

## Rank Escalation and COLA Increases Processing Reminders & Deadlines

The following deadlines apply:

- ✓ If your department gives a Rank Escalation/COLA increase,
- ✓ and assuming a January 1st effective date.



### Rank Escalation Increases

- Initial spreadsheet will be sent to you by **December 1st**.
- The spreadsheet will need to be returned to FPPA with your increase amounts by **January 10th**. If you have your spreadsheet completed sooner, FPPA always welcomes early submission!
- After the Rank Escalation increase is processed, a verification report will be sent to you and will need to be **returned within 30 days** of receipt. Please be aware that no response from you by the deadline indicates that you are consenting to the Rank Escalation 'New Amounts' listed on the spreadsheet.



### Common Mistakes

- An increase is given to a deceased member.
- Increases for survivors have come across with larger than normal amounts due to calculation errors.
- A decrease is given for members due to calculation errors.
- New survivors are not being calculated on the members new increase amount.
- **Alternate Payees need to be calculated by the department.**

### COLA Increases

- The letter of direction to implement the increase will be due to FPPA by **January 10th**.
- After the COLA increase is processed, a verification report will be sent to you and will need to be returned within 30 days of receipt. Please be aware that no response from you by the deadline indicates that you are consenting to the COLA "New Amounts" listed on the spreadsheet.
- For all Rank Escalations/COLA's effective on other dates throughout the calendar year, FPPA requires a 45 day notice in order to allow for adequate time to provide you with the initial retiree spreadsheet listing as well as implement your requested changes within our pension payroll system. **PLEASE PLAN ACCORDINGLY!**