
   1. Find the pay table that applies to the position you’re filling, at the new location (if applicable).

*The Albuquerque WG-9 table applies*.

* 1. Slot the employee’s pay ($26.20) into the pay table.
  2. Patty’s existing hourly rate of pay ($26.60) exceeds the maximum step of the new position.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 9 | 22.59 | 23.52 | 24.47 | 25.41 | 26.35 |

1. **Step 5: Set the Pay.** Pay may be set as high as step 5, based upon HPR.
2. **Step 6: 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. Her last equivalent increase is when she received her step increase from GS-09 step 4 to step 5 on September 6, 2015.
   3. Date of last equivalent increase under the GS is **09-06-15.**
   4. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

### Reinstatement to GS Position: HPR Earned under a FWS Position

On March 19, 2017, Mark is being reinstated to a GS-10 position in the Albuquerque locality area. He earned his HPR in 2009 as a WG-11 step 3 in Albuquerque (break in service of more than 52 weeks).

| **2009** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 24.65 | 25.75 | 26.76 | 27.76 | 28.82 |

1. **Step 1: Annualize the Hourly Rate**.
2. Use the 2009 wage area table and convert to an annual rate:
3. $26.76 x 2087 = $55,848
4. **Step 2: Slot the Pay**.
5. Get the 2009 locality table and the special rate table (if applicable) that apply to the position you’re filling.
6. The RUS table applied to the GS position in 2009 (ABQ was not a locality table in 2009).
7. Slot his HPR ($55,848) into the 2009 RUS Locality table.
8. $55,848 falls between step 3 and step 4 on the 2009 RUS locality table.

| **2009** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 10 | 51,345 | 53,056 | 54,768 | 56,479 | 58,190 | 59,902 | 61,613 | 63,324 | 65,036 | 66,747 |

1. **Step 3: Crosswalk to Locality Table in Current Year**.
2. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year.
3. Crosswalk the GS-10 step 4 to the ABQ table.
4. Pay may be set as high as step 4, 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** | 10 | 54,946 | 56,778 | 58,610 | 60,442 | 62,274 | 64,106 | 65,937 | 67,769 | 69,601 | 71,435 |

1. **Step 4: Date of Last Equivalent Increase Determination**. The employee had a break in service of more than 52 weeks, therefore, his WGI waiting period begins with the date of his appointment on March 19, 2017.

## HPR PAY-SETTING WORKSHEETS

The following HPR worksheets 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.

### Worksheet 1: GS to GS

This will probably be the HPR worksheet you use most often. Use this worksheet when HPR is based on a GS position and the employee is moving into a GS position. Also applies if HPR is based on a GL position.

Do not use this worksheet if HPR was based on a FWS position or if HPR was based on other non-GS positions, such as pay banding or the Postal Service.

| Steps | **HPR Worksheet**  **General Schedule to General Schedule**  *Use this worksheet when you are filling a GS position and HPR is based on a GS position.* |
| --- | --- |
| **Step 1** | **Find the Base Table (not the locality table) for the Year the Employee Earned their HPR.**   1. Year:\_\_\_ 2. Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_ 3. Series and grade level of the position you’re filling: Series:\_\_\_ Grade:\_\_\_ 4. 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:\_\_\_ 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 1 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. 4. This is the maximum payable rate we can pay the employee.   Grade:\_\_\_ Step:\_\_\_ |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply, then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_ |
| **Step 4** | Staffer Name: Date: |

### Worksheet 2: Non-GS to GS

Use this worksheet when HPR is based on a non-GS position such as pay banding or the Postal Service. Do not use this worksheet if HPR was based on a FWS position.

| Steps | **HPR Worksheet**  **Non-GS to General Schedule**  *Use this worksheet when you’re filling a GS position and HPR is based on a non-GS position like the Postal Service or Pay Banding. No FWS.* |
| --- | --- |
| **Step 1** | **Find the Locality Table (not the Base Table) for the Year the Employee Earned Their HPR:**   1. Year:\_\_\_ 2. Locality where HPR was earned:\_\_\_ 3. Series:\_\_\_ 4. Salary: $\_\_\_ 5. Series and grade level of the position you’re filling: Series:\_\_\_ Grade:\_\_\_ 6. 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:\_\_\_ No:\_\_\_ |
| **Step 2** | **Use the Same Locality Table and Slot the Pay into the Grade of the Position you are Filling.**   1. Take the salary from Step 1 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. 4. This is the maximum payable rate we can pay the employee.   Grade:\_\_\_ Step:\_\_\_ |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply, then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_ |
| **Step 4** | **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 Non-GS to GS, the pay increase is not considered an equivalent increase.   1. Date of last equivalent increase under the non-GS system (contact the losing agency if it’s not on the SF-75 to determine when the employee’s last equivalent increase occurred):\_\_\_\_ 2. What is the EOD? \_\_\_\_ 3. What is the waiting period for the step you just set the employee’s pay at (52; 104; or 156 weeks)? \_\_\_weeks 4. Was the employee continuously employed during date of last equivalent increase under the non-GS pay system and the EOD to USDA? Y:\_\_\_ N:\_\_\_ 5. Was the waiting period fulfilled between date of last equivalent increase and the EOD? Y:\_\_\_ N:\_\_\_    1. If yes, then set pay at one step higher based upon filling the WGI requirements.    2. If no, then 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 non-GS. |
| **Step 5** | Staffer Name: Date: |

### Worksheet 3: The Windfall: Re-Promoted to Previous Grade

Use this worksheet when an employee takes a voluntary change to lower grade to a position with known promotion potential and the employee is re-promoted to their previous grade (e.g., a GS-09 to GS-07/09/11). Do not use this worksheet if the employee is demoted for cause.

| Steps | **HPR Worksheet**  **The Windfall: Re-Promoted to Previous Grade**  *Use this worksheet when the employee takes a voluntary change to lower grade to a position with known promotion potential and is re-promoted to their previous grade.* |
| --- | --- |
| **Step 1:** | **Use the Base Table (not the locality table) and Provide the Following Information:**   1. Provide the series, grade, and step of their current position:   Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_   1. Provide the series and grade level of the position you’re filling:   Series:\_\_\_ Grade:\_\_\_   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ |
| **Step 2:** | **Forecast What Their Pay Would be During Time of Demotion and Re-Promotion**.  The employee will likely be promoted in one year. Forecast what the employee’s pay would be in their current position, one year from now (or time of demotion and re-promotion), as if they never left their current position. Look at any WGIs the employee would have received during the year (the time of demotion and re-promotion).  If the employee remained in their current position (before the CLG), what would their pay likely be set at in one year? (Use the Base Table)  Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 3:** | **Set the Pay.**   1. Take the salary from Step 2 and find the highest step in the grade you’re filling that doesn’t exceed that rate.   Grade:\_\_\_ Step:\_\_\_   1. Subtract two steps from that rate *(because after we apply the two-step promotion rule, we will end up at the grade identified in Step 2).*   Step\_\_\_ – 2 = Step\_\_\_   1. Crosswalk to the locality table. 2. Pay is set at:   Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_  *In one year when the employee is re-promoted to their previous grade, they will return to their previous grade like they had never left the position and will not gain additional steps between the time of demotion and re-promotion.* |
| **Step 4** | Staffer Name: Date: |

### Worksheet 4: The Windfall: Change to Lower Grade into a Single Grade Slotting into a Two-Grade Career Path

Use this worksheet when an employee takes a voluntary change to lower grade to a position with known promotion potential, and when the employee is promoted, they will be promoted through their previous grade and to a higher grade than the grade of their current position (e.g., a GS-08 to GS-07/09/11). Do not use this worksheet if the employee is demoted for cause.

| Steps | **HPR Worksheet**  **The Windfall: CLG Single Grade Slotting into a Two-Grade Career Path**  *Use this worksheet when the employee takes a voluntary CLG to a position with known promotion potential, and when promoted, they will be promoted through their previous grade and to a higher grade than the grade of their current position.* |
| --- | --- |
| **Step 1:** | **Use the GS base table (not the locality table) and provide the following information:**   1. Provide the series, grade, and step of their current position:   Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_   1. Provide the series and grade level of the position you’re filling:   Series:\_\_\_ Grade:\_\_\_   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:\_\_\_ No:\_\_\_ |
| **Step 2:** | **Determine What Their Pay Would be if They Received a Direct Promotion.** Forecast what the employee’s pay would be in their current position, one year from now (or time of demotion and re-promotion), as if they never left their current position.   1. Look at any WGIs the employee would have received during the year (the time of demotion and re-promotion). If the employee had remained in their current grade their pay would have been:   Grade:\_\_\_ Step:\_\_\_   1. Now apply the two-step promotion rule. 2. Grade\_\_\_ step\_\_\_ + 2 steps = Grade\_\_\_ step\_\_\_ 3. Use the Base Table and slot the promotion entitlement directly into the higher grade. 4. In one year (or time of demotion and promotion), if we directly promoted the employee from their current grade to the higher grade, pay would be set at: Grade:\_\_\_ Step:\_\_\_ 5. This is the grade and step we want to end up at when the employee is promoted to the higher grade. |
| **Step 3:** | **Set the Pay.**   1. Get the Base Table and provide the salary for the grade and step identified from Step 2(b)(3).   $\_\_\_\_   1. Use the same Base Table and take the salary from (a) and find the highest step in the grade you’re filling that doesn’t exceed that rate.   Grade:\_\_\_ Step:\_\_\_   1. Subtract two steps from that rate *(because after we apply the two-step promotion rule, we will end up at the grade identified in Step 2(b)(3)).*   Grade:\_\_\_ Step:\_\_\_ – 2 = Grade:\_\_\_ Step:\_\_\_   1. Crosswalk to the locality table. 2. Pay is set at:   Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 4** | Staffer Name: Date: |

### Worksheet 5: Change to Lower Grade for Cause

Use this worksheet to determine how to set pay when an employee is demoted for cause and management wants to set pay higher than step 1. Do not use this worksheet if the employee is taking a voluntary change to lower grade. Employees must refer to their agency-specific policy when setting pay for change to lower grade for cause.

| Steps | **HPR Worksheet**  **Change to Lower Grade for Cause**  *Use this worksheet when an employee is being demoted for cause and management wants to set pay higher than step one.* |
| --- | --- |
| **Step 1** | **Find the Base Table (not the locality table) for the Year the Employee Earned their HPR.**   1. Year:\_\_\_ 2. Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_ 3. Series and grade level of the position you’re filling: Series:\_\_\_ Grade:\_\_\_ 4. 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:\_\_\_ No:\_\_\_ |
| **Step 2** | **Use the Same Base Table and Slot the Pay into the Grade of the Position you are Filling.** Employees must refer to their agency-specific policy when setting pay for change to lower grade for cause. OHRM policy is if an employee is changed to lower grade for cause, pay may be set as low as step 1 in the lower grade but if HPR is approved, the employee may not receive a pay increase.   1. Take the salary from Step 1 and slot the pay into the lowest step of the grade to fill that equals or is slightly less than that rate. 2. If the salary falls between two steps of the grade to fill, then use the lower step. The employee may not receive a pay increase when demoted for cause. 3. If the salary exceeds step 10 of the grade, then use step 10. 4. This is the maximum payable rate we can pay the employee.   Grade:\_\_\_ Step:\_\_\_ |
| **Step 3** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 2 and crosswalk it to the pay table. 3. If a locality and special rate table apply, then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary: $\_\_\_ |
| **Step 4** | Staffer Name: Date: |

### Worksheet 6: FWS to GS

Use this worksheet when an employee moves from a Federal Wage System (FWS) position to a General Schedule (GS) position. 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:**  Pay Table:\_\_\_ (WG/L/S):\_\_\_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: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 3. HPR hourly rate:$\_\_\_ |
| **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.**   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:$\_\_\_ 3. GS rate:$\_\_\_ 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 change to lower grade. 6. If there is no change in pay, the NOA is a reassignment. 7. 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 8** | Staffer Name: Date: |

### Worksheet 7: GS to FWS - Change to Lower Grade

Use this worksheet when an employee moves from a General Schedule (GS) position to a Federal Wage System (FWS) position and the nature of action is a change to lower grade. When moving from GS to FWS we compare representative rates to determine the nature of action. Do not use this worksheet if the nature of action is a promotion.

| Steps | **FWS Worksheet**  **GS to FWS: Change to Lower Grade**  *Use this worksheet when an employee moves from a GS position to a FWS position and the nature of action is a change to lower grade. Do not use this worksheet if the NOA is a promotion.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_ |
| **Step 2** | **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: $\_\_ |
| **Step 3** | **FWS Position you are Filling.** List the series and grade level of the position you’re filling:  (WG/L/S):\_\_\_ Series:\_\_\_Grade:\_\_\_ |
| **Step 4** | **Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ |
| **Step 5** | **Determine the Nature of Action (NOA).**   1. Compare representative rates to determine the NOA when a GS employee moves to a FWS position. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. FWS representative rate (step 2 of grade you’re filling):$\_\_\_ 5. Compare the rates. 6. If the representative rate for the FWS position is lower than the rep. rate for the GS position then the NOA is a change to lower grade. 7. If the representative rate for the FWS position is higher than the rep. rate for the GS position then STOP and use the *“GS to FWS: Promotion”* worksheet. |
| **Step 6** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary (after geographic conversion, if applicable) by 2087 to determine the hourly rate (round up or round down):$\_\_\_ |
| **Step 7** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the GS hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee. 6. Pay can be set anywhere between step 1 and the MPR, if the conditions for HPR have been met.   Pay is set at:  Pay Table:\_\_\_(WG/L/S):\_\_\_ Series:\_\_\_Grade:\_\_\_Step:\_\_\_Hourly Rate:$\_\_\_ |
| **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, 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: |