STATE OF MAINE
DEPARTMENT OF PERSONNEL

March 2, 1987

PERSONNEL MEMORANDUM 4-87

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: Multiple Updates to Employee Records

Attached is a worksheet for your use in making successive multiple updates to the personnel record for an employee. For instance, when it is necessary to change the current data on an employee because of a retroactive reclassification, complete consecutive forms as necessary showing the changes as they would have occurred. Show the corrected current data on the Human Resources Profile Form as the last action. Only the data on the Human Resource Profile will be added to the MSA on-line Personnel System. The supporting change data will be reviewed and authorized in this office and shall be filmed on the microfiche record for the employee and returned to the department as authorization for payroll changes. The new Human Resource Profile will show job and salary histories.

The Payroll Computation Section is required by the State Controller, but the authorization for the job and salary changes by the Personnel Department will not include verification of these dollar amounts for payment. Each change section must include the payroll computation and the total difference to be paid during this time period.

DAVID W. BUSTIN   .
COMMISSIONER

Attachment

Employee Name	Employee Number
Current Department	Current Job Class and Code

First Change:	Effective Date:

FROM	TO
Job Class Title and Code	Job Class Title and Code
Job Grade and Step	Job Grade and Step
Admin Unit/Salary Spec	Admin Unit/Salary Spec
Hourly/Bi-weekly Rates	Hourly/Bi-weekly Rates
	Effective Date

Payroll Computations

Weeks/Days	Salary Difference	Payroll #
Overtime Difference	Interest	Total Dollars

Next Change:	Effective Date:

FROM	TO
Job Class Title and Code	Job Class Title and Code
Job Grade and Step	Job Grade and Step
Admin Unit/Salary Spec	Admin Unit/Salary Spec
Hourly/Bi-weekly Rates	Hourly/Bi-weekly Rates
	Effective Date

Payroll Computations

Weeks/Days	Salary Difference	Payroll #
Overtime Difference	Interest	Total Dollars

Prepared by:	Department of Personnel Approval: