

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF THE STATE CONTROLLER
Payroll Division

To: Agency Payroll/Personnel
From: Betty Everatt, Payroll Systems Manager
Subject: MSECCA Deduction Processing for 2010

The MSECCA Deduction for 2010 will be updated automatically based on an electronic file received from Informe.

It may be necessary to make some entries, however it should be minimal. If you need to make a MSECCA entry in the MFASIS HR System the following instructions should assist you.

1. In setting up the MSECCA deduction (#58) the following needs to be entered:
 - Insert a deduction #58 on the H0ZDC screen
 - Enter AMT/PCT field with the bi-weekly contribution amount.
 - Turn the frequency field to '09'

2. If an employee already has Deduction #58, you will only have to make the following changes:
 - Update the AMT/PCT field if the employee has changed his/her bi-weekly contribution amount
 - If for some reason the deduction has been turned off, turn the deduction back on by changing the FREQ field from '00' to '09'

3. No dates need to be entered this year.

It is no longer necessary to forward your MSECCA deduction authorization forms to the OSC. Please retain at your agency. If you have any questions, please contact Laurie Cormier, 626-8472.