



CTR RESOURCE DOCUMENT

Mass Update of Compensation

PUBLISHED: 12/16/2019

OVERVIEW

This resource document provides details on:

- Requesting a Mass Update to Compensation for groups of Employees

Departments have periodic need to update compensation for groups of employees (i.e. hourly wages less than minimum wage, annual compensation not automated through salary charts). For departments who have a large number of similar employees receiving an increase, the Office of the Comptroller (CTR) will facilitate requests to provide mass update of compensation through the Executive Office of Technology Services and Security (EOTSS).

ADDITIONAL INFORMATION / DOCUMENTATION YOU MAY NEED

In order to facilitate these requests certain requirements must be achieved:

1. The number of active employees who require the increase must be at least 100.
2. Departments will need to identify all employees who require the increase and will need to provide an Excel spreadsheet which includes Employee Status, SETID, Department, Empl ID, Empl Rec, First Name, Last Name, Current Rate, New Rate and the expected increase.
3. The request for a mass update including the validated Excel spreadsheet must be submitted to CTR at StatewidePayroll@mass.gov at least two weeks in advance of the requested effective date.