

OPM-99-36

DATE: June 10, 1999
TO: All Agency Payroll Users
FROM: Jim Hazeldine,
Deputy Administrator for Programs

RE: Senate Bill 183 JULY 1, 1999 Employee Pay Raises

This memo outlines the procedures to implement the referenced pay raises.

1. As has been the practice in previous years the Office of Personnel Management, MIS Division will develop automated procedures to assist Agency Payroll Coordinators with the pay increase. Agencies requesting assistance will receive two detailed reports from processing the automated procedure against their payroll. These reports will require that participating agencies review, make corrections and take appropriate action prior to production of the July 1999 payroll.

Report 1 will list all employees updated. Details will show the old and new pay amounts.

Report 2 will list all employees the automated procedure could not update and the reason.

2. Please keep in mind OPM's responsibility is to develop and execute the automated procedure acting upon employee data present in your Agency Payroll records at the time of processing. It is the Agency Payroll Coordinator's responsibility to review the results of the automated procedure, verify the updates and make any adjustments, deletions or corrections prior to running your July 1999 payroll.

3. OPM issued an All Appointing Authorities Memo OPM-99-35 regarding the pay increase. This document is attached and contains the official details clarifying which employees are eligible or ineligible for the salary increase. Please review the attachment as you develop your audit and review procedures to be used in examining the results of the OPM automated procedure.

To be considered for the automated update the eligible employee's Enter-on-Duty date must be a valid date effective on or before June 30, 1999.

Employees that are on Detail to Special Duty will receive the increase on the detail class. When the employee is removed from Detail to Special Duty the salary in their base class must be adjusted by the agency to reflect the statutory increase.

4. After completion and verification of the payroll updates by the agencies, OPM will also automatically update the OPM personnel system.
5. We cannot assist you with this automated salary adjustment without the written approval of your Agency Head or designee. In order for timely processing of the July payroll, we will need your written authority returned to Linda Belinski, MIS Division by June 24, 1999. When we initiate the automated procedure, if your written authority is not on file, your agency will be bypassed and you will be required to update your employee records manually.

Thank you in advance for your immediate attention to this request. Linda Belinski at 405-521-6321 is available to answer any questions you may have about the authorization procedure.