

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

December 16, 1987

HUMAN RESOURCES MEMORANDUM 20-87

TO: Personnel Officers

SUBJECT: AUTOMATED SALARY

Effective January 1, 1988, the following procedure will be in effect for processing salaries using the Human Resource Profile and the New Hire Form.

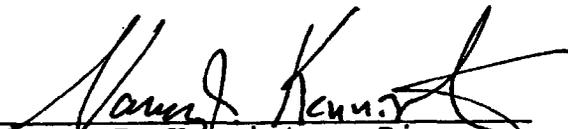
You need supply only the salary spec (matrix name), salary grade and salary step when processing salary actions providing the correct salary amounts can be obtained from the salary matrix.

Correct salary amounts cannot be obtained if the employee is redlined, or if a salary specification is not available. In these cases you must supply the salary spec, grade and step and the prorated (based upon position hours and weeks per year) hourly, biweekly and annual salaries.

Overtime compensation will always be computed from the hourly rate for the employee and the overtime code contained in the position record. Overtime rate never has to be furnished on the New Hire Form or on the Human Resource Profile.

Employees receiving non-standard pay will have all salary amounts automatically calculated from the base salary amounts, based upon the non-standard designation (y) in the position record.

Employees eligible for longevity pay will have salary rates calculated from the base salary amounts based on the longevity date in the employee record.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

MAYBE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS