



# New Mexico State Personnel Board

## State Personnel Office

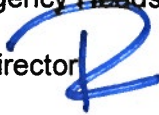
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Governor

Pamela D. Coleman  
Director

**State Personnel Board**  
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### MEMORANDUM

To: Cabinet Secretaries, Agency Heads, and Human Resource Managers

From: Pamela D. Coleman, Director 

Date: July 10, 2020

Subject: Fiscal Year 2021 Salary Increase Guidance

For Fiscal Year (FY) 2021, the State Legislature has authorized a one percent (1%) salary increase for state employees earning less than \$50,000 per year on a full-time equivalent basis. This memorandum outlines eligible employees and the process for implementing the salary increase.

#### **A. Eligible Employees**

- Employees earning less than \$50,000 per year on a full-time equivalent basis.
- Employees on Military Leave as of July 1, 2020, are eligible for this salary increase as defined under the Uniform Services Employment and Reemployment Rights Act (USERRA) federal guidelines.
- Employees currently receiving a Multiple Component of Pay (MCOP) will receive the one percent (1%) increase based on their base hourly rate; the dollar value of the MCOP will automatically recalculate off the new hourly rate after the FY2021 salary increase is implemented.
- Eligible employees will receive the salary increase even if it takes them over the maximum of their pay band.

**B. Employees who are not eligible for the FY2021 salary increase**

- Temporary employees.
- Employees who are on Leave Without Pay (LWOP) in a non-Family Medical Leave (FML) capacity and/or Absence without Leave (AWOL) from July 1, 2019 through June 30, 2020 (the entire Fiscal Year).

**C. Effective Date**

- Eligible employees will receive the salary increase effective the first full pay period after July 1, 2020, which begins on July 11, 2020.

**D. Entry in PeopleSoft-SHARE**

- Attached to this memorandum is additional guidance from the Department of Information Technology (DoIT) which identifies the necessary steps Human Resource Managers must follow to ensure the automated salary increases are applied correctly in SHARE.

If you have any questions, please contact the Quality Assurance and Data Analytics Division via email at: [QA.DataAnalytics@state.nm.us](mailto:QA.DataAnalytics@state.nm.us)

cc: Teresa Casados, Chief Operating Officer, Office of the Governor  
Matt Garcia, General Counsel, Office of the Governor

# FY 21 Increase Guide

Information about the automated insert for qualified staff (all salary plans, except EXOT)

1. DoIT is planning on running the insert process on or around **7/10/20**.
2. Employees eligible for the 1% increase (those whose NAHRLY rate is less than \$24.03) will have a row inserted with an effective date of 7/11/2020 with Action: **Pay Rate Change**, Reason: **FY21 Legislative Increase**.
3. Employees who have an expected end date on the current row that is less than or equal to 7/11/20 will not get the automated increase. A row will need to be added with an effective date prior to 7/11/20 to update/remove the expected end date prior to the automated process run date in (1.) above.
4. Employees who have a future dated row dated greater than 7/11/20 will not get the automated increase. The future dated row will need to be removed prior to the automated process run date in (1.) above for the automated increase to be inserted with the appropriate effective date.

If an employee did not get the automated increase on 7/11/20, but salary plan administrators have deemed the employee eligible, please do the following:

1. Add a row with an effective date of 7/11/20, Action: **Pay Rate Change**, Reason: **FY21 Legislative Increase**.
2. Navigate to the Compensation tab
3. Navigate to the Changes tab under Pay Components. Update the Change Percent field to 1.0
4. Click Calculate Compensation
5. Save

The screenshot displays the 'Work Location Details' form. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Compensation' tab is active. The form includes the following fields and options:

- Employee Information:** Employee ID (redacted), Empl Record 0.
- Work Location Details:**
  - Effective Date: 07/11/2020
  - Effective Sequence: 0
  - HR Status: Active
  - Payroll Status: Active
  - Action: Pay Rate Change
  - Reason: FY21 Legislative Increase
  - \*Job Indicator: Primary Job
  - Buttons: Calculate Status and Dates, Go To Row
- Position Information:**
  - Position Number: [redacted] BUS OPS SPEC-A
  - Position Entry Date: 03/23/2019
  - Position Management Record:
  - Regulatory Region: USA (United States)
  - Company: NM (State of New Mexico)
  - Business Unit: 44000 (Superintendent of Insurance)
  - Department: 1810000000 (L & H Administration)
  - Department Entry Date: 02/22/2020
  - Location: 998-083109 (ABQ-8200 Uptown Blvd NE)
  - Establishment ID: NMS01 (State of New Mexico)
  - Date Created: 07/08/2020
- Job Status:**
  - Last Start Date: 03/23/2019
  - Expected Job End Date: [redacted]
  - End Job Automatically:
- Bottom Navigation:** Job Data, Employment Data, Earnings Distribution, Benefits Program Participation.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | **Compensation**

Employee: [Redacted]      Empl ID: [Redacted]      Empl Record 0

**Compensation Details** Find    First 1 of 2 Last    Go To Row

**Effective Date** 07/11/2020  
**Effective Sequence** 0      **Action** Pay Rate Change  
**HR Status** Active      **Reason** FY21 Legislative Increase  
**Payroll Status** Active      **Job Indicator** Primary Job      Future

**Compensation Rate** 1,913.60 USD      \***Frequency** B Biweekly

▶ Comparative Information ▶ Pay Rates

Default Pay Components

**Pay Components** Personalize | Find | First 1 of 1 Last

*Rate Code	Seq	Change Amount	Currency	Frequency	Change Percent
1 NAHRLY	0	0.000000 USD	USD	Hourly	[Redacted]

Calculate Compensation

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

Once DoIT has run the automated process, salary plan-specific reports will be disseminated to salary plan administrators. One report will identify which employees did get the increase, the other will identify those employees who were eligible for the increase but did not get it (expected end date before 7/11/20, etc). It will be the salary plan administrator’s responsibility to check this report and determine if corrections need to be made to the data or if manual increases need to be entered in SHARE.