

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

March 15, 1991

HUMAN RESOURCES MEMORANDUM 9-91

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

SUBJECT: General Increase Effective March 31, 1991

Employees as identified below will receive a 3% general increase effective March 31, 1991.

The increase will be electronically applied to Payroll Cycle A on Saturday, March 30, 1991, and to Payroll Cycle B on Saturday, April 6, 1991. Payment at the new rates will begin for both pay cycles on March 31, 1991.

Redlined employees must have Human Resource Profiles submitted to the Bureau of Human Resources during the week ending March 22, 1991, 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

EMPLOYEES ELIGIBLE FOR AUTOMATED PROCESSING:

- a. Employee Status must be a '1' on March 30, 1991 for Payroll Cycle 'A'. For Payroll Cycle 'B', employees must be active on April 6, 1991.
- b. Not Redlined.
- c. The Position End Date must be after the processing date as described in 'a' above.
- d. Not after the Appointment End Date of the Employee.

- e. In an eligible Administrative Unit and Salary Specification:

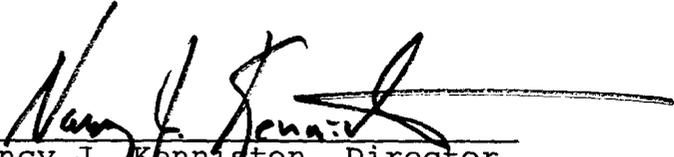
Eligible Salary Specs:

- 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 RMHI

Eligible 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

- f. Benefit Changes: No new benefits are being added at this time.
- g. Salary Schedules with the April 1, 1991 rates are available through the Bureau of Purchases Warehouse. New copies of the Alphabetical Listing of Job Classifications are available from the same source.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment

April 1991

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Deliver Reports to Cycle A for Review. Cycle A does Personnel Changes. Cycle B T&A at old rates, no Personnel changes. <div style="text-align: right;">1</div>	2	3	Last Cycle A Paydate at Old Rates <div style="text-align: right;">4</div>	Pay Processing for 4/11 Cycle B at Old Rates <div style="text-align: right;">5</div>	Apply Increase to Cycle B <div style="text-align: right;">6</div>
7	Deliver reports to Cucle B. Cycle A does Personnel Changes. Cycle B T&A at Old Rates - no Personnel Changes. <div style="text-align: right;">8</div>	9	10	11	Pay Processing for 4/19 using New Rates - Split Pay Period Adjustments. <div style="text-align: right;">12</div>	13
14	Patriots' Day  <div style="text-align: right;">15</div>	Cycle B T&A at New Rates <div style="text-align: right;">16</div>	17	18	First Cycle A Paydate at New (split) Rates Pay Processing for 4/26 at New Rates <div style="text-align: right;">19</div>	20
21	22	23	24	25	Fits Cycle B Paydate at New Rates <div style="text-align: right;">26</div>	27
28	29	30				