



Office of the State Comptroller
PAYROLL BULLETIN

Subject	April 1, 1986 Salary Increase and Other Changes in Salary for Employees in the Professional, Scientific and Technical Services Negotiating Unit	Bulletin No.	P-473
		Date	March 12, 1986

Chapter 303 of the Laws of 1985 which implements the agreement between the State and the Public Employees Federation, representing employees of the Professional, Scientific and Technical services negotiating unit (NU 05) provides for a salary increase, new Salary Schedule and other changes as described below.

April 1, 1986 Salary Increase

The salary increase is 5% of the April 1 salary. The new Salary Schedule includes the 5% increase plus an extended job rate for certain grades as follows:

Grades 1-4	\$100
Grades 5-10	\$150
Grades 11-17	\$200

An increment amount is provided for advancement within salary grade which is 1/4 of the range for the grade. The new amounts are effective for all advances payable in and after Period 1L. Employees in grades 1-17 who previously reached their job rate may, beginning with Period 1L, advance to the new job rate on the date they would next become eligible, on or after April 1, 1986, for a performance advance under the rules and payment procedure of the PS&T Performance Evaluation/Advance program. For example, an employee paid on the Administration cycle whose anniversary date was February 5, would be eligible to advance to the new job rate on May 1, 1986.

A copy of the Salary Schedule is attached.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$400 annually (\$15.34 biweekly) for the fiscal year beginning April 1, 1986. Location pay is paid to all full-time employees whose principal place of employment or official station is in these areas.

Monroe County

The amount remains at \$200 for employees who were incumbents of positions on March 31, 1985 and receiving the \$200 Monroe County location pay on that date as long as they remain continuously eligible.

Calculation of Salary-Promotions

Since the Hiring Rate on the April 1, 1986 salary schedule is increased, the normal rules for calculation of salaries are applicable for promotions that are effective on or after the first day of Payroll Period 1L. On promotion, an employee is entitled to:

1. the appropriate percentage increase based on the number of grades promoted

or

2. the Hiring Rate on the April 1, 1986 salary schedule, whichever results in the higher promotion salary.

Payment of Salary Increase

The salary increase is 5% of the April 1 salary, rounded to the next whole dollar amount and is payable from the first day of Payroll Period 1L, March 27 to April 9, 1986 for Institution agencies (checks dated April 24, 1986) and April 3 to 16, 1986 for Administration agencies (checks dated April 30, 1986).

The Office of the State Comptroller will automatically compute the salary increase for annual-salaried employees and will produce a listing to identify employees whose pay basis codes are HRY or DLY.

Location Pay

If an employee was on the payroll in one of the agencies listed below and receiving the \$200 location pay, OSC will continue payment at the \$200 rate.

These agencies are:

10300	Rochester Correctional Facility
28150	SUC at Brockport
34000	Transportation Region #4
50110	Rochester Psychiatric Center
50743	Rochester Childrens Services
51780	Monroe Developmental Center
51790	Monroe Secure Unit

Location Pay for all other employees will be increased from \$200 to \$400.

Tentative Salary Register

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

Tentative Salary Register (continued)

A copy of the tentative salary register, and the Exception Listing will be forwarded to reach you shortly after your regular salary register for the period. The tentative register will be used as the "previous payroll" for all information supplied on all forms submitted for the next period. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a change is submitted by the agency. Therefore, the listings should be carefully examined and any corrections made by submission of a PR-75.

PR-75's must be submitted for the following groups of employees:

1. Monroe County Field Employees

PR-75's must be submitted to reduce the payment of location pay from \$400 to \$200 to field employees who were incumbents on March 31, 1985 and who are eligible to continue receiving Monroe County location pay. Use transaction code AD SAL FAC and enter \$200 in Block 29.

2. Hourly and Daily Employees

PR-75's must be submitted to increase the rate for all hourly and daily employees. To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261 to get the annual salary. Increase the annual by 5% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. Use transaction code CHG RATE.

In preparing your payroll for Period 1

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.
- b. The normal (deduct) on all PR-75 forms should be the amount shown on the tentative register.
- c. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at 474-1246 or 474-1247.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.

Attachment

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND
 TECHNICAL SERVICES NEGOTIATING UNIT 05
 EFFECTIVE APRIL 1, 1986

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	10068	13112	761
2	10468	13629	791
3	11002	14288	822
4	11517	14947	858
5	12084	15710	907
6	12757	16518	941
7	13498	17407	978
8	14266	18319	1014
9	15087	19292	1052
10	15968	20365	1100
11	16909	21557	1162
12	17884	22695	1203
13	18951	23962	1253
14	20066	25433	1342
15	21227	26800	1394
16	22442	28235	1449
17	23729	29806	1520
18	25099	31239	1535
19	26481	32879	1600
20	27862	34526	1666
21	29364	36321	1740
22	30966	38213	1812
23	32628	40176	1887
24	34391	42229	1960
25	36312	44486	2044
26	38249	46756	2127
27	40345	49300	2239
28	42493	51795	2326
29	44743	54403	2415
30	47106	57122	2504
31	49641	60031	2598
32	52305	63044	2685
33	55175	66268	2774
34	58139	69618	2870
35	61176	73024	2962
36	64274	76528	3064
37	67671	80306	3159
38	63104		