

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

July 28, 1989

HUMAN RESOURCES MEMORANDUM 8-89

TO: Directors of Administrative Services
Personnel Officers and Support Staff
MFASIS Agency Coordinators

SUBJECT: Timetable for the July 1989 General Increase

A general salary increase affecting most Administrative Units is planned to be implemented as shown in the attached timetable.

You can reduce the part of your workload that is caused by error corrections if you make good use of the reports issued you during the general increase period.

It is especially important that you keep to a minimum the number of post increase salary corrections because your time will be required to prepare for conversion to the MFASIS Human Resources System in September.

Thank you.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

NJK/qlr

Attachment

CONVERSION TIMETABLES

- July 2 Effective date of the general pay increase for retroactive pay purposes
- July 31 Printing and distribution of monthly standard reports from the MSA Human Resources System.

OVERDUE ACTIONS

Merit Increases
Performance Appraisals
Employees employed after the appointment end date
Employees in Expired (unfunded) positions
Probation end Reports
Longevity Pay Increase

FUTURE ACTIONS FOR AUGUST AND SEPTEMBER

Merit Increases
Employees due longevity pay
Appointments ending
Positions ending
Probations ending

- August 7 Printing and Distribution of the WEEKLY PAYROLL ERROR CORRECTION LISTING for Payroll Cycle A

- August 14 Printing and Distribution of the WEEKLY PAYROLL ERROR CORRECTION LISTING for Payroll Cycle B

New Salary Schedules should be ordered by Departments from the Bureau of Purchases Warehouse on Form BP-4.

Printing and Distribution of list of employees by department who will not be processed automatically for the general increase.

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

- ... employees who have terminated
- ... employees on a Leave of Absence
- ... Redlined employees
- ... Beyond the Appointment End Date

August 28 DISTRIBUTION OF HUMAN RESOURCE MATERIALS FOR GENERAL INCREASE
HUMAN RESOURCE PROFILES

TEMPORARY COMPENSATION: Employees who are on Temporary Compensation on the Effective Date of the Salary Change will automatically receive the increase and the data will be printed 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.

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 position information will be made because the position does not contain the correct number of hours for these employees.

SALARY HISTORY: The Salary History section of the Human Resource Profile will be automatically updated with the correct amounts.

LONGEVITY PAY: Will automatically be computed.

RECRUITMENT AND RETENTION STIPENDS: Employees who receive stipends through specially designed salary matrices will receive the increase in the normal manner.

POSITION DETAIL RECORDS

LISTING OF EMPLOYEES WHO DID NOT RECEIVE INCREASE

LISTING OF EMPLOYEES WHO RECEIVED INCREASE

August 31 Printing and distribution of the following standard reports from the MSA Human Resources System.

OVERDUE ACTIONS

Merit Increases

Performance Appraisals

Employees past the appointment end date

Employees in Expired (unfunded) positions

Probation end Reports

Longevity Pay Increases

FUTURE ACTIONS FOR SEPTEMBER AND OCTOBER

Merit Increases

Employees due longevity pay

Appointments ending

Positions ending

Probations ending

August 31 Printing and Distribution of the WEEKLY PAYROLL ERROR CORRECTION
(cont'd) LISTING for Payroll Cycle A

September 5 Printing and Distribution of the exception payroll for Payroll
Cycle A with new salary data

September 13 Pay date for Payroll Cycle B

September 15 THIS IS THE LAST DATE THAT SALARY CORRECTIONS CAN BE ENTERED
INTO THE MSA SYSTEM PRIOR TO THE CONVERSION TO THE MFASIS
SYSTEM.

September 20 Pay date for Payroll Cycle A

RETROACTIVE PAY WILL BE MADE AT A DATE TO BE DETERMINED. THE HUMAN RESOURCES SYSTEM WILL AUTHORIZE TWO DIFFERENT EFFECTIVE DATES (SEE AUGUST 22ND ABOVE) FOR THE BEGINNING OF PAYMENT AT THE NEW SALARY RATES. RETROACTIVE PAYMENT WILL BE MADE BY THE STATE CONTROLLER BASED UPON EARNINGS RECORDS TO THE JULY 2, 1989 EFFECTIVE DATE FOR THE GENERAL INCREASE.

YOU WILL NOT NEED TO ADJUST PERSONNEL ACTIONS WHICH OCCUR FROM JULY 2ND THROUGH THE EFFECTIVE DATE FOR THE GENERAL INCREASE FOR THE SPECIFIC PAYROLL CYCLE IN MOST INSTANCES. IF YOU SHOULD NEED TO ADJUST PERSONNEL ACTIONS, YOU MUST ENSURE YOU DO NOT CAUSE A DOUBLE PAYMENT. THE RETROACTIVE PAYMENT FROM THE STATE CONTROLLER SHOULD COVER ALMOST EVERY INSTANCE.