

Proposed classification requests and/or pay actions should not be communicated to employees until official communication of approval has been received from Central Human Resources (CHR) or Regional HR Office.

Classification Actions

Classification requests and corresponding pay changes are effective the beginning of the pay period following CHR or Regional HR approval.

Compensation Actions

Pay actions received in Central Human Resources (CHR) by the appointment guarantee date on the [Payroll calendar](#) are normally reviewed and processed for payment on the corresponding pay date.

See the [Retroactive Pay Increase Form](#) for information on retroactive pay.