

OPM 98-74

DATE: December 3, 1998

TO: All Agency Payroll Users

FROM: Jim Hazeldine,
Deputy Administrator for Programs

RE: House Bill 2928 January 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 January 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.

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 Coordinators responsibility to review the results of the automated procedure, verify the updates and make any adjustments, deletions or corrections prior to running your January 1999 payroll

2. OPM issued an All Appointing Authorities Memo OPM 98-43 regarding the pay increase. This document is attached and contains the official details clarifying which employees are eligible 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 December 31, 1998.

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.

3. Employee salaries in certain classes in a few agencies will not be automatically adjusted. Carol Barton, Agency Payroll Coordinator, will notify those agencies.
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 January payroll, we will need your written authority returned to Linda Belinski, MIS Division by December 18, 1998. 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's 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. Carol Barton, Payroll Coordinator, at 405-521-6290 is available to answer any payroll processing questions.