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*HR Handbook Update No. 2013 – 0005*

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Pay Calculation Formulas**

**Issue Date: July 18, 2013**

This is to advise agencies that the Compensation Tool Box and Job Aids section of the HR Handbook has been updated to add the Pay Calculation Formula sheet.

**REASON FOR THE CHANGE:** The pay calculation formula sheet serves as a guide to agencies when calculating promotions, demotions, SER's, etc.

More tools and job aids will be added as they are developed. We hope these resources will aid agencies in the application of Chapter 5 and Chapter 6.

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Shannon S. Templet  
Director