



Process Document HRMS: Biweekly less than 26 wks

File Name	Biweekly less than 26 wks.doc
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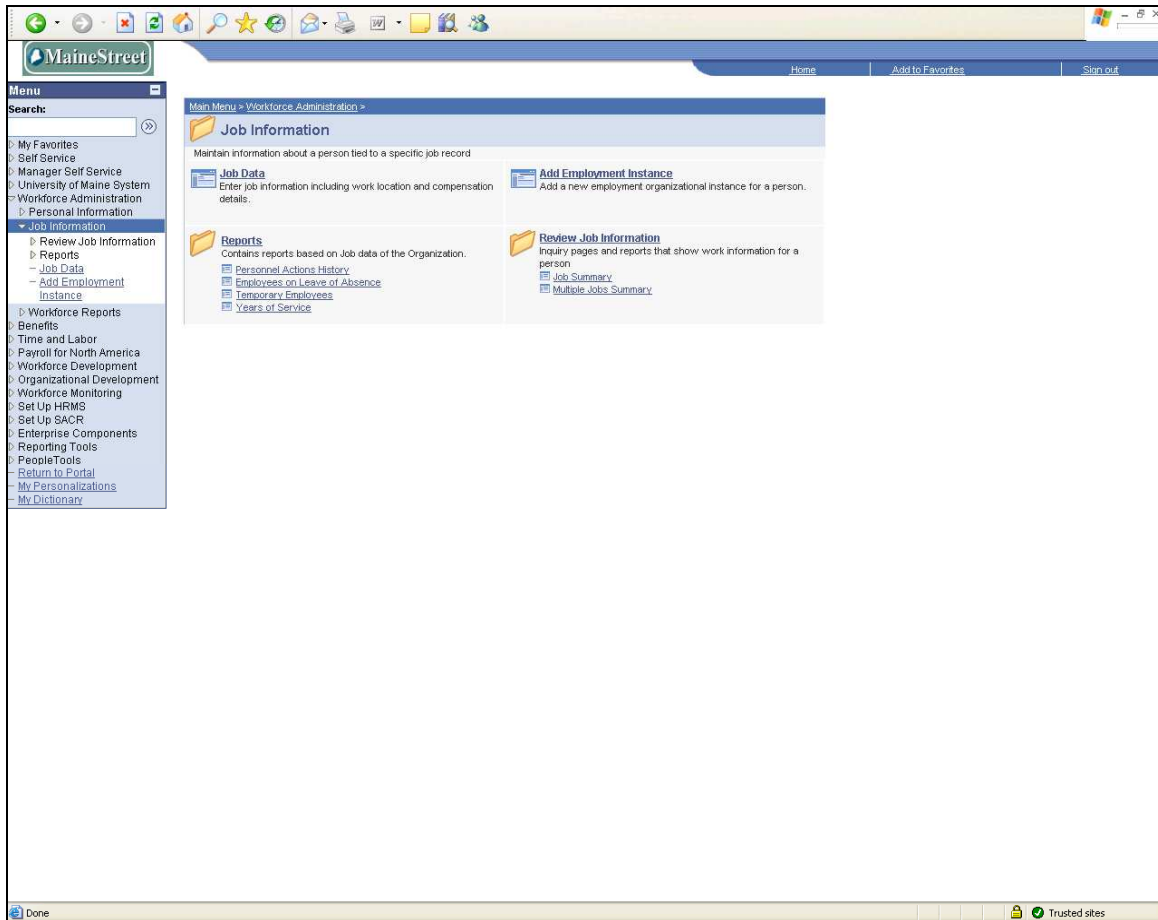
Biweekly less than 26 wks

Concept

This Process explains the set-up for Biweekly-paid employees who work less than 26 pay periods per year.

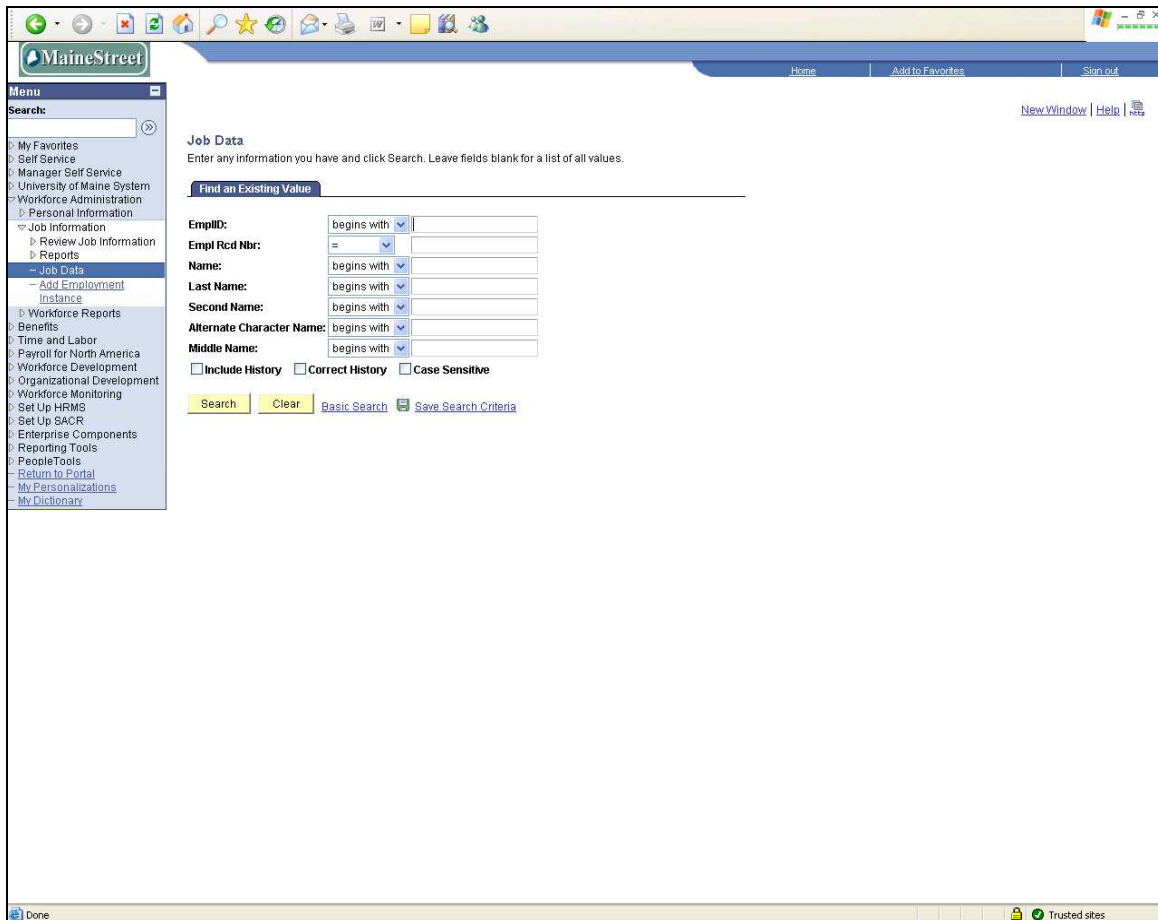


Navigation:



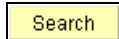
- | Step | Action |
|------|---|
| 1. | Click the Workforce Administration link. |
| 2. | Click the Job Information link. |
| 3. | Click the Job Data link. |

Procedure:



Step	Action
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- | | |
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| 4. | To Search for an existing employee record, enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results for review. |
| 5. | Click the Search button. |



If multiple employee records are listed, click on the appropriate employee record to continue.

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The screenshot shows a web browser window displaying the HRMS interface. The browser's address bar shows the URL 'http://www.maine.gov/hrms'. The page title is 'MaineStreet'. The interface includes a navigation menu with tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The main content area displays details for a job row: 'Harley Biweekly' (EMP), ID: 0099999, Empl Rcd #: 0. The 'Work Location' section shows 'HR Status: Active', 'Payroll Status: Active', 'Effective Date: 12/01/2008', 'Sequence: 0', and 'Job Indicator: Primary Job'. The 'Action / Reason' dropdown is set to 'Data Change', and the 'Update ABBR' dropdown is set to 'Update ABBR'. Other fields include 'Last Start Date: 03/08/2004', 'Termination Date: Future', 'Expected Job End Date', 'Position Number: 00015163', 'Position Entry Date: 10/27/2004', 'Regulatory Region: USA', 'Company: UMS', 'Business Unit: UMS05', 'Department: OSEC', 'Location: 000100', and 'Establishment ID: UMS05'. The 'Date Created' is 11/05/2008. Below the job details are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Refresh', 'Update/Display', and 'Include History'.

Step Action

6. Click the **Plus (+) key** to add a new job row.
7. Enter the **Effective Date** of the action.
8. The **Sequence** field defaults to '0'. If the added row has the same effective date as the prior row, the sequence number must be changed to the next higher number. Otherwise, do not change.
9. Click the **Drop-down Arrow** to select from the **Action** list.
10. Click the **Data Change** list item.
11. Click the **Drop-down Arrow** to select from the **Action/Reason** list.
12. Click the **Update ABBR** list item.
13. Click the **Employment Data** link.



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Employment Information
Harley Biweekly EMP ID: 0099999 Empl Rcd #: 0

Organizational Instance
Organizational Instance Rcd: 0 Original Start Date: 03/08/2004
Last Start Date: 03/08/2004 First Start Date: 03/08/2004
Termination Date: Years Months Days
Org Instance Service Date: 03/08/2004 Override 4 7 28

Organizational Assignment Data
Instance Record
Last Assignment Start Date: 03/08/2004 First Assignment Start: 03/08/2004
Assignment End Date: Years Months Days [Time Reporter Data](#)
Home/Host Classification: Home Years Months Days
Company Seniority Date: 03/08/2004 Override 4 7 28
Benefits Service Date: 03/08/2004 Override 4 7 28
Seniority Pay Calc Date: Override 0 0 0
Probation Date:
Professional Experience Date: Last Verification Date:
Business Title: Police Officer Position Phone: 207/555-1111

USA
Security Clearance:
 Owns 5% (or More) of Company
Appointment End Date:
 Accrue Tenure Services FTE for Tenure Accrual:
Service Calculation Group: FTE for Flex Service Accrual:
Contract Length: 20 Biweek

[Job Data](#) Employment Data [Earnings Distribution](#) [Benefits Program Participation](#)

Save Return to Search Notify Refresh Update/Display Include History

- | Step | Action |
|------|---|
| 14. | Click the USA Flag to expand the panel.
 |
| 15. | Click the Contract Length list. |
| 16. | Select the appropriate contract length. |
| 17. | Click the Benefits Program Participation link. |

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The screenshot displays the 'Benefits Program Participation' form in the HRMS system. The form is for an employee named 'Harley Biweekly' with ID 0099999 and Empl Rcd #: 0. The 'Benefit Record Number' is 0. The 'Effective Date' is 12/01/2008 and the 'Effective Sequence' is 0. The 'Action / Reason' is 'Data Change' with the note 'Update ABBR'. The 'Benefits System' is 'Benefits Administration' and the 'Benefits Employee Status' is 'Active'. The 'Annual Benefits Base Rate' is 30571.200 USD, and the 'Annual Rate' is 36,129.600. The 'Manual Override ABBR' checkbox is checked. The 'ABBR Override Date' field is empty. Below this, the 'Benefits Administration Eligibility' section includes fields for 'BAS Group ID' (005), 'Part-Time Status' (None), 'PATFA Status', 'Non-Contributory', 'Eligible' (No), 'Work Calendar' (BWKLY ACAD), and various eligibility fields (Elig Fld 5, 6, 8, Cohort). At the bottom, there is a table of participation records:

Effective Date	Benefit Program	Currency Code
03/08/2004	UFT University Fulltime Ben Prog	USD

Navigation buttons at the bottom include Save, Return to Search, Notify, Refresh, Update/Display, and Include History.

Step	Action
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| 18. | Set the Annual Benefits Base Rate (ABBR) to equal the appropriate amount for benefits calculation. |
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For example, if the employee is working 20 pay periods per year: $ABBR = \text{Hrly Rate} \times 80\text{hrs per payroll} \times 20 \text{ pay periods}$.


- | | |
|-----|---|
| 19. | NOTE: For employees with multiple jobs, set Annual Benefits Base Rate to the appropriate amount for <u>each individual job</u> . The amounts will be totaled when payroll and benefits are processed. |
| 20. | Click the Manual Override ABBR option. This box must be checked. |

NOTE: The ABBR Override Date field is not used for hourly employees working less than 26 pay periods per year.

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| 21. | Click the Look up - Work Calendar button. |
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- | Step | Action |
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| 22. | Select the appropriate Work Year Calendar . |
| 23. | NOTE: Setting Work Calendar for biweekly employees will NOT stop accruals during non-work periods. Employee must be un-enrolled in leave plans to stop accruals. See process for <u>Short Work Break</u> . |
| 24. | Click the Save button.
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