

For: State and County Offices

2004 CO Pay Adjustments

Approved by: Deputy Administrator, Management



1 Overview

A Background

The President has authorized a 2.0 percent General Schedule (GS) increase for Federal employees in calendar year 2004.

B Purpose

This notice extends the GS increase to CO County Office employees for 2004, subject to the requirements of this notice.

C Contact

If there are questions about this notice, State Offices shall contact:

- Don Samuels, HRD at 202-418-8988 about policy issues
- Crystal Wilsey, HRD at 202-418-9002 about processing issues
- Cathy Rogers, HRD at 202-418-3436
- Bobbie Farley, HRD at 202-418-8997.

Disposal Date	Distribution
February 1, 2005	State Offices; State Offices relay to County Offices

Notice PM-2402

2 County Office CO Pay Increase

A Effective Dates

The 2004 increases will be effective January 11, 2004, and will be reflected in salary payments issued for the official pay date of February 5, 2004.

B Pay Charts

Since the GS pay rates are being extended to CO employees, separate CO pay charts will not be issued. When available, pay rate charts will be located on OPM's website at www.opm.gov.

C Action

State Offices shall make **every** effort to process:

- extensions
- terminations
- appointment actions for all COC members before January 11, 2004.

No action is required by the County Offices to process the annual pay adjustment. NFC shall process annual pay adjustments on:

- all CO employees
- COC members whose NTE date is January 11, 2004, or later
- temporary employees whose NTE date is after January 11, 2004.

If the NTE date is earlier than January 11, 2004, then State Offices are responsible for processing:

- the pay adjustment
- other action to extend or terminate.

State Offices are responsible for processing any annual adjustments that NFC is unable to process.

After January 20, 2004, NFC IRIS application can be used to view employee records to determine whether pay adjustments have been processed.