

# 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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 (FWS) and its historical context.
- Understand FWS pay structure and wage area definitions.
- Learn about the directives for FWS pay setting and application of wage schedules.

### Module 2: New Wage Schedules; New Appointments

- Understand how to apply new or revised FWS wage schedules.
- Set pay for new appointments, including minimum rates for hard-to-fill positions.
- Learn the process for establishing wage schedules and the responsibility of various agencies.

### Module 3: Highest Previous Rate; Promotions

- Define Highest Previous Rate (HPR) and its application.
- Understand how to set pay for promotions, including within the same wage area or different wage areas.
- Learn the rules around using HPR for promotions and reassignment.

### Module 4: Within-Grade Increases

- Understand eligibility requirements for within-grade increases (WGI).
- Learn about waiting periods and creditable service for within-grade increases.
- Apply the rules for within-grade increases, including equivalent increases and performance requirements.

### Module 5: Night Shift Differential

- Define night shift differential and determine employee eligibility.
- Understand how meal breaks and flexible work schedules affect night shift differential pay.
- Learn about different night shift differential rates based on shift hours.