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June 26, 2003

To: Appointing Authorities and Personnel Officers

From: Gary Fogelbach, Division of Personnel

Subject: Information and Instructions for Processing the July 1, 2003 General Structure Adjustment in SAM II HR/Payroll

This is to provide information and instructions for processing the July 1, 2003 General Structure Adjustment of $600 per year for rates equating to less than $40,000 per year in the SAM II HR/Payroll system, for both Table-Driven and Non Table-Driven pay situations.

Agencies with "Table-Driven Pay" in SAM II

Table-driven pay means that employees within the agency are paid from the pay rate table (PPRT) established in SAM II, based on the pay grade established for the employee's Title, and the pay step to which the employee is assigned. In such cases, the pay rates in SAM II have been adjusted to reflect the $600 per year General Structure Adjustment effective July 1, 2003. For employees paid on an hourly basis from the pay rate table, the hourly amount will be adjusted accordingly. For UCP agencies, the $600 per year increase equates to $25 per twice-a-month pay period. On an hourly basis, the rates increased $.29 per hour. The adjusted pay rates have been established in the SAM II system to be effective July 1, 2003.

The pay rates of employees whose pay is table-driven will be adjusted in the system. The ESMT transaction and service history entry will be generated for table-driven pay employees only. This program is scheduled to run July 10, 2003.

Among the employees receiving table-driven pay in SAM II are:

- UCP System Classified (Merit) and Covered (Non-Merit) employees
- UCP Speed-Up employees in the Department of Public Safety.
- UCP formerly Redlined employees whose adjusted pay will fall within the top step of the pay range. (Departments of Public Safety, Revenue and Health & Senior Services are affected.) These employees were non-table driven, but

will now be table-driven. Since the maximum rate of the pay range will now capture their current pay rate, these employees should receive an adjustment to the new top step of the range to which their class is assigned. The change to table driven pay for the employees affected will need to be processed by the agency with an effective date of July 1, 2003. The step of the pay range from which the employee will be paid will need to be entered, in place of the pay parameter. These transactions should be processed after the ESMT generation program is run on July 10, 2003.

Employees with "Non Table-Driven Pay" in SAM II

Non table-driven pay in SAM II means that the amount the employee is paid is entered as a "Pay Parameter" on the ESMT window. Employees paid in this manner include:

- UCP Merit System Classified Management (Broad Banded) employees
- UCP System Unclassified and Exempt employees (UCP exempt, not FLSA)

The Employment Status Maintenance Transaction (ESMT) to generate the salary adjustment for non table-driven pay employees in SAM II system must be processed by the agency.

Applicable pay increases provided for these groups of employees will need to be calculated manually by the agency and an ESMT processed for each employee who is to receive the increase. The instructions for processing the Employment Status Maintenance Transactions for these employees begin on page 3.

Some employees are paid in a manner requiring particularly close attention. Questions about processing the Position and Employment Status Maintenance Transactions (PSMTs and ESMTs) for employees that fall into the following categories should be directed to the Pay, Leave and Reporting Section of the Division of Personnel, 751-1660.

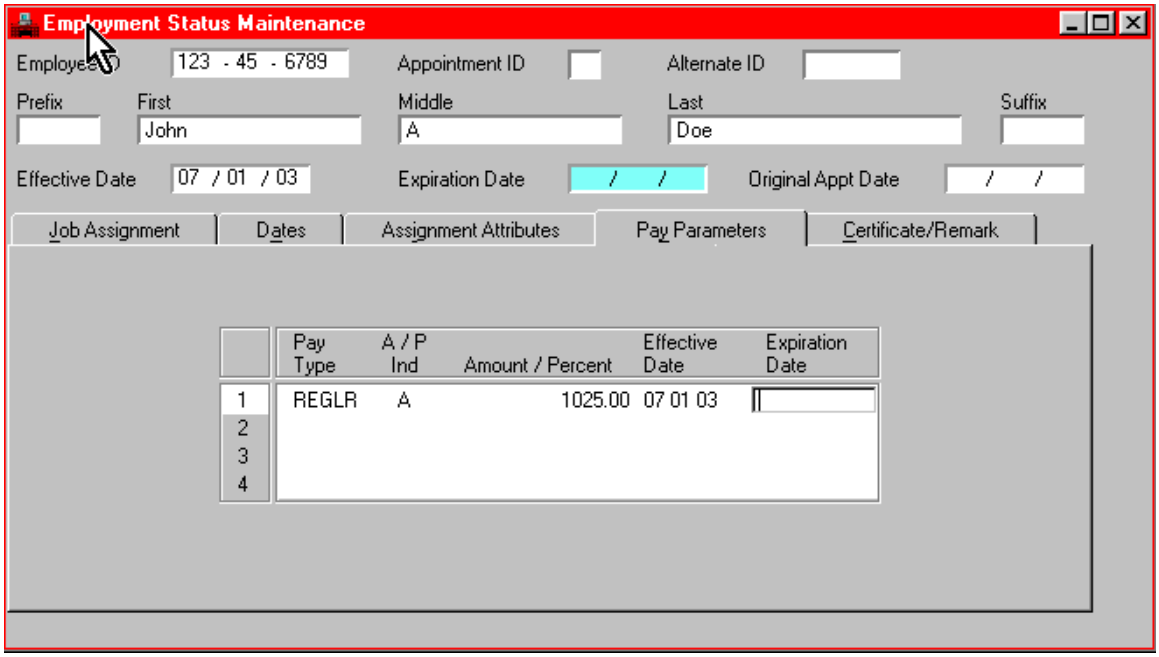
1. UCP Covered, non-management employees in the Office of the Adjutant General of the Department of Public Safety. These are employees affected by a special tax processing situation. As these employees require two pay parameter entries, the agency must determine the pay parameter amounts based on the employee's pay rate *after* the $25 has been added to the total pay period rate.
2. UCP "Pink Lined" employees. These are UCP Speedup Employees paid above the pay range who *will receive* the General Structure Adjustment. These employees are in the Highway Patrol and the Gaming Commission.
3. UCP "Red Lined" employees whose rate of pay will not fall within the maximum of the pay range are not eligible for the increase.

Instructions for Processing ESMTs for Non Table-Driven Pay Situations

The Job Assignment panel of the ESMT must have an Effective Date of July 1, 2003. The Personnel Action on the ESMT is Salary Change (SALRY). The Personnel Action Reason on the ESMT is Salary Adjustment (S09), that is, S"Zero"9.

The Pay Parameters panel of the ESMT window must indicate the Pay Type of Regular Pay (REGLR), the A/P Indicator of A, the Amount of the employee's June 30, 2003 pay period rate increased by $25, or the Amount of the employee's June 30, 2003 hourly rate increased by $.29 per hour. The Pay Parameters panel of the ESMT must also have an Effective Date of July 1, 2003.

Here is an example of how the Pay Parameters panel of the ESMT window should be completed.



In Non Table-driven pay situations where the employee is exception paid and less than full-time, a Pay Class of PUS50, PUS75, etc. may be in use. For example, a Pay Class of PUS50 is used for an exception paid, 50% FTE, Non Table-driven pay employee. Please keep in mind for these situations the amount on the employee's ESMT reflects the full-time amount reduced by the FTE percentage. The employee in this situation who would earn $1000 per pay period on a full time basis, has a Pay Parameter of $500 per pay period on a 50% FTE basis. The General Structure Adjustment amount for this employee must also be prorated according to their FTE. For example, the full time amount of $1025 per pay period after the General Structure Adjustment is applied would be reduced to $512.50 for a 50% FTE employee.

Timing of the General Structure Adjustment Transaction (ESMT) for the July 1, 2003 General Structure Adjustment

It is important to keep in mind the timing of the ESMT for the July 1, 2003 General Structure Adjustment in relation to other changes you may be making for an employee.

As an example, suppose you process the General Structure Adjustment ESMT with an effective date of July 1, 2003. For a non table-driven pay employee you added $25 per pay period to the employee's June 1st pay rate. Then, subsequently you process a salary increase for the employee effective June 16, 2003. The July 1, 2003 transaction that was based on the June 1st pay rate will replace the June 16, 2003 transaction. In this case, the July 1, 2003 General Structure Adjustment transaction should be processed after the June 16, 2003 transaction. Or, another General Structure Adjustment Transaction effective July 1, 2003 will need to be processed that increases the employee's June 16, 2003 pay rate by $25.

Here is an example of the sequence of the June 16th pay increase being superseded by the July 1 effective dated pay increase based on the June 1st rate.

Date	Pay Rate	
June 1, 2003	$1,000	
July 1, 2003	$1,025	General Structure Adjustment
June 16, 2003	$1,050	$50 pay increase based on June 1 rate
July 1, 2003	$1,025	This is the error. This rate should be $1,075 per pay period.

This is one of the trickier aspects of the effective dating of transactions in SAM II that we must keep in mind.

Also, the payroll cycle run for the pay period July 1 – 15, 2003 will begin July 23, 2003. The guaranteed Approval Date for UCP transactions for this pay cycle is July 16, 2003. Hopefully, this will provide ample time after July 1st to process these non table-driven pay transactions prior to the running of the pay cycle for the pay period.

If you have questions or need further assistance on the processing of the transactions, please contact the Pay Leave and Reporting Section of the Division of Personnel at 751-1660.

Grid A
Twice-a-Month Rates

Office of Administration
Division of Personnel
UCP System
PROPOSED Pay Grid A to be
Effective July 1, 2003

$25 Added to Rates Less Than $1666.66

Rng	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
A01	582.00	590.00	598.50	606.50	615.50	623.00	630.00	**641.00**	651.50	660.00	669.50	679.00	689.00	699.50	710.50										
A02	598.50	606.50	615.50	623.00	630.00	641.00	651.50	**660.00**	669.50	679.00	689.00	699.50	710.50	721.50	732.50										
A03		623.00	630.00	641.00	651.50	660.00	669.50	679.00	**689.00**	699.50	710.50	721.50	732.50	745.00	757.00	769.50									
A04		641.00	651.50	660.00	669.50	679.00	689.00	699.50	**710.50**	721.50	732.50	745.00	757.00	769.50	780.50	793.50									
A05			669.50	679.00	689.00	699.50	710.50	721.50	732.50	**745.00**	757.00	769.50	780.50	793.50	806.50	821.00	833.50								
A06			689.00	699.50	710.50	721.50	732.50	745.00	757.00	769.50	**780.50**	793.50	806.50	821.00	833.50	848.50	862.50	878.00							
A07			710.50	721.50	732.50	745.00	757.00	769.50	780.50	793.50	**806.50**	821.00	833.50	848.50	862.50	878.00	892.50	908.00							
A08			732.50	745.00	757.00	769.50	780.50	793.50	806.50	821.00	833.50	**848.50**	862.50	878.00	892.50	908.00	924.00	939.00	956.00						
A09			757.00	769.50	780.50	793.50	806.50	821.00	833.50	848.50	862.50	**878.00**	892.50	908.00	924.00	939.00	956.00	974.50	991.00						
A10			780.50	793.50	806.50	821.00	833.50	848.50	862.50	878.00	892.50	**908.00**	924.00	939.00	956.00	974.50	991.00	1,009.50	1,027.50						
A11			806.50	821.00	833.50	848.50	862.50	878.00	892.50	908.00	924.00	939.00	**956.00**	974.50	991.00	1,009.50	1,027.50	1,045.50	1,064.50	1,082.50					
A12				848.50	862.50	878.00	892.50	908.00	924.00	939.00	956.00	974.50	**991.00**	1,009.50	1,027.50	1,045.50	1,064.50	1,082.50	1,101.50	1,121.50					
A13				878.00	892.50	908.00	924.00	939.00	956.00	974.50	991.00	1,009.50	1,027.50	**1,045.50**	1,064.50	1,082.50	1,101.50	1,121.50	1,142.50	1,164.00	1,186.00				
A14				899.00	914.00	930.00	945.00	961.50	977.50	994.50	1,013.00	1,030.50	1,047.00	1,067.00	**1,086.50**	1,106.50	1,127.50	1,147.50	1,168.50	1,191.00	1,212.00	1,235.00			
A15				930.00	945.00	961.50	977.50	994.50	1,013.00	1,030.50	1,047.00	1,067.00	1,086.50	1,106.50	**1,127.50**	1,147.50	1,168.50	1,191.00	1,212.00	1,235.00	1,258.00	1,283.50			
A16				961.50	977.50	994.50	1,013.00	1,030.50	1,047.00	1,067.00	1,086.50	1,106.50	1,127.50	1,147.50	**1,168.50**	1,191.00	1,212.00	1,235.00	1,258.00	1,283.50	1,307.50	1,332.50			
A17				994.50	1,013.00	1,030.50	1,047.00	1,067.00	1,086.50	1,106.50	1,127.50	1,147.50	1,168.50	1,191.00	1,212.00	**1,235.00**	1,258.00	1,283.50	1,307.50	1,332.50	1,358.00	1,384.00	1,411.50		
A18				1,030.50	1,047.00	1,067.00	1,086.50	1,106.50	1,127.50	1,147.50	1,168.50	1,191.00	1,212.00	1,235.00	1,258.00	**1,283.50**	1,307.50	1,332.50	1,358.00	1,384.00	1,411.50	1,440.50	1,468.50		
A19					1,086.50	1,106.50	1,127.50	1,147.50	1,168.50	1,191.00	1,212.00	1,235.00	1,258.00	1,283.50	1,307.50	**1,332.50**	1,358.00	1,384.00	1,411.50	1,440.50	1,468.50	1,497.00	1,525.50		
A20					1,127.50	1,147.50	1,168.50	1,191.00	1,212.00	1,235.00	1,258.00	1,283.50	1,307.50	1,332.50	1,358.00	1,384.00	**1,411.50**	1,440.50	1,468.50	1,497.00	1,525.50	1,555.50	1,587.00	1,620.00	
A21					1,168.50	1,191.00	1,212.00	1,235.00	1,258.00	1,283.50	1,307.50	1,332.50	1,358.00	1,384.00	1,411.50	1,440.50	**1,468.50**	1,497.00	1,525.50	1,555.50	1,587.00	1,620.00	1,652.00	1,686.50	
A22					1,212.00	1,235.00	1,258.00	1,283.50	1,307.50	1,332.50	1,358.00	1,384.00	1,411.50	1,440.50	1,468.50	1,497.00	**1,525.50**	1,555.50	1,587.00	1,620.00	1,652.00	1,686.50	1,696.50	1,731.50	
A23					1,258.00	1,283.50	1,307.50	1,332.50	1,358.00	1,384.00	1,411.50	1,440.50	1,468.50	1,497.00	1,525.50	1,555.50	**1,587.00**	1,620.00	1,652.00	1,686.50	1,696.50	1,731.50	1,766.00	1,804.50	
A24					1,307.50	1,332.50	1,358.00	1,384.00	1,411.50	1,440.50	1,468.50	1,497.00	1,525.50	1,555.50	1,587.00	1,620.00	**1,652.00**	1,686.50	1,696.50	1,731.50	1,766.00	1,804.50	1,841.00	1,881.50	
A25					1,358.00	1,384.00	1,411.50	1,440.50	1,468.50	1,497.00	1,525.50	1,555.50	1,587.00	1,620.00	1,652.00	1,686.50	**1,696.50**	1,731.50	1,766.00	1,804.50	1,841.00	1,881.50	1,921.00	1,962.50	
A26					1,411.50	1,440.50	1,468.50	1,497.00	1,525.50	1,555.50	1,587.00	1,620.00	1,652.00	1,686.50	1,696.50	1,731.50	1,766.00	**1,804.50**	1,841.00	1,881.50	1,921.00	1,962.50	2,003.00	2,047.50	2,090.50
A27					1,468.50	1,497.00	1,525.50	1,555.50	1,587.00	1,620.00	1,652.00	1,686.50	1,696.50	1,731.50	1,766.00	1,804.50	1,841.00	**1,881.50**	1,921.00	1,962.50	2,003.00	2,047.50	2,090.50	2,135.50	2,180.00
A28					1,525.50	1,555.50	1,587.00	1,620.00	1,652.00	1,686.50	1,696.50	1,731.50	1,766.00	1,804.50	1,841.00	1,881.50	1,921.00	**1,962.50**	2,003.00	2,047.50	2,090.50	2,135.50	2,180.00	2,228.50	2,277.00
A29						1,620.00	1,652.00	1,686.50	1,696.50	1,731.50	1,766.00	1,804.50	1,841.00	1,881.50	1,921.00	1,962.50	2,003.00	**2,047.50**	2,090.50	2,135.50	2,180.00	2,228.50	2,277.00	2,327.50	2,377.50
A30						1,686.50	1,696.50	1,731.50	1,766.00	1,804.50	1,841.00	1,881.50	1,921.00	1,962.50	2,003.00	2,047.50	2,090.50	**2,135.50**	2,180.00	2,228.50	2,277.00	2,327.50	2,377.50	2,430.50	2,483.00
A31						1,731.50	1,766.00	1,804.50	1,841.00	1,881.50	1,921.00	1,962.50	2,003.00	2,047.50	2,090.50	2,135.50	2,180.00	**2,228.50**	2,277.00	2,327.50	2,377.50	2,430.50	2,483.00	2,538.00	2,591.50
A32								1,881.50	1,921.00	1,962.50	2,003.00	2,047.50	2,090.50	2,135.50	2,180.00	2,228.50	2,277.00	**2,327.50**	2,377.50	2,430.50	2,483.00	2,538.00	2,591.50	2,651.50	2,709.50
A33								1,962.50	2,003.00	2,047.50	2,090.50	2,135.50	2,180.00	2,228.50	2,277.00	2,327.50	2,377.50	**2,430.50**	2,483.00	2,538.00	2,591.50	2,651.50	2,709.50	2,770.50	2,831.00
A34								2,047.50	2,090.50	2,135.50	2,180.00	2,228.50	2,277.00	2,327.50	2,377.50	2,430.50	2,483.00	**2,538.00**	2,591.50	2,651.50	2,709.50	2,770.50	2,831.00	2,896.00	2,960.50
A35								2,135.50	2,180.00	2,228.50	2,277.00	2,327.50	2,377.50	2,430.50	2,483.00	2,538.00	2,591.50	**2,651.50**	2,709.50	2,770.50	2,831.00	2,896.00	2,960.50	3,026.50	3,092.00
A36								2,228.50	2,277.00	2,327.50	2,377.50	2,430.50	2,483.00	2,538.00	2,591.50	2,651.50	2,709.50	**2,770.50**	2,831.00	2,896.00	2,960.50	3,026.50	3,092.00	3,164.50	3,235.00
A37								2,327.50	2,377.50	2,430.50	2,483.00	2,538.00	2,591.50	2,651.50	2,709.50	2,770.50	2,831.00	**2,896.00**	2,960.50	3,026.50	3,092.00	3,164.50	3,235.00	3,309.00	3,382.50
A38								2,430.50	2,483.00	2,538.00	2,591.50	2,651.50	2,709.50	2,770.50	2,831.00	2,896.00	2,960.50	**3,026.50**	3,092.00	3,164.50	3,235.00	3,309.00	3,382.50	3,461.00	3,539.00
A39								2,538.00	2,591.50	2,651.50	2,709.50	2,770.50	2,831.00	2,896.00	2,960.50	3,026.50	3,092.00	**3,164.50**	3,235.00	3,309.00	3,382.50	3,461.00	3,539.00	3,619.50	3,700.50
A40								2,651.50	2,709.50	2,770.50	2,831.00	2,896.00	2,960.50	3,026.50	3,092.00	3,164.50	3,235.00	**3,309.00**	3,382.50	3,461.00	3,539.00	3,619.50	3,700.50	3,786.00	3,872.00
A41								2,770.50	2,831.00	2,896.00	2,960.50	3,026.50	3,092.00	3,164.50	3,235.00	3,309.00	3,382.50	**3,461.00**	3,539.00	3,619.50	3,700.50	3,786.00	3,872.00	3,959.00	4,048.00
A42								2,896.00	2,960.50	3,026.50	3,092.00	3,164.50	3,235.00	3,309.00	3,382.50	3,461.00	3,539.00	**3,619.50**	3,700.50	3,786.00	3,872.00	3,959.00	4,048.00	4,139.50	4,233.50
A43								3,026.50	3,092.00	3,164.50	3,235.00	3,309.00	3,382.50	3,461.00	3,539.00	3,619.50	3,700.50	**3,786.00**	3,872.00	3,959.00	4,048.00	4,139.50	4,233.50	4,330.00	4,428.50
A44								3,164.50	3,235.00	3,309.00	3,382.50	3,461.00	3,539.00	3,619.50	3,700.50	3,786.00	3,872.00	**3,959.00**	4,048.00	4,139.50	4,233.50	4,330.00	4,428.50	4,529.00	4,631.50
A45								3,309.00	3,382.50	3,461.00	3,539.00	3,619.50	3,700.50	3,786.00	3,872.00	3,959.00	4,048.00	**4,139.50**	4,233.50	4,330.00	4,428.50	4,529.00	4,631.50	4,736.50	4,844.50