

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

November 22, 1993

HUMAN RESOURCES MEMORANDUM 24-93

TO: Agency Heads
Directors of Administrative Services
Personnel Managers
Payroll Managers

SUBJECT: Employee Informational Statements

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The MFASIS project team, with the assistance of a committee of agency personnel managers, has developed an employee informational statement that is designed to provide key information to all employees. This informational statement is targeted to be sent to all employees in late January or February. It is the intent of the committee to send these statements to all employees at the beginning of each subsequent calendar year.

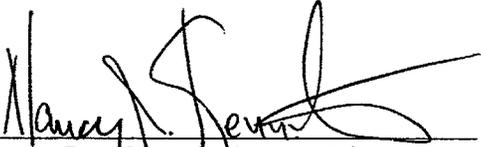
The committee has developed the enclosed draft statement for which we are soliciting your comments. The following information will be helpful to you as you review this document:

- * The committee is considering sending statements to all employees who are either active or on leave.
- * The enclosed statement contains information for a fictitious employee to give you a feel for how information will be presented.
- * It is planned that informational statements will be placed in window envelopes and sent to agencies for distribution to employees. Window envelopes will ensure confidentiality, as the statement contains sensitive information.
- * To facilitate distribution, it is anticipated that org codes will be included and visible through the envelope window. Please consider methods to make distribution easy for your agency.
- * The "look" of the statement will change significantly. Information will be repositioned to accommodate window envelopes, and other changes will be made to "dress up" the statement. Therefore, we are most interested in comments concerning content rather than format.

* Information on benefits is limited to information that is on MFASIS. It is not possible to provide detailed information on benefits that is maintained separately by benefits providers. Retirement service credits, beneficiaries for life or retirement benefits, and dependents covered by health and dental plans cannot be included on this statement.

Please send any comments that you may have to the attention of Don Wills, Bureau of Human Resources, State House Station #4 by Friday, December 3.

Thank you.

A handwritten signature in black ink, appearing to read "Nancy J. Kenniston", written over a horizontal line.

Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

STATE OF MAINE EMPLOYEE INFORMATION STATEMENT

Prepared for Janice Williams
as of 01/01/94

Personal Information

Name: Janice Williams
Home Address: 48 Maple St
Augusta, ME 04330
Home Phone: (207) 623-1234
SSN: 007-12-3456
Date of Birth: 11/01/45
Race: White Sex: Female

Emergency Contact Information

Name: Peter Williams
Relationship: Husband
Address: 48 Maple St
Augusta, ME 04333
Phone: (207) 623-4321

Job Information

Agency: Augusta Mental Health Institute
Work Phone: (207) 287-7323
Work Location: Augusta
Job Title: Mental Health Worker II
Salary Grade: 12
Salary Step: 06
Administrative Unit: Institutional Services
Employment Status: Permanent Classified

Compensation (Per Hour)

Regular Base Pay (REGULAR):	\$ 10.55
Additional Compensation	
Medication Premium (MED PREM):	\$.40
Longevity (LONGEVITY):	\$.40
Direct Care (DIR CARE):	\$.35
Shift Pay (SHIFT 2):	\$.45
Total Hourly Pay:	\$ 12.15
Overtime Status:	Time and a Half Overtime

Service Credits

Next Performance Review Date: 07/12/94
Service toward Vacation Accrual: 23 yr 8 mo
Service toward Longevity Pay: 23 yr 8 mo

Benefits

State Employee Retirement Plan
Employee Contribution (MSRS EMP): 1.15%
State Contribution: See 'Benefits' note on back

Health Insurance
Family Coverage
State-paid Premium Per Month (HTH STA1): \$390.58
Employee-paid Premium Per Month (HTH EMP1): \$116.74

Dental Insurance
Family Coverage
State-paid Premium Per Month (DEN STA1): \$ 37.32
Employee-paid Premium Per Month (DEN EMP1): \$ 16.28

Life Insurance/Basic
Coverage: \$31,000
State-paid Premium/Pay Period (LIF STA1): \$4.03

Life Insurance/Supplemental
Coverage: \$62,000
Employee-paid Premium/Pay Period (LIF SUPP): \$8.06

Life Insurance/Dependent
Coverage for each Child: \$5,000
Coverage for Spouse: \$5,000
Employee-paid Premium/Pay Period (LIF DEP): \$.84

Tax Information

Medicare Withholding Status (HI): Exempt

Federal Filing Status (FED TAX)
Marital Status: Married
No. of Exemptions: 1
Additional Amount/Percent: None
Flat Amount/Percent: None

State Filing Status (ME TAX)
Marital Status: Married
No. of Exemptions: 1
Additional Amount/Percent: \$10.00
Flat Amount/Percent: None

Other Deductions

Med Reimburse Account (MED RA):	\$ 25.00
AFSCME Union Dues (AFSCME):	\$ 9.14
AFSCME Inc Prot (AFSC INS):	\$ 13.10
AETNA Deferred Comp (AETNA):	\$ 50.00
Savings Bond (BOND1):	\$ 25.00
MSECCA (MSECCA):	\$ 5.00
MSE Credit Union (MSECU):	\$ 134.00
Savings Dir Deposit (SAVINGS):	\$ 50.00
Checking Dir Deposit (CHECKING):	100%

PLEASE SEE REVERSE SIDE FOR ADDITIONAL EXPLANATORY INFORMATION

Personal Information

This section contains information about you and who to contact in case of an emergency. The emergency contact phone number should be that which is appropriate during your working hours. Please review this information and report any missing or incorrect information to your agency personnel office.

Job Information

This section contains information about your job and your employment status. Your employment status, as shown in this section, determines your rights to employment and promotional consideration. If you have any questions about your job or employment status, you should contact your agency personnel office.

Compensation

This section specifies base pay and additional compensation that make up your total regularly scheduled pay. This section reports all pay as hourly rates. Salaried employees may calculate their weekly salary by multiplying the hourly rates by the number of regularly scheduled hours worked each week.

Service Credits

This section contains information about service time you have accumulated as of the date of this report. Service toward vacation accrual determines the number of hours of vacation time you accrue each month. Service toward longevity pay indicates your eligibility for longevity pay, which begins after you have completed 15 years of service. The credits listed in this section have no relation to your creditable service for retirement purposes.

Tax Information

This section lists your current Federal and State Income Tax filing status. Please note that if you have an additional amount withheld, this is in addition to the amount normally withheld based on your marital status and number of exemptions claimed on your W-4 form. If you have a flat amount withheld, this is instead of the amount that would normally be withheld based on your marital status and number of exemptions. You should review this information and consider any changes that you may wish to make. If you wish to make changes, you must contact your agency personnel office and complete a new W-4 form. This section also indicates your Medicare withholding status. If you were hired since April 1, 1986 or have had a break in service since that date, you are subject to Medicare withholding at the rate of 1.45%.

Benefits

This section lists information about your current participation in various benefit programs and details both your contributions and contributions made for you by the State. If you have experienced a lifestyle change such as marriage, divorce, birth/adoption, etc., you may want to update your beneficiaries and/or dependents for life, health, dental and retirement plans. Contact your agency personnel office for more information.

Health, dental and life insurance premiums are fixed dollar amounts. Retirement contributions are a percentage of pay, based on the total pay that you receive each pay period. So the amount of retirement contributions may vary as your pay or working hours change. The State makes employer contributions on all State workers' compensation (MSRS STA). In the case of some employees, the State also pays a portion of the employees' contributions (MSRS CON). All the retirement contributions made by the State go towards paying retirement benefits and are not paid as refunds to employees who leave State employment.

Other Deductions

This section lists other deductions that are taken out of your pay, including direct deposit to savings and/or checking accounts. Please note that savings and checking account direct deposit information may be reported as a percentage. This means that, after all taxes and other deductions are taken from your gross pay, this percentage of the remaining net pay is deposited for you into your account(s). If you wish to make changes, you must contact your agency payroll office.

Please note that the names of pay components, taxes and deductions, as they appear on your pay stub, are contained in parentheses where appropriate.

If you have any comments or suggestions concerning the type of information reported in this Employee Information Statement or its design, please forward them to: Employee Information Statement, Statehouse Station #4, Augusta, ME 04333.