



Office of the State Comptroller
PAYROLL BULLETIN

Subject June 1988 Salary Increase for Management/Confidential Employees and Other Employees Excluded From Collective Bargaining Units	Bulletin No. P-588
	Date December 21, 1988

Chapter 732, Laws of 1988 provides for a salary increase, new salary schedules and an increase in Location Pay for management/confidential employees and other employees excluded from collective bargaining units.

The legislation also continues the payment of performance awards and Longevity payments and the Vacation Exchange Program. This Bulletin explains the payment of the increases in salary and Location Pay. You will receive separate Bulletins for the payment of performance advances, awards and longevity payments and for the Vacation Exchange Program.

SALARY INCREASES

- A. Management/Confidential employees (NU 06), unrepresented employees of the Division of Military and Naval Affairs (NU 46) and employees of PERB (NU 66)

The legislation provides for a revised June 9 (Administration)/June 16 (Institution), 1988 Salary Schedule which includes a 5% increase for all grades. A copy of the revised Salary Schedule is attached; for M/C grades 603-617, OSC has included amounts showing the Job Rate plus \$750 and \$1500 for each grade.

Effective June 9(A)/16(I), 1988, employees in grades 603-668 and NS (grade 600) positions and Trainees (grade 800) will receive a salary increase of 5% rounded to the next whole dollar.

- B. Correction Superintendents paid under Section 19 of the Correction Law (Grade 700)

The legislation provides new salary schedules effective June 16, 1988 as listed below.

For facilities with an inmate population of 400 or more

<u>Hiring Rate</u>	<u>Job Rate</u>
\$61,844	\$84,579

For facilities with an inmate population of less than 400

<u>Hiring Rate</u>	<u>Job Rate</u>
\$47,981	\$60,765

Effective June 16, 1988 all Correction Superintendents (grades 600 and 700), will receive a salary increase of 5%, rounded to the next whole dollar.

C. Employees of the State Police whose salaries are provided for in Section 215.1(a) of the Executive Law (NU 18)

Effective June 9, 1988 all employees will receive a salary increase of 5%, rounded to the next whole dollar.

The legislation provides for the withholding of any increase or partial increase by the Director of the Budget for employees in any of the categories covered by the bill and described above. You will receive instructions from the Division of the Budget on this process.

LOCATION PAY

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$633 annually (\$24.27 biweekly) effective June 9(A)/16(I), 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 the 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 employee-sponsored summer program to continue to receive Location Pay when they return to full-time service.

PAYMENT OF THE SALARY AND LOCATION PAY INCREASES

The increase(s) will be paid in Period 21L, checks dated February 1, 1989 (Administration) and February 9, 1989 (Institutions).

Tentative Salary Register

After payrolls are processed for Period 20L, OSC will convert the computer records to reflect the increases in salary and Location Pay. A tentative salary register will be prepared showing computed biweekly gross payments plus adjustments and variable deductions based on the new salaries. The retroactive adjustment for 15 payroll periods will be included in the normal gross salary for all employees for whom it can be automatically calculated.

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 or who moved from a position in a negotiating unit to M/C.
OSC will not apply the salary increase, but will increase the Location Pay. 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.

NOTE: Where an employee received a 5% increase of a negotiating unit and subsequently moved to an M/C position, the salary in the M/C position is correct and no salary recalculation or adjustment is due.

Where an employee received the 4% increase of the Security Services/Supervisors unit and subsequently moved to an M/C position after April 28(Administration)/May 5(Institution) and before December 1(Institution)/8(Administration), 1988, a salary recalculation and adjustment reflecting the 5% increase in the M/C position is due.

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, 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 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 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, 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 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 Pay plus COR FY SAL.

- c. To report a retroactive adjustment only, including any amount due for Location 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.

- If the Director of the Budget determines that a salary increase should be withheld for an employee whom OSC has automatically increased. You must submit a PR-75 to report the approved salary. Use transaction code COR FY SAL.
- Employees who moved from a management/confidential position to a position in a negotiating unit. (You must identify these employees; they will not appear on the Exception Listing.) Use transaction code ADJ SAL PA to report the retroactive adjustment and explain the salary transaction in the Remarks block.
- Employees eligible for reinstatement of Monroe County Location Pay

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.

5. 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.

Attachment

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL
 NEGOTIATING UNITS 06, 46 & 66
 EFFECTIVE JUNE 9, 1988 ADMINISTRATION
 JUNE 16, 1988 INSTITUTION

<u>GRADE</u>	<u>HIRING RATE</u>	<u>JOB RATE</u>	<u>JOB RATE</u> <u>+ \$750</u>	<u>JOB RATE</u> <u>+ \$1500</u>
M/C 3	\$12771	\$16466	\$17216	\$17966
M/C 4	13356	17236	17986	18736
M/C 5	14189	18098	18848	19598
M/C 6	14812	19051	19801	20551
M/C 7	15696	20110	20860	21610
M/C 8	16584	21172	21922	22672
M/C 9	17560	22325	23075	23825
M/C 10	18534	23591	24341	25091
M/C 11	19687	24929	25679	26429
M/C 12	20751	26262	27012	27762
M/C 13	21990	27749	28499	29249
M/C 14	23324	29303	30053	30803
M/C 15	24651	30912	31662	32412
M/C 16	26071	32588	33338	34088
M/C 17	27577	34413	35163	35913
M/C 18	27725	34526		
M/C 19	29239	36347		
M/C 20	30756	38196		
M/C 21	32441	40193		
M/C 22	34211	42333		
M/C 23	35990	45092		
M 1	38889	49286		
M 2	43181	54717		
M 3	47981	60765		
M 4	53123	67170		
M 5	59039	74724		
M 6	65422	82418		
M 7	72163	89495		
M 8	60766+			