

Total Rewards – Employee Compensation FAQ

1. My Current Pay Step/Pay Rate Information

Your current pay rate is available in Infor CloudSuite Employee (ESS). Select My Profile from the left navigation bar and click At A Glance to view your pay rate.

The screenshot shows the Infor HR Talent Employee Self Service interface. The top navigation bar includes a home icon, a user icon, and the text 'Infor HR Talent'. The left sidebar contains a search bar and a list of navigation options: Personal, My Profile (highlighted with a red box), Pay, Benefits, Deductions, Wellness, Leave, Total Rewards Statements, and Find A Coworker. The main content area displays the employee's profile, including a header with the employee's name and a 'My Profile' button. Below the header, there are several sections: 'At A Glance' (highlighted with a red box), 'Work Assignments', 'Personal Information', 'Tax Forms', 'Work Preferences', 'Employee Relations', 'Coaching', and 'Employment Letters'. The 'At A Glance' section shows the employee's current pay rate as 'USD' (highlighted with a red box and an arrow). Other fields visible include Employment ID, Badge Number, Organization Unit, Location (Jackson Default), Direct Manager, and Union.

For union employees, your current pay step is also available in ESS. Click Employee Home at the top. Under Work Assignment (bottom right), you will find your current pay step.

The screenshot shows the JHS Employee Self Service interface. The top navigation bar includes a home icon, a user icon, and the text 'Employee Infor HR Talent'. The left sidebar contains a search bar and a list of navigation options: Personal, My Profile, Pay, Benefits, Deductions, Wellness, Leave, Total Rewards Statements, Find A Coworker, Opportunities, To Do, and Outside Employment. The main content area displays the employee's profile, including a header with the employee's name and a 'Home' button (highlighted with a red box). Below the header, there are several sections: 'Profile', 'Important Dates', 'My Expiring Credentials', 'Absence Plan', and 'Work Assignment' (highlighted with a red box). The 'Work Assignment' section shows the employee's current pay step as 'STEP' (highlighted with a red box and an arrow). Other fields visible include Job Code, Job Code Description, My Direct Supervisor, My Indirect Supervisor, Shift, and Status.

2. Next Merit/Salary Increase

Human Recourses SharePoint page [Collective Bargaining Agreement \(CBA\)](#) links you to Employee Labor Relations Resources like your CBA. The corresponding CBA details all the steps for each job covered by the union and a table indicating how often the merit increase occurs.

If your job classification is non-union, then your merit date will be indicated on Employee Home page in Infor, under “Important Dates” section (see screenshot above).

Where can I find my next merit date?

The date of your next merit increase, is available on Infor Cloud Suite Employee (ESS), click Employee Home at the top under “Important Dates” section. You can see the full merit date on the left navigation bar, select My Profile. See the date under Dates & Service.

Who is eligible for a merit increase or why is my date blank?

All employees are eligible for a merit increase with the exception of:

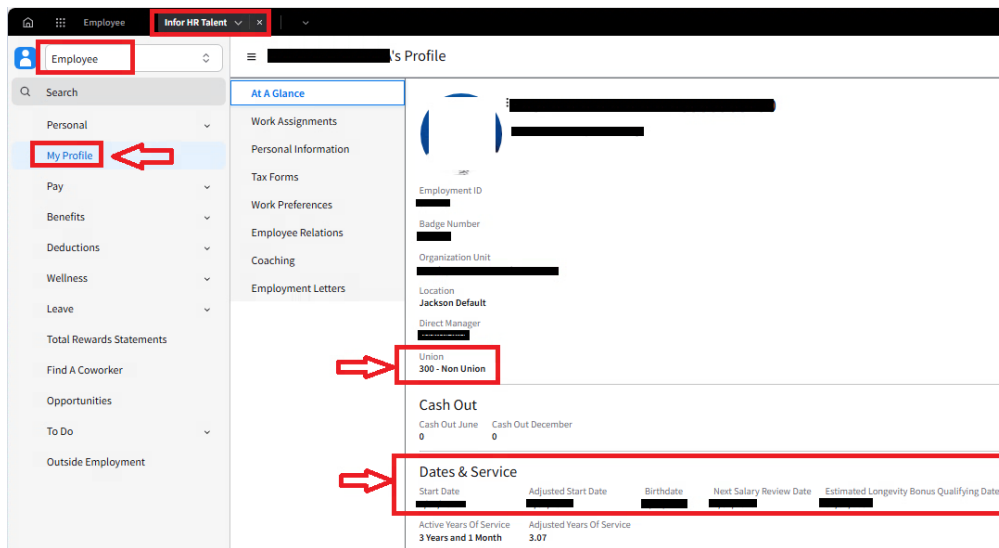
- Per-diem and temporary status employees
- Vendors and contracted employees
- Employees who have reached the maximum of their pay range/step plan.

If your next merit increase date is blank, it may be because you are part-time employee (whose merit increases depend on hours worked), or you are non-union company 300, or you are in leadership, or you are not eligible.

How often do I receive a merit step increase?

Merit increases are determined by union contract, employment status (full-time or part-time), and the employee’s current pay step. Union employees advance one step, while non-union employees may receive an increase on the 2nd check of November depending on the job evaluation performance rating. Eligibility and timing follow the applicable pay plan and collective bargaining agreement.

- Human Recourses SharePoint page Collective Bargaining Agreement (CBA) links you to the CBAs explaining step progression rules and the corresponding pay plan for that job classification.
- To find out if your job classification is union or non-union, you may go to Infor Cloud Suite Employee (ESS), click Employee Home at the top right, and on the left navigation bar select My Profile.



The Step Progression rule tables are available in the CBA (union books).

My merit increase is scheduled for today, why don't I see my new pay step or new pay rate?

Step/rate increases are based on bi-weekly payroll calendar. The Infor system will be updated by the end of the pay period. If your merit increase date falls within the current pay period, then your merit increase will be reflected on the corresponding paycheck for that pay cycle. For pay period calendar and other payroll related questions, please click the [Payroll](#) SharePoint page.

3. Uniform Allowance

Uniform allowance is paid annually in January to eligible active employees. Employees hired after January payment is made, are not eligible for that year's allowance. Employees eligible to receive uniform allowance are:

- SEIU RN and Professionals: all statuses are eligible with exception of Per-Diem status where eligibility applies only when employee is averaging 20 or more hours worked over the last six months.
- AFSCME: Only employees in full-time and part-time status are eligible.
- GSAF: Only Hospital Security Sergeant and Hospital Security Lieutenant are eligible.

4. Job Description Support

Leaders can access, view and print any job description from the Job Descriptions (JD) Library in Infor CloudSuite. Leaders can also request to modify jobs that exist under their direct supervision in Infor. To access as a leader, log-in to your Infor CloudSuite profile, change to Manager Role, select weRecruit 2.0 and select Position Description for the position you wish to view or edit. The instructional guide on how to access and modify a JD can be found at be Benefits webpage Employee Compensation tab: JacksonBenefits.org.

Related topics located in other tickets:

- HRIS – HR Information Systems: Longevity Bonus CSC tickets
- Payroll: paycheck(s)/W2/W4/direct deposit/retroactive payments CSC tickets