



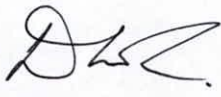
Peter Franchot
Comptroller

Robert J. Murphy
Director
Central Payroll Bureau

June 27, 2014

MEMORANDUM

To: All State Agencies

From: Dhiren V. Shah 
Assistant Director
Central Payroll Bureau

Subject: July 1, 2014 Increment Pay Adjustment

Employees scheduled for a July increment will be eligible for a partial pay adjustment representing the new rate of pay for the last 8 days of the pay period, which ends July 8, 2014. The new rate of pay will be posted on the on-line Exception Time Report for the following pay period, which ends July 22, 2014.

The July 1 increment salaries that have been certified to us by the Office of Personnel Services & Benefits should have a system generated entry in the INCR ADJ field on the top right hand corner of the on-line Exception Time Report (ETR) for the pay period ending July 8th. No other salary changes will be processed for the July 8th pay period. The adjustment is calculated by multiplying 8/14 (decimal equivalent **0.571429**) of the difference between the old and new biweekly rate of pay.

EXAMPLE:

The new bi-weekly pay adjustment for increment is based on the normal non-leap year rate and is computed as follows:

New Increment Salary 7/1/2014	1845.90	Grade 16 - 3
Old salary	<u>1779.88</u>	Grade 16 - 2
Difference	66.02	
Times (8/14)	x <u>0.571429</u>	
Increment Adjustment	<u>37.73</u>	

The pay scale showing the biweekly salary for all grades and steps can be found on our web site: <http://compnet.comp.state.md.us/cpb>

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A. If an adjustment is not system generated for an employee and the employee is due a July 1 salary increase, it will be necessary for you to calculate and enter the adjustment in the ADJ REG WITH RET (Subject to Retirement) field, with an explanation in the Remarks field.

B. If an employee is not due the full system generated adjustment, reduce it by entering the reduction amount with a minus sign in the ADJ REG WITH RET field. If both a reduction adjustment and a manual increase adjustment are necessary, the amounts must be combined (netted) for one manual entry in the same field, with an explanation in the Remarks field.

C. Any absence without pay occurring from July 1 through July 8 will require an offset to the system generated adjustment. The "minus adjustment" must not exceed the amount of the system generated adjustment. If you need help with this calculation, please call our office for assistance.

D. If an employee is on accident pay for the entire pay period you need to post 10 days absent and minus the system generated increment adjustment by entering the reduction amount with a minus sign in the ADJ REG WITH RET field. The accident dollars to be paid will be calculated by adding the system generated increment adjustment to the biweekly salary times the accident rate (.6667). The result should then be entered in accident \$ field with the corresponding hours in accident hours field. Please call our office for explanation on how to handle partial accident pay.

If you have any questions regarding any of these changes, please call our office at 410-260-7401.