



STATE CONTROLLER'S BULLETIN

Edward Karass
State Controller

Rebecca M. Wyke, Commissioner
Administrative & Financial Services

Bulletin #FY06-11

SUBJECT: General Salary Increase Effective July 2, 2006

DATE: June 9, 2006

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

FROM: Edward A. Karass, State Controller

Purpose – The purpose of this memorandum is to provide Executive and Judicial Branch agencies with instructions for processing the general increase for employees who are eligible to receive this increase.

Eligibility for Increase – All employees are eligible to receive a 3% general increase unless a fixed salary is set by statute or otherwise negotiated. 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 July 2, 2006
- (d) The employee must be assigned to an eligible administrative unit and salary specification.

Eligible Salary Specifications:

01 = Administrative Services	25 = Law Enforcement 28 Day Special Retirement
02 = Financial Order – Major Policy Influencing	26 = State Court Administrator (3.5%)
03 = Educator in Administrative Unit B	27 = Admin Law Clerk
04 = Professional & Technical	28 = Law Enforcement
05 = Nurse Management (with Stipend)	29 = Law Enforcement 28 Day
06 = Institutional Services Unit	30 = State Police – Non-Standard
07 = Nurses with Stipend	31 = Law Enforcement Supervisory Special Retirement
08 = Educator in Unit D	32 = State Police - FLSA
09 = Supervisory	33 = State Police – 28 Day
10 = Nurse Management (Confidential with Stipend)	34 = Law Enforcement 28 Day FLSA
11= Military Firefighter	35 = Management Confidential
12 = Operations, Maintenance & Support	44 = Judicial – Administrative
16 = Clinical Director	45 = Judicial – Professional
17 = DOT Hwy Supervisory Workweek Rollback	46 = Judicial - Supervisory
18 = Non-Supervisory Workweek Rollback	47 = Confidential
19 = Education – Confidential	48 = Medical Personnel
20 = Law Enforcement Special Retirement	49 = Superintendent at AMHI
21 = Judges (3.5%)	58 = Legis-Employee: Exempt
22 = Case Management Officers	60 = Legis-Employee: IANLP
23 – Law Clerk	66 = Superintendent at BMHI

Eligible Administrative Units:

A = Administrative Services Bargaining Unit	L = Legislative
B = Professional & Technical Services Bargaining Unit	M = Special Assistants to the Governor (Note 1)
C = Institutional Services Bargaining Unit	O = Employees who have a salary which is set by statute (Note 1 and 2)
D = Supervisory Services Bargaining Unit	P = Judicial – Administrative
E = Operations, Maintenance & Support Services Bargaining Unit	Q = Judicial – Professional
F = Maine State Law Enforcement Association	S = Judicial - Supervisory
G = State Police Bargaining Unit	X = Confidential Employees with Civil Service Status
H = Major Policy Influencing	Y = Employees whose salary is set by Financial Order/Governor's Memo (Note 1)
J = Judges	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 Office of the Controller, ATTN.: Jeannie Johnson by the following deadlines:

- **Cycle A – No Later than Friday, July 7, 2006**
- **Cycle B – No Later than Friday, July 14, 2006**



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.
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. **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

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, July 1 – 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 July 2nd – Cycle B agencies **cannot** make any master file changes as incorrect salary rates may be introduced into the employee record from the new salary tables.

Saturday, July 8th – New rates will be loaded in Master file records for Cycle B employees.

Cycle A Time and Attendance 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 A employees splits the pay period for the pay date of

July 19, 2006. Cycle A payroll officers may make their time and attendance entries for the

July 19th pay date from Monday, July 10th through Thursday, July 13th. 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.

All rates for time and attendance entries must be keyed. **Do not allow the system to determine the rates for you.**



Please contact Holly Perkins in the Central Payroll Office with questions regarding Time and Attendance.