

SEMI-MONTHLY ARREARS INFORMATION FOR NON-MERIT AGENCIES

Current procedures are not changing because we are changing to a Semi-Monthly Arrears payroll. The personnel actions and reasons codes remain the same. Effective dates, in most instances, will still be the first day of the pay period, now either the 1st or 16th of the month. New hires will still be effective the first day of work. Separations will continue to be effective the first day the employee is inactive.

The only codes that are changing are the Payroll Number and Pay Class codes. Employment Type will still be 99. Employee status, Title, Sub-Title codes, etc., are not changing.

The Semi-Monthly Arrears payroll number is your agency code plus 4 (XXX+4). The pay class for full-time employees currently paid bi-weekly will change from BWREG to SMREG or BWNDR to SMNDR. Refer to pay class handout for all codes.

All active, non-contract bi-weekly employees will be converted to Semi-Monthly Arrears on March 22, 2006. The conversion ESMT will have an effective date of March 4, 2006, and the record will reflect the new payroll number and pay class codes. The conversion Personnel Action code will be 75. Employees with pay parms will automatically be converted to the new semi-monthly pay rate. Pay parms that will not change are hourly and daily rates, board member pay, and special service pay for AOC employees. No inactive records will be converted. Employees who separate from State service prior to March 4, 2006, will be paid in the normal, bi-weekly pay cycle.

ESMT records effective March 4, 2006, and all subsequent ESMT's will display the new semi-monthly rate. ESMT's prior to March 4, 2006, will still display the old bi-weekly rate(s).

If changes need to be made to an ESMT with an effective date prior to March 4, 2006, still use the old payroll numbers (XXX1) and pay class codes. The new payroll numbers and pay class codes will not be valid for a transaction with an effective date prior to March 4, 2006. If you need assistance, call the GHRs Hotline, 242-2188.

Also payments for time entered on PPER documents with event dates prior to March 4, 2006 will be calculated using the old BW rates.

We will continue to run the Semi-Monthly/Monthly Arrears and Bi-Weekly payrolls. If you enter batches for any of these payrolls, you must process (W) the batches prior to GTN for the particular payroll. If you cannot process your batches, call the GHRs Hotline. Refer to your GHRs Production Calendar for deadlines.

REMINDER:	DO NOT ENTER ANY FUTURE DATED ESMT'S WITH AN EFFECTIVE DATE OF MARCH 18 OR AFTER UNTIL MONDAY, MARCH 27, 2006. ANY ESMT'S EFFECTIVE DATED PAST THE CONVERSION PAY PERIOD OF MARCH 4 – 17, 2006, WILL AFFECT THE CONVERSION OF YOUR AGENCY'S ESMT'S.
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Below are examples of common ESMT transactions:

Example 1, New Hire:

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                                EMPLOYMENT STATUS MAINTENANCE
ETN:
EMPLOYEE ID: 424 12 3401  APPT ID:                                ORIG APPT DATE: 04 03 06
NAME (FIRST,MIDDLE,LAST): MELISSA                                SMITH
                                SUFFIX:                            EEO F/T FLAG: N
PERS ACTION/RSN: 01      A1  EFFECTIVE DATE: 04 03 06  EXPIRATION DATE: 99 99 99
EMPLOYEE STATUS: A      DATE ENTERED CLASS: 01 20 06  PROB END DATE:
EMPLOYMENT TYPE: 99      PERM/TEMP: P                    % FULL-TIME: 1.0000
TITL/STTL CODE: 00000 02  OPTION CODE: 000  GRADE:  CV   STEP:
ANN RS DT: 01 01 20 LV PG ST DT: 01 01 20 BLWOP DT:          RLWOP DT:
AGENCY/ORG CD: 330      0000 POS NO: 9999999  DIFF/STEPS:      PAYROLL NO: 3304
TBL DRIVEN PAY: N  PAY RATE:                                AMT BASIS: P  PAY CLASS CD: SMREG
DT OF BIRTH:          REC REM:    WORK CNTY: 51  SEX: F  ETHNIC CD: 1
OVRD PPA:              OVRD LPA:              OVRD DPA:
OVRD FLSA EX:          OVRD FLSA PROFILE:        OVRD GRADE:
PAY TYPE      RATE CD  AMOUNT OR PERCENT  EFF DATE    EXP DATE
01-           REGLR    A                1,000.0000  04 03 06    99 99 99
02-
03-
04-
H--Y2010 END OF SCAN
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Example 2, Re-hire:

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                                EMPLOYMENT STATUS MAINTENANCE
ETN:
EMPLOYEE ID: 587 12 3402  APPT ID:                                ORIG APPT DATE: 05 30 06
NAME (FIRST,MIDDLE,LAST): BETTY                                P
                                                                SMITH
                                SUFFIX:                            EEO F/T FLAG: N
PERS ACTION/RSN: 02      B5  EFFECTIVE DATE: 05 30 06  EXPIRATION DATE: 05 30 06
EMPLOYEE STATUS: A      DATE ENTERED CLASS: 01 01 20  PROB END DATE:
EMPLOYMENT TYPE: 99      PERM/TEMP: P                    % FULL-TIME: 1.0000
TITL/STTL CODE: 02270F 02  OPTION CODE: CV   GRADE:  CV   STEP:
ANN RS DT: 01 01 20 LV PG ST DT: 01 01 20 BLWOP DT:          RLWOP DT:
AGENCY/ORG CD: 006      0000 POS NO: 9999999  DIFF/STEPS:      PAYROLL NO: 0064
TBL DRIVEN PAY: N  PAY RATE:                                AMT BASIS: P  PAY CLASS CD: SMREG
DT OF BIRTH:          REC REM:    WORK CNTY: CV  SEX: M  ETHNIC CD: 2
OVRD PPA:              OVRD LPA:              OVRD DPA:
OVRD FLSA EX:          OVRD FLSA PROFILE:        OVRD GRADE:
PAY TYPE      RATE CD  AMOUNT OR PERCENT  EFF DATE    EXP DATE
01-           REGLR    A                2,462.9000  05 30 06    99 99 99
02-
03-
04-
H--Y2010 END OF SCAN
```

Example 3 , Pages, New Hire:

EMPLOYMENT STATUS MAINTENANCE					
ETN:					
EMPLOYEE ID: 417 12 3403		APPT ID:		ORIG APPT DATE: 05 16 06	
NAME (FIRST,MIDDLE,LAST): PAIGE			BROWN		
			SUFFIX:		EEO F/T FLAG: N
PERS ACTION/RSN: 01	A1	EFFECTIVE DATE: 05 16 06	EXPIRATION DATE: 99 99 99		
EMPLOYEE STATUS: A	DATE ENTERED CLASS: 05 16 06	PROB END DATE:			
EMPLOYMENT TYPE: 99	PERM/TEMP: T		% FULL-TIME: 1.0000		
TITL/STTL CODE: 54180L	OPTION CODE: 000	GRADE: CV	STEP:		
ANN RS DT: 01 01 20	LV PG ST DT: 01 01 20	BLWOP DT:	RLWOP DT:		
AGENCY/ORG CD: 022	0000	POS NO: 9999999	DIFF/STEPS:	PAYROLL NO: 0224	
TBL DRIVEN PAY: N	PAY RATE:	AMT BASIS: D	PAY CLASS CD: PAGES		
DT OF BIRTH:	REC REMP:	WORK CNTY: 51	SEX: F	ETHNIC CD: *	
OVRD PPA:	OVRD LPA:		OVRD DPA:		
OVRD FLSA EX:	OVRD FLSA PROFILE:		OVRD GRADE:		
PAY TYPE	RATE CD	AMOUNT OR PERCENT	EFF DATE	EXP DATE	
01-	REGLR	A	25.0000	05 16 06	99 99 99
02-					
03-					
04-					
H--Y2010 END OF SCAN					

Example 4, Pages, Separation:

EMPLOYMENT STATUS MAINTENANCE					
ETN:					
EMPLOYEE ID: 417 12 3403		APPT ID:		ORIG APPT DATE: 05 16 06	
NAME (FIRST,MIDDLE,LAST): PAIGE			BROWN		
			SUFFIX:		EEO F/T FLAG
PERS ACTION/RSN: 13	M3	EFFECTIVE DATE: 05 19 06	EXPIRATION DATE		
EMPLOYEE STATUS: I	DATE ENTERED CLASS: 05 16 06	PROB END DATE			
EMPLOYMENT TYPE: 99	PERM/TEMP: T		% FULL-TIME		
TITL/STTL CODE: 54180L	OPTION CODE: 000	GRADE: CV	STEP:		
ANN RS DT: 01 01 20	LV PG ST DT: 01 01 20	BLWOP DT:	RLWOP DT:		
AGENCY/ORG CD: 022	0000	POS NO:	DIFF/STEPS:	PAYROLL NO: 0224	
TBL DRIVEN PAY: N	PAY RATE:	AMT BASIS: D	PAY CLASS CD: PAGES		
DT OF BIRTH:	REC REMP:	WORK CNTY: 51	SEX: F	ETHNIC CD: *	
OVRD PPA:	OVRD LPA:		OVRD DPA:		
OVRD FLSA EX:	OVRD FLSA PROFILE:		OVRD GRADE:		
PAY TYPE	RATE CD	AMOUNT OR PERCENT	EFF DATE	EXP DATE	
01-	REGLR	A	25.0000	05 19 06	99 99 99
02-					
03-					
04-					

DOES NOT CHANGE



NOTE: FOR ALL OTHER ESMT TRANSACTIONS, THE PAYROLL NUMBER AND PAY CLASS CODE WILL REMAIN THE SAME.