

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

June 10, 1988

HUMAN RESOURCES MEMORANDUM 5-88

TO: Directors of Administrative Services
Departmental Personnel Officers

SUBJECT: TIMETABLE FOR JULY 1988 GENERAL SALARY INCREASE

The following schedule is in effect for the planned July 3rd general increase.

The following procedures will be used:

1. The salary change authorizations (Human Resource Profiles) will be printed July 5th and distributed to you by July 6th.
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.

You can reduce your need to make corrections to the employee or payroll record by utilizing the following reports which have been distributed to you.

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

End Dates Report - A list of employees who have an appointment end date or position which will end prior to July 3rd.

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 all employees in effect through July 2 must be in the Bureau of Human Resources computer file prior to 5:00 p.m. on June 30, 1988. Transactions for these employees which are in effect after July 2 must be held in the user department until July 5th. The actions can then be forwarded to the Bureau of Human Resources for normal processing or if you have on-line entry capability, you can make the changes on-line.

The Bureau of Human Resources will provide a computer tape to Accounts and Control (for pay cycle, A and B on July 6th, which will contain the salary data to be printed on the next exception payroll for both pay cycles.

Cycle A employees will receive the pay increase in pay checks paid July 27 and Cycle B will be paid on July 20. 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 a 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 $\frac{1}{2}$, 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.

Reports.

The following reports/documents will be provided to you on July 6th:

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

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

Can be ordered through the Bureau of Purchases Central Warehouse.

Longevity Pay

Employees eligible for Longevity Pay will have this automatically computed.

Recruitment and Retention Stipends

Employees who receive the stipends through a specially designated salary matrix (DPX10, DPD20, etc.) will receive the increase in a normal manner. Copies of these salary matrices will be distributed in the immediate future.

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.



Nancy J. Kenniston
Director, Bureau of Human Resources