



Office of the State Comptroller
PAYROLL BULLETIN

Subject June 1988 Salary Increase and other changes for Employees in the Administration (02), Operational (03), Institutional (04) and Division of Military & Naval Affairs (47) Negotiating Units

Bulletin No. P-575

Date

September 1, 1988

Legislation has been passed which implements the agreements between the State and the Civil Service Employees Association representing employees in the Administrative (02), Operational (03) and Institutional (04) Services and Division of Military & Naval Affairs (47) Negotiating Units and provides for a salary increase and a new Salary Schedule for these employees and for other changes as described below.

JUNE 1988 SALARY INCREASE

The legislation provides for a revised June 9 (Administration) and June 16 (Institution), 1988 Salary Schedule. Generally, the new schedule was constructed by increasing the April 1987 schedule by 5% and adding two longevity steps in the amount of \$750 each to the new job rates. A copy of the revised Salary Schedule is attached.

An increment amount is provided for advancement within salary grade. The increment advances will continue to be paid annually following an employee's anniversary date in salary grade, based on rules and regulations of the Director of the Budget as explained in the OSC SALARY MANUAL, Part I, Pages 17 and 22-23.

SALARY INCREASE

The salary increase is effective from the first day of Payroll Period 6L and will be paid in Institution Period 12L, checks dated October 6, 1988, and Administration Period 13L, checks dated October 12, 1988.

The salary increase is applied to the June 8(A)/15(I) salary as follows:

For employees whose annual salary is identical to the Hiring Rate, Step 1, 2, 3, 4 or the Job Rate of the salary grade of their position on the April 1987 Salary Chart, the salary will be increased to the Hiring Rate, Step 1, 2, 3, 4 or the Job Rate on the attached salary schedule.

For employees who were receiving 5 or 10-year longevity salary, the salary will be increased by 5% rounded to the next whole dollar amount.

For employees whose annual salary is not equal to any step on the April 1987 Salary Schedule, and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by 5% rounded to the next whole dollar amount.

LOCATION PAYNYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of Location Pay in these areas has been increased to \$633 annually (\$24.27 biweekly) beginning June 9/16, 1988. 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 (\$7.67 biweekly) 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. The legislation also adds a provision, effective April 1, 1988, to allow employees who were eligible for Location Pay on March 31, 1985 and who became part-time as a result of participation in an employer-sponsored summer program to continue to receive Location Pay when they return to full-time service.

LONGEVITY SALARY INCREASE

The legislation continues to provide a longevity salary increase of \$750 to employees who have completed 5 or more years of continuous service at a salary equal to or above the job rate of the grade of their position; the resultant salary may not exceed Longevity Step 2 for the grade as shown on the June 1988 Schedule. An increase to Longevity Step 2 is payable to employees who have completed 10 years of continuous service at a salary equal to or above the job rate, or maximum, of the grade of their position. In addition to these requirements, the employee must receive a performance rating of "Satisfactory" or its equivalent during the rating period which ends prior to payment.

Employees who complete the service requirements continue to be entitled to the longevity increase at the beginning of the payroll period which follows the completion of five or ten-years at or above the maximum/job rate salary level.

Continuous service as used in determining eligibility for the longevity salary increase is paid service (including part-time annual-salaried service and sick leave at half pay) or time on Workers' Compensation leave or Military leave without pay.

NOTE: Geographic Differential is an adjustment added to the longevity salary to which an employee may be entitled. Refer to the OSC SALARY MANUAL, GEOGRAPHIC DIFFERENTIAL, Part II, Pages 6 and 7 for directions on payment of this differential to employees who are entitled to longevity.

In determining eligibility, please review the GENERAL RULES as listed in the OSC SALARY MANUAL, Part I, page 35. In addition, following are eligibility rules specific to the CSEA longevity salary increase:

1. Employees who received a performance advance to bring their salary to the job rate on July 1, 1979, who were active on the payroll for the entire period from April 1 to June 30, 1979, receive credit for that 3 months.
2. Employees who are holding the salary from a former graded position in a Trainee Position which upon completion of the Traineeship results in appointment to the same (or lower) grade as previously held, who complete the 5 or 10 years of service while serving in the Traineeship, are eligible for the appropriate longevity salary on appointment to the graded 'target' position.
3. Employees who are serving in a higher graded position on their anniversary-eligibility date will become eligible for the longevity salary increase if they subsequently return to a lower grade position in which they would have been eligible and remain in the lower grade position for at least 6 payroll periods and
 - a. the promotion was temporary and the employee has been reinstated to her or his previous position or appointed to another position in the lower grade or
 - b. the promotion was permanent, but the demotion occurred
 1. in lieu of lay off
 2. as a result of failure of a probationary period
 3. voluntarily during the probationary period.

Employees demoted as a result of disciplinary action or who take a voluntary demotion from a permanent position after the completion of the probationary period are not eligible for the payment until their next anniversary-eligibility date.

4. Employees who laterally transfer from a position represented by another negotiating unit or M/C position, who otherwise would have qualified for longevity salary increase if they had been in a CSEA position, become eligible for receipt of the appropriate longevity salary increase upon transfer to the CSEA position.

Attached to Bulletin P-519, dated March 20, 1987, are charts listing the Maximums/Job Rates for the years 1974 through 1982; Attachment A applies to employees who occupy positions in the Administrative, Operational or Institutional Services Units and Attachment B covers employees in the Division of Military and Naval Affairs Unit. Refer to respective April 1983 schedules for the Job Rates that year.

PRE-SHIFT BRIEFING PAY (NU 47)

The legislation enacts the provision of the agreement providing payment of pre-shift briefing pay to employees in the following positions:

Airbase Security Guard
Airport Firefighter I
Airport Firefighter II

Effective June 2, 1988, the rate is \$40.00 per biweekly period, payable to full-time employees. Refer to the OSC SALARY MANUAL, Part II, Page 3, for description of this payment.

PAYMENT OF THE INCREASES
Tentative Salary Register

After payrolls are processed for Period 11L (Institution) and 12L (Administration), OSC will convert the computer records to reflect the salary increase and increase in Location Pay and Pre-Shift Briefing Pay. A tentative salary register will be prepared showing computed biweekly gross payments plus adjustments and variable deductions based on the new salaries.

A copy of the tentative salary register and 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.

The increases will be applied as follows:

1. Employees who were active at the end of Period 5L and who have not had a change in annual salary, or a change in part-time percentage:
OSC will apply the increase(s) and calculate the retroactive adjustment from Period 6L. These employees will be printed on the Exception Listing with no message.
2. Employees who were active at the end of Period 5L and who have had a change in part-time percentage or who went on leave of absence without pay and have since returned to active pay status:
OSC will apply the increase(s). The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STAT CHG - RETRO NOT COMPUTED.
3. Employees who were active at the end of Period 5L and who have since had a change in annual salary:
OSC will not apply the salary increase, but will increase Location Pay and add Pre-Shift Briefing, if appropriate. The agency must calculate the new salary and the total retroactive adjustment and submit a PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG - INCR NOT COMPUTED.
4. Employees who are now active, but were not active in Period 5L:
OSC will apply the increase(s). The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STAT CHG - RETRO NOT COMPUTED.

5. Employees now inactive or on leave without pay, who may be due an adjustment for the salary increase.
The agency must submit a PR-75 to process the increases and adjustment. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE or LWOP.
6. Employees currently on Workers' Compensation Leave
OSC will not apply the increase(s). These employees will appear on the Exception Listing with the messages WK COMP LV, RETRO NOT COMP-WC or INCR NOT COMP-WC. PR-75's must be submitted to increase the salary and Location Pay and/or Pre-Shift, if appropriate, and to pay the retroactive adjustment.
7. Employees with pay basis code HRY, DLY or BIW and who have received payment since Period 5L.
OSC will not apply the salary increase. These employees will be printed on the Exception Listing with no message.

PREPARATION OF PR-75 FORMS

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

1. All employees who appear on the Exception Listing for whom the increase(s) or retroactive adjustment has not been calculated.
Use the following transaction codes in reporting your changes.
 - a. To report an increased salary and retroactive adjustment for an active or inactive employee or an employee who is on Workers' Compensation Leave who has not had a change in annual salary due to a Performance Advance, Longevity Increase, Promotion or Demotion since Period 5L:

Transaction Code: COR FY SAL
Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter beginning date of Period 6L or the effective date of the last transaction, if later
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
27 Increment Code	- enter the correct increment code

Remarks Block-provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due, including any amount due for Location and/or Pre-Shift Pay. There is an additional requirement for employees who are inactive or on Workers' Compensation Leave. Use AD SAL FAC to report an increase in Location Pay and/or Pre-Shift Briefing Pay, if appropriate.

- b. To report an increased salary and retroactive adjustment for an employee who has had a change in annual salary due to a Performance Advance, Longevity Increase*, Promotion or Demotion since Period 5L:

Transaction Code: COR SAL

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter COR SAL
12 Transaction Effective Date - enter the effective date of the last salary change
22 Salary Rate
23 Gross (Add)
24 Normal (Deduct) - as shown on tentative payroll
27 Increment Code - enter the correct increment code

Remarks Block-provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due, including any amount due for Location and/or Pre-Shift Pay plus COR FY SAL.

*Note

1. If the longevity salary was effective prior to the date of the raise, the 5% increase rounded to the next whole dollar is calculated on the total salary including longevity.
 2. If the longevity salary was effective on or after the date of the raise, the 5% increase (or Job Rate increase) is calculated on the salary the employee was receiving prior to payment of longevity and then (1) the \$750 is re-added for employees who have 5-years of credit at the Job Rate or (2) the salary is increased to Longevity Step 2 of the June, 1988 schedule for employees who have 10-years of credit at the Job Rate.
- c. To report a retroactive adjustment only, including any amount due for Location and/or Pre-Shift pay.

Transaction Code: ADJ SAL PA

- d. To report an increased salary for hourly and daily employees

Transaction Code: CHG RATE

To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261 to determine 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.

2. Downward Reallocations

Employees who were incumbents of positions that were reallocated downward on August 6, 1987 (employees defined in Bulletin P-537, dated August 13, 1987) who remain in such positions and whose salary equals a step of their former higher grade must be increased to the equivalent step on the June, 1988 schedule.

3. Monroe County Location Pay Reinstatement

A PR-75 must be submitted to reinstate \$200 Location Pay, effective the first day of Period 1L, 1988, to an employee who re-established eligibility under the new provision as described on Page 2 of this Bulletin.

4. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's). These adjustments may be processed in this period or in a later period.

In preparing your payroll for the raise period, 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 period.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "normal gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new gross (add). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.) the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

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 should be the amount shown on the tentative payroll listing.

Withholding taxes will be computed using the annualized tax method. Fixed taxes will not be accepted.

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 Unit at (518) 474-3564.

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 AND DIVISION OF MILITARY & NAVAL AFFAIRS UNIT 47
 EFFECTIVE JUNE 9, 1988 ADMINISTRATION
 JUNE 16, 1988 INSTITUTION

Salary Grade	Increment Amount	Hiring Rate	Step				Job Rate	Long.	
			Step 1	Step 2	Step 3	Step 4		Step 1	Step 2
1	572	11611	12183	12755	13327	13899	14471	15221	15971
2	599	12075	12674	13273	13872	14471	15070	15820	16570
3	625	12701	13326	13951	14576	15201	15826	16576	17326
4	661	13280	13941	14602	15263	15924	16585	17335	18085
5	694	13938	14632	15326	16020	16714	17408	18158	18908
6	721	14745	15466	16187	16908	17629	18350	19100	19850
7	757	15587	16344	17101	17858	18615	19372	20122	20872
8	785	16495	17280	18065	18850	19635	20420	21170	21920
9	822	17442	18264	19086	19908	20730	21552	22302	23052
10	862	18469	19331	20193	21055	21917	22779	23529	24279
11	906	19568	20474	21380	22286	23192	24098	24848	25598
12	937	20719	21656	22593	23530	24467	25404	26154	26904
13	978	21977	22955	23933	24911	25889	26867	27617	28367
14	1022	23277	24299	25321	26343	27365	28387	29137	29887
15	1061	24657	25718	26779	27840	28901	29962	30712	31462
16	1112	26066	27178	28290	29402	30514	31626	32376	33126
17	1174	27561	28735	29909	31083	32257	33431	34181	34931
18	1228	29182	30410	31638	32866	34094	35322	36072	36822
19	1288	30774	32062	33350	34638	35926	37214	37964	38714
20	1339	32410	33749	35088	36427	37766	39105	39855	40605
21	1401	34175	35576	36977	38378	39779	41180	41930	42680
22	1466	36034	37500	38966	40432	41898	43364	44114	44864
23	1529	37986	39515	41044	42573	44102	45631	46381	47131
24	1583	40081	41664	43247	44830	46413	47996	48746	49496
25	1654	42324	43978	45632	47286	48940	50594	51344	52094