COURSE SYLLABUS

Pay Setting: Federal Wage System Course

Apply FWS pay-setting rules to real-world scenarios involving appointments, promotions, within-grade increases, and wage schedule updates.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/pay-setting-federal-wage-system



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Course Outline

Module 1: The Federal Wage System

- Define the Federal Wage System.
- Describe the history of the Federal Wage System.
- Explain the Federal Wage System pay structures.
- Locate Federal Wage System pay setting directives.

Module 2: New Wage Schedules; New Appointments

- Set pay for new and revised Federal Wage System wage schedules.
- Define a new appointment.
- Apply pay setting directives for an FWS employee's new appointment.

Module 3: Highest Previous Rate; Promotions

- Define highest previous rate.
- Apply requirements for using highest previous rates.
- Define a promotion.
- Apply pay setting directives for a promotion.

Module 4: Within-Grade Increases

- Determine waiting periods for within-grade increases.
- Describe creditable service for within-grade increases.
- Explain what is considered an equivalent increase.
- Explain what is not considered an equivalent increase.

Module 5: Night Shift Differential

- Define night shift differential.
- Determine when an employee is entitled to night differential.