

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

September 3, 1987

HUMAN RESOURCES MEMORANDUM 12-87

TO: Directors of Administrative Services  
Departmental Personnel Officers

SUBJECT: TIMETABLE FOR JULY 1987 GENERAL SALARY INCREASE

The following schedule is in effect for a planned general increase. In the event the increase does not occur as scheduled, you will be notified as soon as possible.

The procedure followed this time differs from the usual procedure in two basic areas:

1. The salary change authorizations (Human Resource Profiles) will be printed and distributed separately for Payroll Cycle A and Payroll Cycle B. In the past, we have printed all Human Resource Profiles on the same date.
2. The pay data in the Personnel system for each employee (salary spec, salary grade, salary step, bi-weekly hours, weeks per year) will be used to electronically create a computer generated exception payroll. Pay data which is correct on the Personnel system will be correct on the exception payroll. In the event the payroll needs to be corrected you must supply the proper Human Resource Profiles and worksheets (PER 62) as approved by the Bureau of Human Resources. The exception payrolls will be printed on the normal dates for each cycle. This only allows time for minimal corrections to the payroll after it is printed.

You can reduce your need to make corrections to the employee or payroll record by utilizing the following reports which will be distributed during the first two weeks of September:

Overdue Reviews Report - A list of any employees who have a performance and/or salary review which is overdue.

Appointment End Dates Report - A list of employees who have an appointment end date.

Employees on a Leave of Absence - A listing of all employees who are currently inactive.

Redlined Employees - A listing of all employees who are identified as having a salary not within an assigned salary grade.

NOTE: You have already received your Personnel Calendar of Personnel Actions for the Month of September. This report contains information on expired positions as well as employee due dates.

To manage the coordination of the input of the data to the Personnel computer file, the following will be in effect:

All Personnel transactions for Cycle A employees in effect through September 26 must be in the Bureau of Human Resources computer file prior to 5:00 P.M. on September 25. Transactions for these employees which are in effect after September 26 must be held in the user department until September 28. The actions can then be forwarded to the Bureau of Human Resources for normal processing. On the night of September 25 we will print Human Resource Profiles for all eligible Cycle A employees to be distributed to user departments on September 28. We will also furnish the State Controller with a computer tape of our authorized salaries and related data.

Cycle B employees will be processed in the same manner as Cycle A but the cut-off date for entry of employee transactions into the Personnel system will be October 2, 1987, for actions through October 3, 1987. Human Resource Profiles will be printed on October 2 for distribution October 5, 1987.

Cycle A actions beginning September 27 and Cycle B actions beginning October 4 will use the new salary rates. Cycle A employees will receive the pay increase in pay checks paid September 21 and Cycle B will be paid on September 28. The retro payment will be made at a later date. Proper planning on the part of users is essential because it is not feasible to plan updates to the Personnel system and the payroll system in the last few days before the increase is processed.

Certain employees will not have a Human Resource Profile printed or be included on the tape of authorized employees for the general increase as furnished to the Controller. These employees are:

- Employees who have terminated or have an employee status of N (not active).
- Employees on an unpaid leave of absence.
- Redlined employees.
- Employees who are beyond the appointment end date.
- Employees who are in expired positions.

- Employees who are not in a position (multiple position number is blank or multiple position number equals \*\*\*\*\*).
- Employees who are in an administrative unit who are not included in the general increase.

The salary which will be printed on the Human Resource Profile and furnished to the State Controller will be determined as follows (except for non-standard employees and employees on the 28 day cycle. See section below).

When we have determined an employee is eligible to receive an increase we will get the salary spec (CONFI, ADMIN, PROTC, etc.) from the record of the employee along with the salary grade and salary step. We will then get the authorized hourly rate from the salary matrix for the salary spec. The hourly rate will be multiplied by the bi-weekly hours in the position record to determine the bi-weekly salary. The bi-weekly salary will be multiplied by the weeks per year in the position record to produce the annual salary. The overtime rate will be computed based on the overtime rate in the position record (time plus 1/2, straight-time, etc.).

#### Non-Standard and 28 day Cycle Employees.

The salary for these employees will be taken directly from the salary matrix based on the salary spec, grade and step in the employee record. No computation of bi-weekly or annual salary based on the position information will be made because the position does not contain the correct number of hours for these employees.

#### Employees Receiving Temporary Compensation.

Employees who are on temporary compensation on the effective date of the salary change for the pay cycle will automatically receive the increase and the data will be recorded on the Human Resource Profile. This data will not be provided to the State Controller by tape so it will be necessary for you to make the proper payroll adjustments using the Human Resource Profile as your authorization.

#### Salary History.

The Salary History Section of the Human Resource Profile will automatically be updated with the correct amounts.

#### Position/Employee Data Verification.

Corrected classification titles and employee names will appear on the Position Detail Records and on the Human Resource Profiles which will be provided as part of the salary change. During the past year some data has been incorrectly processed.

Reports.

The following reports/documents will be provided to you (September 28 for Cycle A and October 5 for Cycle B.

Human Resource Profile

Two copies will be provided - sorted in order of employee name by L2. The Departments of Corrections, Mental Health and Mental Retardation, Executive and Secretary of State will receive the Human Resource Profile sorted in order of L3 as well.

Position Detail Records.

Two PDR's will be provided for each position which has an incumbent who is authorized a salary change. The PDR's will be sorted in the same order as the Human Resource Profiles.

Edit Report.

A list of all employees (terminated, inactive or active) who are not processed for a general increase with the general reason why the employee is not processed.

Special Reports.

Job class, position and employee reports for each L2 (and L3 as above).

Making Corrections to the Report.

Corrections/updates to the Exception payroll are made by attaching a properly authorized Human Resource Profile. If no corrections are necessary do not submit a Human Resource Profile. The Controller will take the salaries as provided by tape to be the authorized salaries.

Salary Schedules.

Will be distributed on September 11 for Administrative Units which will receive an increase.

A briefing on the contract implementation will be held jointly by the Bureau of Human Resources, Bureau of Employee Relations and Bureau of Accounts and Control on September 11 at the Cushnoc Auditorium, Augusta Civic Center at 1:00 P.M.

If you have questions concerning this procedure, please contact Jeanne Johnson at 4433 or Debbie Colfer at 4435 in Human Resources or your Payroll Clerk in Accounts and Control.

  
DONALD A. WILLIS  
ACTING DIRECTOR