

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

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STATE CONTROLLER

TERRY E. BRANN, CPA
DEPUTY STATE CONTROLLER

TO: Directors of Administrative Services, Personnel Managers, Payroll Managers
FROM: Betty Everatt, Payroll Systems Manager
SUBJECT: MSEA Lump Sum Payment

The purpose of this memorandum is to provide agencies with instructions for processing the lump-sum payment of \$700.00 (prorated for part-time and seasonal) pursuant to PL 2007, Ch. 240, Part SSS.

Processing Overview: Lump sum pay transactions will be automatically generated. Agencies will be provided with a report of the generated transactions. The transactions will be processed with the July 18th pay date processing. A separate check will be generated for this lump sum payment.

Calendar of Activities for Payment of Lump Sum Payments

Monday , July 2 – Lump-Sum Payment Report listing employees eligible for the lump-sum payment will be distributed for agencies to make necessary additions, changes and deletions needed.

Friday, July 6 – Agencies will return the corrected reports to Office of the State Controller, 14 SHS, Attn: Jeannie Johnson, who will authorize the changes and forward to Amanda Goldsmith for payment.

July 9 – July 12 - The Office of the Controller, Payroll will process all corrections and adjustments.

Lump sum payments will be processed the weekend of July 14th and distributed by Wednesday, July 18.

Eligibility for Payment

1. Employees must be active as of July 1, 2007.
2. Employees who are on unpaid leave of absence will not be processed for the lump sum until they return from leave. Agencies are responsible for processing this lump sum when returning employees to active status.
3. Employees must be assigned to one of the following administrative units:

Eligible Administrative Units:

- A = Administrative Services Bargaining Unit
- B = Professional & Technical Services Bargaining Unit
- D = Supervisory Services Bargaining Unit
- E = Operations, Maintenance & Support Services Bargaining Unit
- H = Major Policy Influencing
- M = Special Assistants to the Governor (**Note 1**)
- O = Employees who have a salary which is set by statute (**Note 1 and 2**)
- 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 lump sum)

4. Appointment type must be one of the following:

- C - Classified Appointment
- D - Unclassified Appointment
- F - State Trainee Appointment
- G - Trainee Appointment

Exceptions and Special Processing Requirements

1. No lump sum payments will be made to non-status employees who are working in acting capacity, intermittent or project appointments.
2. Some employees may have terminated employment prior to July 1, 2007, but may remain active on MFASIS after termination in order to allow for final pay processing. These employees are not eligible for the lump sum payment, but will appear on reports as eligible for lump sum payment. Agencies must identify these individuals, cross them off the list, and forward to the Controllers Office to be adjusted.
3. The lump sum payment will automatically be generated for employees that are eligible to receive the payment.
 - This payment is a lump-sum payment, special pay number 47.
 - Taxes will be withheld using the supplemental tax rate, 25% Federal, 5% State, and Medicare of 1.45% (if applicable).
 - This payment is not considered earnable compensation; no retirement deductions will be withheld.
 - Employee will receive a physical check. These payments will not be Direct Deposited into employees accounts.

Questions

Please address questions to Jeannine Johnson, Office of the State Controller, 624-7768 as soon as possible, to ensure prompt and correct payment to employees.

Any questions as to eligibility for the lump sum payment should be addressed to Employee Relations at 287-4447.