

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
Bureau of Human Resources

June 18, 1998

**HUMAN RESOURCES MEMORANDUM 7-98**

**SUBJECT:** Implementation and Maintenance of Data Processing Stipends and the Lump Sum Payment For Completed Training

**FROM:**  Donald A. Wills, Director Bureau of Human Resources

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This Memorandum is in follow-up to Human Resources Memorandum 4-98 dated May 11, 1998. Memorandum 4-98 announced the subject recruitment and retention programs and identified the classifications that are eligible for these programs. This Memorandum presents information on the implementation and ongoing maintenance of these programs

**Initial Implementation of the 10% and 15% Data Processing Stipends**

The percentage stipends specified by Human Resources Memorandum 4-98 will be implemented as Auto Special Pay 06 (Stipend - Recruit/Retent). This auto special pay will be maintained with other auto special pays on the H10US Screen. The effective date for Auto Special Pay 06 is June 29, 1998.

The Bureau of Human Resources will run a special report to identify all employees who are entitled to the 10% and 15% stipends and will add Auto Special Pay 06 stipends to their individual records on the H10US Screen. The stipends for employees in Cycle A will be entered during the week of June 29th and the stipends for Cycle B will be entered during the week of July 6th. Human Resource Profiles will be generated and mailed to affected agencies.

The 2% general increase will be processed before the stipends are added.

Auto Special Pay 06 will be included in Cycle A paychecks starting July 15, 1998 for the pay period beginning June 22, 1998. Because of the June 29, 1998 effective date, the stipend will apply to just the second week of this pay period. **Note:** The time and attendance entries that are needed to implement the stipends for Cycle A employees will be made by the Bureau of Accounts and Control.

Auto Special Pay 06 will be included in Cycle B pay checks starting July 22, 1998 for the pay period beginning June 29, 1998. The stipend will apply to both weeks for Cycle B employees.

### Maintaining the 10% and 15% Data Processing Stipends

**New Hires after June 29, 1998.** Human Resources Representatives must ensure that employees who are newly hired to the classifications identified by Human Resources Memorandum 4-98 after the initial implementation on June 29, 1998 are set up for Auto Special Pay 06 by entering the required data on the H10US Screen.

**Employees who promote or demote after June 29, 1998.** Human Resources Representatives must ensure that employees who transfer or promote to an Auto Special Pay 06 classification are set up for the correct stipend rate on H10US Screen and that employees who promote or demote between a 15% rate classification and a 10% rate classification are "reset" to the correct percentage on the H10US Screen.

**Example:** An employee in a Professional & Technical classification with the 15% stipend rate who promotes to a 10% Management classification must have the Auto Special Pay 06 rate changed from 15% to 10%.

If an employee transfers, promotes or demotes out of a classification that provides Auto Special Pay 06 to one that does not, the Frequency Rate entry must be changed from 09 to 00.

**Stipend Rate Changes.** A time and attendance entry must be made on the HUEUS Screen for an employee whose Auto Special Pay 06 rate changes in the middle of a pay period. **Example: The entry required when a full-time employee promotes from the 15% rate to the 10% rate at the start of the second week of the payroll period is:**

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_____ X 06 04000 0015000
_____ X 06 04000 0010000

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**Split Period Salary Changes.** Time and Attendance adjustments must be made for mid-period increases to the hourly rates of employees who have Auto Special Pay 06 (e.g., merit increases that are implemented during the pay period). These adjustments are necessary because the payroll calculation uses the standard hourly rate from the employee's record and the new standard hourly rate is applied to all the hours defined on the special pay, resulting in an overpayment. As percentage special pays can not be adjusted by a flat amount, negative adjustments against regular pay are required. In these instances, payroll officers must forward a regular payment form to the Bureau of Accounts and Control. Similarly, Time and Attendance adjustments must be made for mid-period decreases to the hourly rate.

**Processing Instructions for the 5% Lump Sum Training Payment**

Employees who are employed in one of the Professional & Technical Services Bargaining Unit classifications identified by Human Resources Memorandum 4-98 may also be eligible for an annual lump sum payment equal to 5% of base pay (IS Training Payment). Employees will be evaluated for the 5% IS Training Payment each year on their annual performance review date. The first review date is June 29, 1998.

**Eligibility for the 5% IS Training Payment.** Each of the following requirements must be met to be eligible for the 5% payment:

1. The employee must be employed with permanent status in one of the Professional & Technical Services Bargaining Unit classifications with Auto Special Pay 06 (e.g. employed in a data processing classification that has Auto Special Pay 06, 15% Stipend Rate).
2. The employee must have permanent Civil Service Status and an established performance review date<sup>1</sup> of June 29, 1998 or later.
3. The employee must have completed at least 40 hours of approved training during the rating period. "Approved training" means training that is determined by the employing department to meet statewide guidelines for administration of the training bonus. Employees who complete less than 40 hours of approved training will not be eligible for a prorated part of the IS Training Payment.

***For performance review dates between June 29, 1998 and June 28, 1999 only, the requirement for a full forty hours of training during the prior rating period may be waived on a case-by-case basis. If mutually agreeable to supervisors and employees, the first 5% training payment may be based on fewer than forty hours of approved training on condition that the training deficiency is made up before the next performance review date. Employees who carry training hours forward under this first-year waiver, must, at a minimum, complete the training hours lacked for the first 5% payment before their next performance review, and will not be eligible for a second IS Training Payment unless they complete another 40 hours in addition to the deficit hours.***

<sup>1</sup> The established performance review date is the performance review date in effect at the time payment is processed. This date will be determined by the date of initial appointment or promotion, and will include advancements because of time off the payroll and changes due to subsequent promotions, demotions or transfers.

**Processing the lump sum payment for completed training.** Each department must determine individual eligibility for the 5% IS Training Payment in accordance with the stated eligibility requirements. **The pay component for this special payment is Pay Component 49 (IS TRAIN).**

For employees found eligible for the 5% lump sum payment:

1. Department supervisors must: work with their departmental Human Resource Office or human resource representative to compute the amount of payment due. ***The lump sum must be computed manually as follows: base hourly rate (excluding the data processing stipend and any other add-on) in effect on the performance review date X .05 X biweekly position hours X 26.***

2. The departmental Human Resource Office or human resource representative must maintain and track training records for all eligible employees. To initiate IS Training Payments, a Human Resources Profile (HRP) with the comment section completed in accordance with the following models must be submitted to the Bureau of Human Resources:

#### **Comment Model For First IS Payment Only**

Enter total dollars paid followed by "for IS training", and  
Enter number of training hours completed in "( )", if 40 or more, or  
Enter deficit number of training hours in "< >"

#### **Comment Model For Second and Subsequent Payments**

Enter total dollars paid followed by "for IS training", and  
Enter number of training hours completed in "( )",

**Note 1:** To be eligible for the IS Training Payment on the second performance review date, the amount in parenthesis must be at least 40 plus any deficit carried forward from the first year.

**Note 2:** If less training hours are completed than are required for the IS Training Payment on the second performance review date, a Human Resource Profile must be processed for those employees who carried deficit hours forward to verify that the deficit hours were made up. Use the comment: "( )" Deficit Hours Made Up.

3. To complete the IS Training Payment process, the departmental Payroll Officer must do a time and attendance entry on the HUEUS Screen by entering the two-decimal place amount of the payment under Pay Component 49. Once Pay Component 49 is entered, a copy of the HRP with the training payment comment must be forwarded to the Bureau of Accounts and Control. Payment must be made no later than one month following the employee's established performance review date.