

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources

January 2, 1990

**HUMAN RESOURCES MEMORANDUM 1-90**

**TO:** Agency Personnel Officers  
Directors of Administrative Services

**SUBJECT:** Human Resource Audit and Control Procedures

The change to an integrated Human Resource/Payroll system will change the way many personnel, payroll and position actions are audited and controlled.

Prior to MFASIS, Human Resource transactions affecting payroll required paper authorization to pay an employee. Invalid actions were controlled and corrected by withholding the paper authorization until corrective action was taken. MFASIS, however, will pay based on changes to the employee file made directly by agencies.

This Bureau has developed replacement procedures to insure that adequate audit and control mechanisms are in place. This memorandum explains these new procedures.

**Employees Working Beyond Position or  
Appointment End Dates**

The State Steering Committee has adopted a policy whereby MFASIS will not pay employees who are in positions that have expired or who are beyond appointment end dates.

MFASIS has been programmed to automatically inactivate the pay for all such employees. When payroll is run for a pay cycle, all employees with position or appointment end dates that have expired prior to the date of the pay run will be reported. Although these employees will be paid for the cycle being processed, MFASIS will automatically change their pay frequency to an inactive frequency. You will not be able to pay any employee in this situation in any future pay periods.

Each pay period, you will receive a report listing all employees paid but who are beyond position and/or appointment end dates. MFASIS will automatically inactivate the pay frequency for all employees listed on the report. Once pay has been inactivated, it will only be reactivated by providing the Bureau of Human Resources with documentation that the position and/or appointment date(s) have been properly extended, that the employee has been placed in an authorized and funded position, or that the employee has been terminated and final payment is due.

You will receive a copy of this report with your next payroll parallel. This report will identify employees as of January 3rd for cycle B and January 9th for cycle A. Please review this report and, if extensions to position or appointment end dates are required, take the necessary action.

The pay frequency of these employees has been changed and if MFASIS payroll were live now you would not be able to pay the employee in any future pay cycles. You must take corrective action for these employees if they are to be paid on MFASIS in February.

Please inform all appropriate employees and officials of your agency of this policy and of the consequences of working employees beyond authorized dates or delaying the processing of necessary extensions.

#### Invalid or Undocumented Personnel Actions

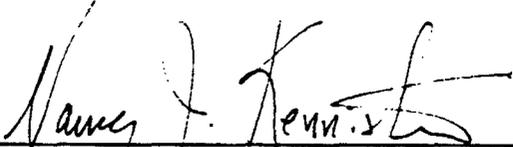
All transactions entered into MFASIS must comply with Civil Service Law and Rules, and collective bargaining agreements and must be properly documented to meet audit and record keeping requirements.

The Bureau of Human Resources is required by law to audit all Personnel transactions for conformance to all appropriate laws and agreements and to keep a complete and official record of employment for every employee.

In addition, the Bureau supplies information and documentation to other agencies, such as the State Retirement System and Employee Health Insurance, which is used to meet their legal and administrative requirements.

Effective January 15, 1990, all supporting documentation must be received by the Bureau of Human Resources no later than two days following entry into the MFASIS system. All transactions will be audited for conformance to existing policies and procedures and for proper documentation. Invalid or unauthorized transactions, or transactions for which documentation is not received will be documented on the enclosed form (Notification of HR Transaction Error, PER 107).

The form will explain corrective action that must be taken and will provide a suspense date by which evidence of corrective action is due in the Bureau of Human Resources. If evidence of corrective action is not received by the Bureau on or before the suspense date, appropriate action as indicated on the form will be taken and appropriate notification will be sent to the Bureau of Accounts and Control. Incorrect salaries may be changed or, in severe cases, the employee's pay frequency may be inactivated until the situation has been corrected.



Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachment: Notification of HR Transaction Error PER 107

**BUREAU OF HUMAN RESOURCES  
NOTIFICATION OF HR TRANSACTION ERROR**

DEPARTMENT NAME	PROC. CO.	EMPLOYEE NAME	EMPLOYEE NUMBER
TRANSACTION(S): _____			
EFFECTIVE DATE: _____			
PLEASE TAKE THE FOLLOWING CORRECTIVE ACTION:			
REASON FOR CORRECTIVE ACTION		SUSPENSE DATE	

Corrective action is required to conform to Civil Service Laws and Rules or collective bargaining contracts, or to fulfill audit and recordkeeping responsibilities mandated by law.

<p>If corrective action is not taken and received by the Bureau of Human Resources by the suspense date listed above, the following action will be taken:</p> <p><input type="checkbox"/> Employee Pay will be inactivated</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p> <p>_____</p>	
AUTHORIZED SIGNATURE	DATE

**Return this form to the Bureau of Human Resources with corrective action.**