

DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources

December 10, 1990

**HUMAN RESOURCES MEMORANDUM 26-90**

**TO:** All Departmental Administrative Directors/Personnel  
Managers/Payroll Managers

**SUBJECT:** Change to Longevity Rate of Pay for Selected Employees  
and Payroll Processing Instructions

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On Sunday, December 30, 1990, new rates of longevity pay will be in effect for eligible employees. Since this will cause Pay Cycle B to be split, addition coordination will be necessary in payroll processing. Following are specifications for the change:

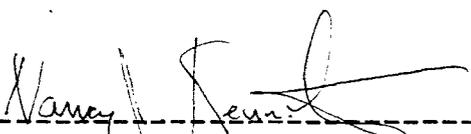
- (1) The employee must have an employee status code of '1' in the employee personnel record.
- (2) The employee must be in a position in one of the following Administrative Units: A, B, C, D, E, F or G.
- (3) The employee must be in a valid position not past the end date.
- (4) The appointment type must be C, D or F.
- (5) The employee must be already receiving longevity pay.
- (6) The rate for 15 years of service as of January 1, 1991 is 30 cents per hour added to the base pay.
- (7) The rate for 20 years of service as of January 1, 1991 is 40 cents per hour added to the base pay.
- (8) Human Resources Profiles will be printed for those who receive the new longevity pay. The effective date will be December 30, 1990, and the salary change reason will be longevity increase. All HRP's will be authorized by Jeannie Johnson.
- (9) Records will be updated electronically on the weekend of December 29th to pay on January 16th for Pay Cycle B, and on the weekend of January 5th to pay on January 23rd for Pay Cycle A. HRP's and a special report will be prepared for your use and distributed the Monday following the change.

(10) T&A for longevity rate increase for split week.

For the Cycle B pay period, 12/23/90 - 1/5/91, the old longevity rates will apply to the first week and new longevity rates will apply to the second week. For employees receiving longevity for both weeks, two T & A transactions for longevity will need to be entered on the HUFUS Screen to override the HOBUS Screen.

- a. 40 hours (or one-half of normal hours) at the old rate.
- b. 40 hours (or one-half of normal hours) at the new rate.

(11) You will receive along with your HRP's a list of employees by department who will receive the increase and a list of employees who will not receive the increase even though they are currently eligible. See #9 above.

  
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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachments

# 1991 Longevity Increase

## December 1990

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Longevity Increase -  
Deliver test run for  
BHR Review



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Cycle B Longevity  
Reports Distributed  
Cycle A T&A at old  
rates  
HOBUS at new rates for  
Cycle B Personnel  
Updates

Pay Processing for  
1/02  
Cycle B at old Rates

Cycle B Longevity Rate  
Change Applied

# 1991 Longevity Increase

January 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		 1	2	3	Pay Processing for 1/09 Cycle A old rates	Cycle A Longevity Rate Change Applied
6	Cycle B T&A at Split Rates Both Rates Allowed this Week under HUEUS (T&A) Cycle A Longevity Reports Distributed	8	9	Pay Processing for 1/16 Cycle B Split Rates	11	12
13	Cycle A T&A at New Rates New Rates only, under HUEUS	15	16	Pay Processing for 1/23 Cycle A New Rates	18	19
20		22	23	24	25	26
27	28	29	30	31		