



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject	April 1, 1988 Performance Advances for Employees of the Security Services and Security Supervisors Negotiating Unit	Bulletin No.	P-564
		Date	April 1, 1988

Although an agreement between the State and Council 82 is not yet in place for April 1, 1988, the Governor's Office of Employee Relations has authorized continuation of the present system to permit payment of Performance Advances and Longevity Payments to employees who, on April 1, occupy positions in the Security Services (01) & Security Supervisors (61) negotiating units.

Performance Advance Payments

Performance advances for employees in these units will be paid to employees who are in graded positions on April 1, 1988 and whose basic annual salary is below the job rate for their grade, who have the equivalent of 10 full biweekly pay periods of service (100 full work days) in their grade or a higher grade between April 1, 1987 and March 31, 1988, and who receive a final performance rating of "Needs Improvement" or higher. An employee may have performance advances withheld for two consecutive years in each grade as a result of "Unsatisfactory" ratings; however, an employee receiving a third consecutive "Unsatisfactory" rating in the same grade should also receive a performance advance.

Employees who were appointed or promoted to a higher grade prior to April 1, 1988 who do not have sufficient service to qualify for a performance advance in the higher grade are entitled to a reconstructed promotion salary on April 1 reflecting the performance advance that would have been received in the lower grade.

Any longevity paid to employees is subtracted from annual salary before determining eligibility for a performance advance. The amount of the performance advance is the amount shown on the April 1987 Salary Schedule (Bulletin P-515 dated March 19, 1987) for the grade of the employee's position or the difference between the employee's basic annual salary and the job rate, if less, since an employee may not exceed the job rate of their position by application of a performance advance.

Longevity Payments

Employees in the Security Services and Supervisors Unit are entitled to longevity payment upon the completion of ten years of continuous service in titles in the Security Services and Supervisors Units, a second longevity payment upon the completion of 15 years of service and a third longevity payment (which is equal to one-half of the performance/longevity amount) upon the completion of 20 years of service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10, 15 or 20 years of service, but the employee's salary may not exceed the longevity maximum of the grade.

Continuous service as used in determining eligibility for the longevity payments is actual paid service or time on Workers' Compensation leave or military leave. An employee who goes on leave and returns or who separates from service and is reinstated within a year or from a preferred list or by Commission action receives credit for prior service.

Longevity payments in both units are paid from the first day of the payroll period which begins after the date the employee completes the required service.

Each agency/facility will be sent a list of employees who will complete 10, 15 or 20 years of service during 1988-89 and become eligible for a longevity payment.

#### Location Pay, Pre-Shift Briefing Pay and Premium Overtime

These payments will continue to be processed to eligible employees at the rates stated on the front of Bulletin P-515.

#### Increment Codes for Performance Advances and Longevity Payments

Increment codes for Security Unit employees are two digit codes. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any.

Salary registers currently contain the increment codes which are also described in Bulletin P-515.

#### Payment

The Office of the State Comptroller will automatically apply the performance advance, if due. The advances are payable from the first day of Payroll Period 11, March 31-April 13, 1988 for Administrative agencies (payroll checks dated April 27, 1988) and April 7-20, 1988 for Institutions (payroll checks dated May 5, 1988).

The Office of the State Comptroller will automatically apply the performance advance wherever possible and will produce a Listing to identify employees as follows:

1. Employees who are receiving performance advances.
2. Employees whose increment code is missing.

The OSC will not apply any performance advance. These employees will be printed on the Listing with the message PAR CODE MISSING.

Tentative Salary Register

After payrolls are processed for Administration Period 26L and Institution Period 27L, OSC will convert the computer records to reflect the performance advances. A tentative salary register will be prepared showing computed biweekly gross payments (using the non-leap year factor .038356) and variable deductions based on the new salaries.

A copy of the tentative salary register, and the 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 Listing should be carefully examined and any corrections made by submission of a PR-75.

Preparation of PR-75 Forms

PR-75's must be submitted for the following employees.

1. Eligible employees for whom the performance advance has not been automatically applied. Use transaction code PERF ADV.
2. Employees receiving Unsatisfactory Performance ratings. Use transaction code UNSAT PERF.

In preparing your payroll for Period 1L, remember the following requirements:

1. Prepare all PR-75 forms usually submitted for a normal period, to report all payroll changes to take effect during the first period. The increment codes reported should be the projected increment code for 1989.
2. Submit PR-75 forms for all corrections to the tentative register and for the items described above.
3. The normal (deduct) figure on PR-75 forms should be the amount shown on the tentative payroll listing.
4. The normal amount of Previous Payroll on the PR-76 for Period 1L should be the amount shown on the tentative payroll listing.

Update of Increment Codes

The salary register for Period 1L will reflect the updated increment codes for next year for all active employees as defined below.

For employees with increment code 10-19 on the tentative payroll whose increased salary is:

- a. below the job rate, the increment code will remain the same.
- b. equal to the job rate, the first position of the increment code will be updated to 3 and the second position will remain the same.

For employees with increment code 30-39 on the tentative payroll whose increased salary is:

- a. below the job rate, the first position of the increment code will be updated to 1 and the second position will remain the same.
- b. equal to the job rate, the code will remain the same.

For employees with increment code 08 or 40-59 with FIS salary:

The increment code will remain the same, the FIS salary will be removed.

For employees with increment code 60-69, 99:

The increment code will remain the same.

If a PR-75 is submitted in Period 1L and the increment code is a block requirement, the increment code on the PR-75 will be reflected on the Period 1L salary register.

Should you require assistance in preparation of PR-75's contact the Payroll Planning Unit at (518) 474-1246 or 486-3065.

Should you require assistance in determining correct salary entitlement contact the Salary Determination Section at (518) 486-3087.