

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

April 18, 1989

HUMAN RESOURCES MEMORANDUM 4-89

TO: All Agency Personnel Officers
SUBJECT: PAYROLL AUTHORIZATIONS

Our authorizations unit is experiencing difficulty in processing the large volume of payroll authorizations that we receive before payroll deadlines.

We are asking for your assistance to bring this problem under control. Please make every effort to enter your personnel transactions into MSA as soon as possible, rather than saving the majority for the last few days of a pay cycle. This will allow this agency to perform the necessary audits and file changes in time to meet your payroll needs.

In addition, we find it necessary to stop the practice of hand authorizing personnel actions for payroll. Effective immediately, the authorizations unit will not accept requests for manual authorization.

From time to time, there may be cases where hand authorization is required due to circumstances beyond your control, and where failure to meet a payroll deadline will result in undue hardship to an employee. If such an exceptional situation occurs, it must be submitted to Don Wills, along with an explanation of the circumstances leading to the submission and the impact that failure to make a payroll will have on the employee or the agency's operations.

Thank you for your cooperation.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS