

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

EDWARD A. KARASS  
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TERRY E. BRANN, CPA  
DEPUTY STATE

**TO:** Directors of Administrative Services, Personnel Managers, Payroll Officers  
**FROM:** Betty Everatt, Manager, Statewide Payroll System  
**SUBJECT:** General Salary Increase Effective January 4, 2009

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

**Eligibility for Increase** – Employees are eligible to receive this general salary 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 relined.
- (c) The position must be active as of January 4, 2009
- (d) The employee must be assigned to an eligible administrative unit and salary specification.

**Eligible Salary Specifications:**

03 = Education Administrative Unit B  
04 = Professional & Technical  
05 = Nurse Management (with Stipend)  
06 = Institutional  
07 = Nurses with Stipend  
08 = Education Admin Unit D  
09 = Supervisory  
10 = Nurse Management (Confidential with Stipend)  
11 = Military Firefighter  
12 = Operations, Maintenance & Support  
17 = DOT Hwy Supervisory Workweek Rollback  
18 = Non-Supervisory Workweek Rollback  
19 = Education – Confidential  
20 = Law Enforcement – Special Retirement  
25 = Law Enforcement 28 Day Special Retirement  
28 = Law Enforcement  
29 = Law Enforcement 28 Day  
30 = State Police – Non-Standard  
31 = Law Enforcement Supervisory Special Retirement  
32 = State Police - FLSA  
33 = State Police – 28 Day  
34 = Law Enforcement 28 Day FLSA

47 = Confidential  
48 = Medical Personnel  
54 = Teachers  
80 = Administrative Services  
81 = Administrative Services - Confidential

**Salary Specifications *not* Eligible for the increase:**

02 = Financial Order – Major Policy Influencing  
14 = Chief Medical Examiner  
16 = Clinical Director  
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  
G = State Police Bargaining Unit  
X = Confidential Employees with Civil Service Status

**Administrative Units *not* Eligible for the increase:**

H = Major Policy Influencing  
M = Special Assistants to the Governor  
O = Employees who have a salary which is set by statute  
Y = Employees whose salary is set by Financial Order/Governor's Memo  
Z = Employees who are statutorily removed from Collective Bargaining

**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 B – No Later than Friday, January 2, 2009**
  - ◆ **Cycle A – No Later than Friday, January 9, 2009**
2. 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.
3. **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, January 3rd** - New salary tables will be loaded into the production system. Refreshing the salary step for any employee after January 3rd will update the employee record with the new rate of pay.

**Saturday, January 3rd** – Cycle B employee records automatically updated – increase applied.

**Saturday, January 10th** – Cycle A employee records automatically updated – increase applied.

Please contact Jeannie Johnson with questions regarding the General Salary Increase update.

### **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 B employees splits the pay period for the pay date of January 21, 2009.** Cycle B payroll officers may make their time and attendance entries for the January 21st pay date from Monday, January 12th through Wednesday, January 14th. 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 Laurie Cormier or Amanda Goldsmith with questions regarding Time and Attendance.