



Office of the State Comptroller
PAYROLL BULLETIN

Subject	April 1, 1989 Salary Increase for Employees in the Administrative (02), Operational (03), Institutional (04) and Division of Military and Naval Affairs (47) Negotiating Units	Bulletin No.	P-606
		Date	March 20, 1989

Chapter 582 of the Laws of 1988 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 the Division of Military and Naval Affairs (47) Negotiating Units provides for a salary increase and a new Salary Schedule for these employees and for an increase in Location Pay as described below.

April 1, 1989 Salary Schedule

The legislation provides for a revised April 1, 1989 Salary Schedule which generally reflects an increase of 5% over the June 1988 schedule plus two longevity steps of \$750 each, which are additions to the new job rates. A copy of the revised 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 \$665 annually (\$25.50 biweekly) for the fiscal year beginning April 1, 1989. 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 as previously described in Bulletin P-575, dated September 1, 1988.

Performance Advances and Longevity Salary Increase

Payment of performance advances and longevity salary increase(s) continue in accordance with the existing systems.

Salary Increase

The salary increase will be applied 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 June 1988 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 whose annual salary is not equal to any step on the June 1988 Salary Schedule or who are receiving longevity salary, 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.

For employees who are being paid on the Workers' Compensation Supplemental Payrolls, OSC will increase their salary as described above.

The salary increase and increase in location pay are effective from the first day of Payroll Period 1L, March 30-April 12, 1989 (checks dated April 26, 1989) for Administration agencies and April 6-19, 1989 (checks dated May 4, 1989) for Institutions.

Tentative Salary Register

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

A copy of the tentative salary register and an Exception Listing identifying employees with pay basis codes HRY, DLY or BIW and employees currently on Workers' Compensation Leave 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.

Preparation of PR-75 Forms

PR-75's must be submitted for all hourly, daily and biweekly employees. To calculate the increased salary for an hourly or daily employee, first multiply the hourly 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. To calculate the increased salary for a biweekly employee, multiply the current biweekly salary by 5%, add that amount to the current biweekly to arrive at the new increased biweekly salary. Use transaction code CHG RATE.

PR-75's must also be submitted for employees who are on Workers' Compensation Leave. Use transaction code COR FY SAL.

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.
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.

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

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit at (518) 474-3564.

Attachment