



Office of the State Comptroller
PAYROLL BULLETIN

Subject	April 1, 1990 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-648
		Date	March 9, 1990

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, 1990 Salary Schedule

The legislation provides for a revised April 1, 1990 Salary Schedule which generally reflects an increase of 5½% over the April 1989 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 \$701 annually (\$26.88 biweekly) for the fiscal year beginning April 1, 1990. 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) continues 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 April 1989 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 April 1989 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 5½% 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 29-April 11, 1990 (checks dated April 25, 1990) for Administration agencies and April 5-18, 1990 (checks dated May 3, 1990) 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 with 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 rate by 2088 and the daily rate by 261 to determine the annual salary. Increase the annual by 5½% 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 5½%, 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 and, if the employee is receiving Location Pay, AD SAL FAC. For employees who are commencing Workers' Compensation Leave in Period 1L, use additional transaction code COR FY SAL; if the employee is receiving Location Pay, the differential does not have to be restated.

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 Ellen Zmyewski in the Payroll Planning Unit at (518) 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 ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 AND DIVISION OF MILITARY & NAVAL AFFAIRS UNIT 47
 EFFECTIVE APRIL 1, 1990

<u>SG</u>	<u>Incr. Amt.</u>	<u>Hiring Rate</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Job Rate</u>	<u>Long. Step 1</u>	<u>Long. Step 2</u>
1	634	12863	13497	14131	14765	15399	16033	16783	17533
2	664	13377	14041	14705	15369	16033	16697	17447	18197
3	694	14071	14765	15459	16153	16847	17541	18291	19041
4	734	14711	15445	16179	16913	17647	18381	19131	19881
5	770	15440	16210	16980	17750	18520	19290	20040	20790
6	799	16335	17134	17933	18732	19531	20330	21080	21830
7	839	17268	18107	18946	19785	20624	21463	22213	22963
8	871	18273	19144	20015	20886	21757	22628	23378	24128
9	911	19323	20234	21145	22056	22967	23878	24628	25378
10	955	20460	21415	22370	23325	24280	25235	25985	26735
11	1005	21678	22683	23688	24693	25698	26703	27453	28203
12	1039	22952	23991	25030	26069	27108	28147	28897	29647
13	1084	24346	25430	26514	27598	28682	29766	30516	31266
14	1133	25786	26919	28052	29185	30318	31451	32201	32951
15	1177	27314	28491	29668	30845	32022	33199	33949	34699
16	1233	28876	30109	31342	32575	33808	35041	35791	36541
17	1301	30532	31833	33134	34435	35736	37037	37787	38537
18	1361	32328	33689	35050	36411	37772	39133	39883	40633
19	1428	34091	35519	36947	38375	39803	41231	41981	42731
20	1484	35903	37387	38871	40355	41839	43323	44073	44823
21	1552	37858	39410	40962	42514	44066	45618	46368	47118
22	1625	39917	41542	43167	44792	46417	48042	48792	49542
23	1695	42080	43775	45470	47165	48860	50555	51305	52055
24	1754	44401	46155	47909	49663	51417	53171	53921	54671
25	1833	46886	48719	50552	52385	54218	56051	56801	57551