

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**

**Bureau of Human Resources  
December 10, 2002**

**HUMAN RESOURCES MEMORANDUM 16-02**

**TO:** All Personnel Officers, Directors of Administrative Services, Payroll Managers  
**FROM:** Donald A. Wills, Director Bureau of Human Resources  
**SUBJECT:** General Increase Effective December 30, 2002  
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**Purpose** – The purpose of this memorandum is to provide Executive and Judicial Branch agencies with instructions for processing a 2% general increase for employees who are eligible to receive this increase.

**Eligibility for Increase** – All employees are eligible to receive a 2% general increase unless a fixed salary is set by statute. Some employees' salaries are set by or subject to the approval of the Governor or a Board or Commission. Specific approval from the salary setting authority must be obtained for all such employees as prescribed by Law before a general increase can be authorized.

**Employees Eligible for Automatic Processing** – The general increase will be applied automatically to employees for whom eligibility and amount of increase can be determined through electronic means. All of the following conditions must be met:

- (a) Employee must be on active pay status (employment status 1).
- (b) The employee **cannot** be redlined.
- (c) The position must be active as of December 30, 2002.
- (d) The employee must be assigned to an eligible administrative unit and salary specification.

**Eligible Salary Specifications:**

- 01 = Administrative Services
- 02 = Financial Order – Major Policy Influencing
- 03 = Educator in Administrative Unit B
- 04 = Professional & Technical
- 05 = Nurse Management (with Stipend)
- 06 = Institutional Services Unit
- 07 = Nurses with Stipend
- 08 = Educator in Unit D
- 09 = Supervisory
- 10 = Nurse Management (Confidential with Stipend)
- 11 = Military Firefighter
- 12 = Operations, Maintenance & Support
- 16 = Clinical Director
- 17 = DOT Hwy Supervisory Workweek Rollback

- 18 = Non-Supervisory Workweek Rollback
- 19 = Education – Confidential
- 20 = Law Enforcement – Special Retirement
- 22 = Case Management Officers (3%)
- 23 – Law Clerk
- 25 = Law Enforcement – 28 Day Special Retirement
- 27 = Admin Law Clerk
- 28 = Law Enforcement – Regular Retirement Plan
- 29 = Law Enforcement – 28 Day
- 30 = State Police – Non-Standard
- 31 = Law Enforcement Supervisory Special Retirement
- 33 = State Police – 28 Day
- 35 = Management Confidential
- 43 = Legislative Non-Partisan/State Paid Retirement
- 44 = Judicial – Administrative
- 45 = Judicial – Professional
- 46 = Judicial - Supervisory
- 47 = Confidential
- 48 = Medical Personnel
- 49 = Superintendent at AMHI
- 58 = Legislative Employees – Employee Paid Retirement
- 66 = Superintendent at BMHI

**Eligible Administrative Units:**

- A = Administrative Services Bargaining Unit
- B = Professional & Technical Services Bargaining Unit
- C = Institutional Services Bargaining Unit
- D = Supervisory Services Bargaining Unit
- E = Operations, Maintenance & Support Services Bargaining Unit
- F = Law Enforcement Bargaining Unit
- G = State Police Bargaining Unit
- H = Major Policy Influencing
- J = Judges
- L = Legislative
- M = Special Assistants to the Governor (**Note 1**)
- O = Employees who have a salary which is set by statute (**Note 1 and 2**)
- P = Judicial – Administrative
- Q = Judicial – Professional
- S = Judicial - Supervisory
- X = Confidential Employees with Civil Service Status
- Y = Employees whose salary is set by Financial Order/Governor’s Memo (**Note 1**)
- Z = Employees who are statutorily removed from Collective Bargaining (**Notes 1 and 2**)

**(Note 1 – Authorization required)**

**(Note 2 – Some employees’ salary may be set at a fixed amount in statute and therefore may not be eligible for the general increase)**

## Employees for Whom Manual Processing is Required

1. All redlined employees who are eligible for an increase must be processed by submitting a Human Resource Profile to the Bureau of Human Resources, ATTN.: Jeannie Johnson by the following deadlines:
  - ◆ **Cycle A – No Later than Friday January 10, 2003**
  - ◆ **Cycle B – No Later than Friday, January 3, 2003**Attach any necessary approvals from the appropriate salary setting authority as may be required by law. Please contact this agency for assistance with special or unique situations.
2. Salary adjustments for teachers who receive prorated paychecks must be determined by calculating the incremental increase in daily pay that will be earned for days to be worked on or after December 30, 2003 for the remainder of the contract year in effect as of July 1<sup>st</sup> and by paying the additional amount earned on a prorated basis in the paychecks to be received during the remainder of the contract year.
3. Employees who are on unpaid leave of absence will not be processed for the general increase until they return from leave. Agencies are responsible to process this salary change when returning employees to active status.
4. The general increase for Highway Crew employees must be processed by submitting the appropriate electronic transactions to the MFASIS technical team.
5. **TEMP COMP** pay will be recalculated automatically using the “5% promotion rule”. The grade and step in the acting assignment that satisfies this rule will be identified and the appropriate differential will be set as the **TEMP COMP** rate. However, the “5% promotion rule” does not always apply to acting assignments. Agencies must review all **TEMP COMP** rates and correct any that must be adjusted due to misapplication of the 5% promotion rule”.

## Processing Procedures and Key Dates

A processing calendar is attached to this memorandum and should be studied in detail. The following key dates and notes will assist you in your ongoing work on MFASIS HR and Payroll, and with the processing of the general increase:

**Saturday, December 28th** – New salary tables will be loaded on the production system. Refreshing the salary step for any employee after these new tables have been loaded will load the new rate of pay into the employee record. New rates will be loaded in master file records for Cycle B employees.

**The Week Beginning December 30th** – Cycle A agencies **cannot** make any master file changes for the pay period ending December 28th as incorrect salary rates may be introduced into the employee record from the new salary tables.

**Saturday, Jan 4th** – New rates will be loaded in Master file records for Cycle A employees.

**Cycle B Time and Attendance Worksheet for the General Salary Increase**

**These instructions pertain to agencies that are not in production mode with MS-TAMS. If your agency's employees are being paid using MS-TAMS time sheet entries, MS-TAMS will automatically generate the correct HR system payroll transactions using the two salary rates in effect for each respective week of the pay period.**

Reminder, the percentage rate special pays will use the new base rate for the whole period, even if the transactions are generated by MS-TAMS.

The general salary increase for Cycle B employees splits the pay period for the pay date of January 15, 2003. Cycle B payroll officers may make their time and attendance entries for the January 15h pay date from Monday, January 6th through Thursday, January 11th. These instructions address the impact on time and attendance of applying the general salary increase for this split pay period.

- 1. Any employee who works his or her standard hours will not require time and attendance entries.**
  - The MFASIS HR system will automatically pro-rate the employee's base (regular) pay based on the increase date. The pay stub will show an average of the new and old base rates under the 'REGULAR' rate of pay.
  - Employees with an automatic special pay of Scheduled Overtime, Non Standard, Recruit/Retention Stipend, or 5% In Lieu of Retirement will be paid using the new base rate for the entire period. This will result in a small overpayment to those employees. This overpayment has been approved by the State and the respective unions. **It is not necessary to do time and attendance transactions to adjust this overpayment.**
  
- 2. Employees who work overtime or other non-regular hours will require two time and attendance entries.**
  - Time and attendance will be required for employees who work more or less than their regularly scheduled hours in either week of the pay period.
  - Two entries must be made on the HUAU1 screen. The first entry will contain the regular hours and overtime for the first week using the base rate prior to the increase. The second entry will contain the regular hours and overtime for the second week using the new increase rates. An example is provided below.
  - **All rates for time and attendance entries must be keyed. Do not allow the system to determine the rates for you.**

**Example:**

Regular rate before increase:	\$10.00
Regular rate after increase:	\$10.30
Overtime rate before increase:	\$15.00
Overtime rate after increase:	\$15.45

First week regular time worked:	40 hours
First week premium overtime worked:	3 hours
Second week regular time worked:	40 hours
Second week premium overtime worked:	1 hour

The time and attendance entries required are:

<u>Hours</u>	<u>Rate</u>	<u>Reg/OT Type</u>
04000	1000000	0
00300	1500000	2
04000	1030000	0
00100	1545000	2

# DECEMBER 2002

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 <b>HOLIDAY</b> <b>Christmas</b>	26	27	28 Apply increase to Cycle B New Salary Table loaded
29	30 Deliver reports to Cycle B Agencies for review. Cycle B does personnel changes. Cycle A agencies do T&A at old rates (no personnel' changes)	31				

# JANUARY 2003

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <i>Cycle B Pay Date</i>	2	3	4 <i>Apply increase to Cycle A</i>
5	6 <i>Deliver reports to Cycle A Agencies for review. Cycle A does personnel changes. Cycle B agencies do T&amp;A with split old &amp; new rates making no personnel changes.</i>	7	9	11	10 <i>Cycle B pay processing for check of 1/15 using new rates and split period adjustments.</i>	11
12	13	14	15 <i>Cycle B Pay Date First cycle with increase (split).</i>	16	17 <i>Cycle A pay processing for check of 1/22 using new rates.</i>	18
19	20	21	22 <i>Cycle A Pay Date. First cycle with increase.</i>	23	24	25
26	27	28	29	30	31	