

Grade Step Progression (GSP)

Date	8 February 2018
Version	1.0
Audience	Workforce Units, Medical Workforce Units, Medical Officers
Topic	Grade Step Progression – Useful Information on Increments
For Information Only <input checked="" type="checkbox"/>	For Action <input type="checkbox"/>

Overview

Grade Step Progression (GSP) is the process of moving employees to the next year's pay grade in StaffLink, thus changing their pay rate based on award entitlements.

There are three basic incremental progression rules:

1. Completion of minimum of one year (365 days) at the employees current grade
2. Completion of 1982 hours where employees are casual or part time
3. Leave without pay more than 28 consecutive calendar days delays increment

Therefore, in order to increment to the next years pay scale, medical officers need to have completed:

- A minimum of 365 days at their current grade;
- 1982 hours (38 hours per week) at their current grade

Increments

End of clinical year occurred on 4 February 2018. Some employees may be due to increment to the next year's grade on or around this date. GSP is an automated process that requires payroll data to determine if an employee is entitled to increment. Any increase due will be applied to the employee in the following pay run and backdated payments made.

Example: A full-time employee that has an anniversary date of 5 February 2018 and is paid on Pay Cycle 2. This pay period ends on 11 February 2018. StaffLink will apply changes at the end of this pay period where the employee is due to increment. Any retrospective payments will be paid in period ending 25 Feb 2018 (pay date 1 March 2018).

External secondments

Employees that have had periods of external secondment (outside NSW Health) are reminded to submit their external hours worked prior to their anniversary date to ensure their increment is not delayed. If this information has not been submitted the employee's increment will be delayed until the above progression rules are met.

Further Information

Please contact your manager in the first instance.

Payroll Customer Services can be contacted on 1300 679 367 or via our [online form](#).