

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF THE STATE CONTROLLER
14 STATE HOUSE STATION AUGUSTA, MAINE 04333-0014



To: HR Directors, Personnel and Payroll Officers
From: Betty Everatt, Director of Central Payroll
Date 12/29/2015
Subject: Annual Leave Processing

The MS-TAMS automated annual leave process will be executed following the lockdown of the pay period which contains January 1 for each respective pay cycle. For 2016, this process will occur on the evening of Jan 7th for cycle B and Jan 13th for cycle A.

Similar to our bi-weekly leave accrual processing, only employees that have a time sheet in the current pay-period will be processed during the annual leave processing. Therefore, employees on an unpaid leave of absence will not be processed. Those employees will have to be updated by the payroll or personnel officer.

All employees above their maximum are included in this processing. Anyone that is over will have their vacation reduced.

Annual Confidential Leave Processing

Confidential employees are assigned an administrative unit of H, M, O, X, Y, Z. The annual posting of leave will be processed following the normal biweekly leave posting.

Order of Processing

- Lapse vacation hours which exceed the maximum vacation limits.
- Post any unused personal leave balance to vacation, reduce personal leave time balance to zero.
- Post annual vacation accrual.
- Post annual personal time.

The annual vacation rate will be that which is in effect at the time the annual vacation accrual is posted on either January 7th or January 13th. Agency payroll officers will enter adjustments for those employees whose rate will change later in 2016 at the time that the annual vacation accrual is posted. The annual vacation rate for part-time employees will automatically post as zero. Agency payroll officers must enter the annual pro-rated accrual for part-time employees.

Employees on Cycle B who use vacation time in the second week of the pay period may require manual adjustments.

Personal Leave Credits are updated based on the above administrative units as well as those bargaining units/job classes covered by collective bargaining.

Questions regarding annual leave processing should be directed to Jeannie Johnson @ 624-7768.