

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES

Bureau of Human Resources
June 15, 1998

HUMAN RESOURCES MEMORANDUM 6-98

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

SUBJECT: General Increase Effective June 29, 1998

Purpose - The purpose of this memorandum is to provide Executive and Legislative Branch agencies with instructions for processing the 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 June 29, 1998.
- (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
- 07 = Nurses with Stipend
- 08 = Educator in Unit D
- 09 = Supervisory
- 10 = Nurse Management (Confidential with Stipend)
- 11 = Military Firefighter

Eligible Salary Specifications (continued):

- 12 = Operations, Maintenance & Support
- 14 = Chief Medical Examiner
- 16 = Clinical Director
- 19 = Education - Confidential
- 20 = Law Enforcement
- 25 = Law Enforcement (Combined 28 Day Schedules)
- 30 = State Police Non-Standard
- 33 = State Police 28 Day Schedule
- 35 = Judicial - Exempt
- 40 = Judicial - Judges (Effective 7-1-98)
- 41 = Legislative Partisan
- 42 = Legislative Non-Partisan/Employee Paid Retirement
- 43 = Legislative Non-Partisan/State Paid Retirement
- 44 = Judicial - Administrative
- 46 = Judicial - Supervisory
- 63 = Legislative Committee Clerks
- 47 = Confidential
- 48 = Medical Personnel
- 49 = Superintendent at AMHI
- 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 = Judicial - Judges (Effective 7-1-98)
- 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 - Friday, June 26, 1998
 - ♦ Cycle B - Thursday, July 2, 1998Attach 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 June 29, 1998 for the remainder of the contract year in effect as of June 30, 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

Processing calendars are 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, June 27th - 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 A employees.

The Week Beginning June 29th - Cycle B agencies **cannot** make any master file changes for the pay period ending June 26th, as incorrect salary rates may be introduced into the employee record from the new salary tables.

July 4th - New rates will be loaded in Master file records for Cycle B employees.

Week of July 6th - This is a split pay period for all Cycle A employees. **REMINDER:** Appropriate T&A entries will be required for additional T&A processing for the first pay period under the new rates. See the enclosed Cycle A Time and Attendance Worksheet for important information.

Week of July 13th - Cycle B agencies process T&A for the first pay period under the new rates.

July 15th - Cycle A receives first pay check with new rates.

July 22rd - Cycle B receives first pay check with new rates.

Reports - 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 Profiles for all employees automatically processed.
- (b) List of employees who will be automatically processed for the increase.
- (c) List of employees who will not be automatically processed.
- (d) Employees receiving TEMP COMP payments
- (e) Employees with scheduled overtime

REMINDER: THE MILEAGE REIMBURSEMENT RATE INCREASES TO 24 CENTS PER MILE EFFECTIVE JULY 1, 1998.

Questions or Assistance - Please address any questions or requests for assistance concerning the general increase to Jeannie Johnson (HR transactions and master file changes) or to Betty Everatt (payroll processing).



Donald A. Wills, Director
BUREAU OF HUMAN RESOURCES

Attachments
June Processing Calendar
July Processing Calendar
Cycle A Time and Attendance Worksheet


June 1998

General Salary Increase Schedule

| 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 Cycle A Agencies do last T&A at old rates. | 23 | 24 Cycle B Pay Date | 25 | 26 Cycle A pay processing for check of 7/1 | 27 <i>Apply increase to Cycle A New Salary Table loaded</i> |
| 28 | 29 Deliver reports to Cycle A Agencies for review. Cycle A does personnel changes. Cycle B Agencies do last T&A at old rates - making no personnel changes | 30 | | | | |

July 1998

General Salary Increase Schedule

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--|---------|--|--|---|--------------------------------|
| | | | 1 Cycle A Pay Date | 2 Cycle B pay processing for check of 7/8 | 3  Holiday (Independence Day) | 4 Apply increase to Cycle B |
| 5 | 6 Deliver reports to Cycle B Agencies for review. Cycle B does personnel changes. Cycle A Agencies do T&A at split - old & new - rates. | 7 | 8 Cycle B Pay Date | 9 | 10 Cycle A pay processing for check of 7/15 using new rates and split period adjustments. | 11 |
| 12 | 13 Cycle B Agencies do T&A at new rates. | 14 | 15 Cycle A Pay Date. First cycle with increase (split). | 16 | 17 Cycle B pay processing for check of 7/22 using new rates. | 18 |
| 19 | 20 | 21 | 22 Cycle B Pay Date. First cycle with increase. | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 Cycle A Pay Date. | 30 | 31 | |

Cycle A Time and Attendance Worksheet for the General Salary Increase

The general salary increase for cycle A employees splits the pay period for the pay date of July 15, 1998. Cycle A payroll officers may make their time and attendance entries for the July 15 pay date from Monday, July 6 thru Thursday, July 9. 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, 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 HUAUI 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: \$10.20
Overtime rate before increase: \$15.00
Overtime rate after increase: \$15.30

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

The time and attendance entries required are:

| Reg Hrs | Reg Rate | OT Hours | OT Rate |
|---------|----------|----------|---------|
| 04000 | 1000000 | 0300 | 15000 |
| 04000 | 1020000 | 0100 | 15300 |