

DEPARTMENT OF ADMINISTRATION  
Bureau of Human Resources

August 28, 1991

**HUMAN RESOURCES MEMORANDUM 28-91**

**TO:** Personnel Officers  
**SUBJECT:** Permanent Record of Furlough and Shutdown Time  
**REFERENCE:** Human Resources Memorandum 13-91

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The purpose of this memorandum is to inform all agencies of the means by which the FY 90 shutdown and furlough days will be recorded to ensure that a permanent record is available for use when employees terminate and/or retire from State service.

**State Shutdown Days (May 10 and 24, 1991).** In accordance with Human Resources Memorandum 13-91, payment is due upon separation for State closure hours at the rate of pay lost during the shutdown or at the rate of pay at the time the employee separates from State service, whichever is greater. Shutdown hours and pay will be treated as time worked and paid when calculating retirement service and high three years compensation.

**Furlough Days.** In accordance with Human Resources Memorandum 13-91, furlough hours and pay will be treated as time worked and paid when calculating retirement service and high three years compensation.

**Microfiche Records of Pay Reductions.** The enclosed microfiche contains FY 90 furlough and shutdown information for all State employees. These records are sorted by employee number. Use these records to determine proper termination pay and high three years earnings for retirement calculations.

**NOTE:** Similar to FY 90 furlough days, new legislation provides that salary lost due to the emergency closedown of State Government in July 1991, and time off without pay to fund general wage increases for the next two fiscal years will be treated as time worked when calculating the high three years salary for retirement purposes. Separate microfiche records will be sent to agencies at a later date.

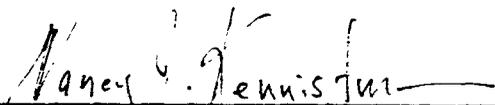
**Missing Records.** In some cases records could not be automatically generated due to inconsistencies in the employee record. If a microfiche record could not be generated, a blank "form" was microfiched with the following statement: "CONTACT THE BUREAU OF HUMAN RESOURCES FOR A RECORD OF THIS EMPLOYEE'S TIME OFF WITHOUT PAY."

Agencies must research time records for these employees and submit corrected forms to the Bureau of Human Resources so that a permanent record is available. Worksheet forms and an exception report listing of these employees are enclosed with this memorandum. Attached to this memorandum is a sample form which indicates how corrections are to be made. Return corrected forms to this Bureau for permanent record no later than Friday, September 13, 1991.

Payment of SHUTDOWN Pay Upon Termination. Hours listed under "State Shutdown Days" must be paid to employees upon termination, at the hourly rate shown on the record or at the hourly rate in effect upon termination, whichever is greater. **SHUTDOWN** pay will be added to each employee's final check.

Enclosed is a copy of Form PER 109, Repayment of Shutdown Days. Two copies of this form are to be sent to the Bureau of Accounts and Control for payment in the employee's final paycheck. Use the information on the microfiche to complete this form. The Bureau of Accounts and Control will verify the information prior to making payment.

If no microfiche record is available and a copy of the corrected form is not available in the employee's paper record in the agency, request a copy from the Bureau of Human Resources. Use the information to complete the pay form and submit both to the Bureau of Accounts and Control for payment in the employee's final paycheck.

  
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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachments

## Instructions to use Edit Report

The "Record of Time Off Without Pay" exceptions report lists all employees for whom automatic records could not be produced because of some discrepancy in the record that must be researched.

Because of the possibility of errors in payroll data, various "reasonableness checks" were run against the employee master file. When disparities between the master file and the history records were identified, no microfiche record was produced and the employees were printed on this report.

Paper forms were produced and sorted in the same order that the employee appears on the report. These forms must be verified against time slips, corrected as necessary and returned to the Bureau of Human Resources no later than Friday, September 13th. Agencies must return all forms, signed by an authorized individual, to the Bureau of Human Resources. Return all forms in a package to this Bureau. Signed forms must be submitted even if no change to the information on the form is necessary.

The report has ten columns, the first four of which are self explanatory. The remaining six columns are described below:

**History Hours** - This lists the number of hours in the employee payroll history record for the payroll processed for the check date indicated. This history record lists the hours actually processed when that particular payroll was run.

**Master Hours** - This lists the number of hours from the HØBSA or SB screens. Since these screens may have been changed by the Bureau of Accounts and Control, these hours were compared to history hours and these two columns will show inconsistencies that need to be researched.

**Full Bur Rate** - This lists the fully burdened rate in effect for the payroll that was processed and is used in the report to check that the total amount deducted from the employee's pay is correct for the hours indicated.

**History Amount** - Like history hours, this lists the dollars actually processed for the special pay listed during that payroll period. This amount is compared to the next column to identify inconsistencies.

**Calced Amt** - This is a calculated amount using the fully burdened rate and "master" hours.

**Comment** - This column lists the error which must be researched.

RECORD OF TIME OFF WITHOUT PAY

EMPLOYEE NAME: ~~XXXXXXXXXX~~

EMPLOYEE NBR: ~~XXXXXXXXXX~~

AGENCY: ~~XXXXXXXXXX~~

PROCESSING CO. NBR: ~~XXXXXX~~

CLASS TITLE: WORD PROCESSING OPERATOR

AS OF CHECK DATE: 07/08/91

CLASS CODE: 0009

STATE SHUTDOWN DAYS:

CO NBR	CHECK DATE	PP END DATE	POSITION NUMBER	APPROP NUMBER	SHUTDOWN HOURS	FULL BUR RATE	TOTAL
00520	05/24/91	05/11/91	014701325	01094Q021640	4.00	8.11	32.44
00520	06/10/91	05/25/91	014701325	01094Q021640	4.00	8.11	32.44
TOTAL					8.00		64.88

TEMPORARY LAYOFF DAYS:

CO NBR	CHECK DATE	PP END DATE	POSITION NUMBER	APPROP NUMBER	TEMP OFF HOURS	FULL BUR RATE	TOTAL
00520	04/11/91	03/30/91	014701325	01094Q021640	4.00	7.87	31.48
00520	04/26/91	04/13/91	014701325	01094Q021640	4.00	8.11	32.44
00520	05/24/91	05/11/91	014701325	01094Q021640	4.00	8.11	32.44
<del>00520</del>	<del>06/10/91</del>	<del>05/25/91</del>	<del>014701325</del>	<del>01094Q021640</del>	<del>4.00</del>	<del>8.11</del>	<del>32.44</del>
TOTAL					<u>12.00</u>		<u>96.36</u>
					<del>16.00</del>		<del>128.80</del>

HOURS INDICATED FOR EACH STATE SHUTDOWN AND TEMPORARY LAYOFF DAY HAVE BEEN WITHHELD FROM THE EMPLOYEE'S PAY FOR THE INDICATED PAY PERIODS. THE 'TOTAL' FOR EACH PAY DATE MAY NOT AGREE WITH AN EMPLOYEE'S PAY STUB ENTRY AS SHIFT PAY WAS NOT REFLECTED IN THE TIME OFF STUB ENTRY. 'VOLNTARY' PRINTED IN CHECK DATE INDICATES THOSE HOURS LISTED REPLACED HOURS NOT WORKED AS A PARTICIPANT IN THE VOLUNTARY COST SAVINGS PROGRAM.

STATE SHUTDOWN DAYS - IN ACCORDANCE WITH HUMAN RESOURCES MEMORANDUM 13-91, PAYMENT IS DUE UPON SEPARATION FOR STATE SHUTDOWN HOURS AT THE INDICATED RATE OF PAY OR AT THE RATE OF PAY AT THE TIME THE EMPLOYEE SEPARATES FROM STATE SERVICE, WHICHEVER IS GREATER. STATE SHUTDOWN HOURS AND PAY WILL BE TREATED AS TIME WORKED AND PAID WHEN CALCULATING RETIREMENT SERVICE AND HIGH THREE YEARS COMPENSATION.

TEMPORARY LAYOFF DAYS - IN ACCORDANCE WITH HUMAN RESOURCES MEMORANDUM 13-91, TEMPORARY LAYOFF HOURS AND PAY WILL BE TREATED AS TIME WORKED AND PAID WHEN CALCULATING RETIREMENT SERVICE AND HIGH THREE YEARS COMPENSATION. A COPY OF THIS FORM IS TO BE KEPT BY THE BUREAU OF HUMAN RESOURCES IN THE EMPLOYEE'S PERSONNEL FILE AND BY EACH AGENCY.

AUTHORIZED SIGNATURE

*John Doe*

DATE

8/19/91

PWHE074

MFASIS HUMAN RESOURCE SYSTEM

RUN DATE 8/06/91

SAMPLE

SAMPLE

SAMPLE

SAMPLE

8/06/91 WHE074

STATE OF MAINE  
RECORD OF TIME OFF WITHOUT PAY EXCEPTIONS

PAGE 16  
RUN DATE: 8/06/91

COMPANY: ██████████

EMP NAME	EMP NUMBER	CHECK DATE	PAY NO	HISTORY HOURS	MASTER HOURS	FULL BUR RATE	HISTORY AMOUNT	CALCED AMT	COMMENT
██████████	██████████	04/26/91	10	16.00	12.00				MASTER < HISTORY

SAMPLE

## REPAYMENT OF SHUTDOWN DAYS (5/10/91 & 5/24/91)

Per legislative action, State government offices were closed on Friday, May 10, and Friday, May 24, 1991.

All employees who were required to take one or both of these days off without pay, or who were required to work one or both of these days without pay, shall receive an additional day or days compensation at the time they separate from State service.

Employees who were required to work one or both of these days without pay shall also receive an additional day or days compensatory time off.

This form is to be used to pay each employee who is due repayment for one or both of these SHUTDOWN days at the time of their separation from State service.

Company Name \_\_\_\_\_ Company Number \_\_\_\_\_

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Number of SHUTDOWN hours to be paid:

May 10, 1991 \_\_\_\_\_ May 24, 1991 \_\_\_\_\_

Total Shutdown hours \_\_\_\_\_ X Fully Burdened Rate \_\_\_\_\_

= Total Amount of Shutdown Repayment \_\_\_\_\_

Date of Termination \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit 2 copies of this completed form along with a Special Pay Form for the employee's final paycheck to the Bureau of Accounts and Control - Payroll Division. Special Pay #28 is to be used to repay SHUTDOWN days.**