

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

September 10, 1990

HUMAN RESOURCES MEMORANDUM 19-90

TO: All Personnel Officers, Directors of Administrative Services, Payroll Managers

SUBJECT: General Increase Effective September 30, 1990

Employees as identified below will receive a 3% general increase effective September 30, 1990.

The increase will be electronically applied to Payroll Cycle A on Saturday, September 29, 1990 and to Payroll Cycle B on Saturday, October 6, 1990. Payment at the new rates will begin for both pay cycles on September 30, 1990.

Redlined employees will need to have Human Resource Profiles submitted to the Bureau of Human Resources during the week of September 24, 1990 in order to be processed on the correct pay cycle.

Departments will receive the following reports on the workday following the electronic change to the employee records for the particular payroll cycle:

- a. Human Resource Profile.
- b. List of employees receiving the increase.
- c. List of employees who are not receiving the increase.

ELIGIBLE EMPLOYEES:

- a. Employee Status must be a '1' on September 29, 1990 for Payroll Cycle 'A'. For Payroll Cycle B, employees must be active on October 6, 1990.
- b. Not Redlined
- c. In a valid position not after the end date of the position on the dates of change in 'a' above.
- d. Not after the Appointment End Date of the employee.
- e. In an eligible Administrative Unit and Salary Specification:

Judicial Employees:

Salary Spec 35 and Administrative Unit 'J'

Executive Employees:

Salary Specs:

- 01 = Administrative Services
- 03 = Professional/Technical Teacher
- 04 = Professional & Technical
- 06 = Institutional Services
- 07 = Nurse
- 08 = Supervisory Teacher
- 09 = Supervisory Unit Employee
- 11 = Military Firefighter
- 12 = Operations, Maintenance & Support
- 13 = Forest Watchperson
- 20 = Law Enforcement Personnel
- 25 = Law Enforcement 28 Day Schedule
- 30 = State Police Non-Standard
- 33 = State Police 28 Day Schedule
- 47 = Confidential
- 48 = Unclassified Physician
- 49 = Superintendent at AMHI
- 66 = Superintendent at BMHI

Administrative Units

- A = Administrative Services
- B = Professional and Technical
- C = Institutional Services
- D = Supervisory Services
- E = Operations, Maintenance & Support
- F = Law Enforcement
- G = State Police
- X = Confidential

NOTE: Salary increases for major policy-influencing employees listed in Title 2 and Title 5 will not be implemented in October.

f. Benefit Changes:

No new benefits are being added at this time.

g. SALARY SCHEDULES are available through the Bureau of Purchases Warehouse.


 DONALD A. WILLS, ACTING DIRECTOR
 BUREAU OF HUMAN RESOURCES

ATTACHMENT

September 1990

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	HOLIDAY	3	Cycle A Pay Date	4	5	6
7	8	9	10	11	12	13
14	15	16	Cycle B Pay Date	17	18	19
20	21	22	Cycle A Pay Date	23	24	25
26	Cycle A agencies do last T&A at old rate	27	Cycle B Pay Date	28	29	30
31						

Cycle A Pay Date

Cycle B Pay Date

Cycle A Pay Date

Cycle B Pay Date

Pay processing for 10/03

Apply increase to cycle A.

New salary table loaded

October 1990

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Deliver reports to Cycle A for review. Cycle A does personnel changes. Cycle B agencies do last T&A at old rate, they can make no personnel changes. 1		Cycle A Pay Date	Pay processing for 10/10, last cycle B at old rate		Apply increase to cycle B
	HOLIDAY	Deliver reports to Cycle B Cycle B clerks begin reviewing reports and make personnel changes Cycle A agencies do T&A at new rate -	Cycle B Pay Date		Pay processing for 10/17 using new rates - split pay period adjustments	
	Cycle B agencies do T&A at new rate		Cycle A Pay Date for 9/23 - 10/6 First Cycle A with increase	Pay processing for 10/24 using new rates		
			Cycle B Pay Date for 9/30 - 10/13 First Cycle B with increase	Pay processing for 10/31		
			Cycle A Pay Date			