



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payment of Management/Confidential Occupational Pay Differential	Bulletin No. P-682
	Date January 17, 1991

Chapter 732, Laws of 1988, amends the Civil Service Law to provide for the payment of an Occupational Pay differential to employees in certain management/confidential positions.

This differential, which may be authorized by the Director of Classification and Compensation subject to approval by the Director of the Budget, is additional compensation over an employee's basic annual salary. The pay differential may be prescribed for graded M/C employees in order to maintain an appropriate salary relationship over subordinates who occupy positions within their same occupational series.

The additional compensation may be designated as a fixed dollar amount or a percentage of the basic salary. The differential is not part of the employee's basic annual salary and does not affect other provisions of the laws concerning salary determination.

The differential is added as an adjustment to the hiring and job rates of the grade.

For example:

An Occupational Pay differential was established on October 4, 1990 at \$4000 for a position which is allocated to M/C grade 619 resulting in an adjusted job rate for the position of \$44,265 ($\$40,265 + 4000 = \$44,265$).

1. An employee in the position whose basic annual salary is \$32,390 (the hiring rate) would receive the full \$4000 Occupational Pay.
2. An employee whose basic annual salary is \$41,150 (above the job rate) would receive \$3115 Occupational Pay (the difference between \$44,265 and \$41,150).
3. An employee whose basic annual salary is \$44,500 (above the actual and adjusted job rates) would receive no Occupational Pay.

Part-time employees in positions for which an Occupation Pay differential has been authorized receive such compensation pro-rated in accordance with percentage of full time worked. Eligible employees on authorized leave with partial pay continue to receive such compensation on the pro-rated basis. The differential is included when calculating an employee's overtime rate.

The payment of this differential is terminated when an employee ceases to be employed in the position for which the pay differential is authorized. Occupational Pay differential may be changed or terminated at any time by the Director of Classification and Compensation with the Budget Director's approval.

Agencies who have employees in positions for which an Occupational Pay differential has been approved may immediately begin submitting PR-75 forms to process the payment.

New transaction codes have been established to report this payment:

OCC PA DIF.... Occupational Pay Differential
Group 3
Class B

Block Requirements:

Complete blocks #01 through #06 and the following:

- 07 Transaction Code - enter OCC PA DIF. If this block is filled use the first available Addt'l Trans Code block.
- 12 Trans Effective Date - enter the actual beginning of business effective date.
- 23 Gross (Add)
- 24 Normal (Deduct) - if applicable
- 26 Time Paid - enter time paid based on the effective date
- 49 Misc Block A - to start or change OCC PA DIF enter the annual amount; to cancel enter 0 in the block.

ADJ OCC DF.... Adjust Occupational Pay Differential

Group 3
Class B

Block Requirements:

Complete blocks #01 through #06 and the following:

- 07 Transaction Code - enter ADJ OCC DF. If this block is filled, use the first available Addt'l Trans Code block.

- 23 Gross (Add)
- 24 Normal (Deduct) - if applicable
- 49 Misc Block A - enter beginning date
- 50 Misc Block B - enter ending date
- 51 Misc Block C - enter PLUS if the effect is an increase in the biweekly gross; enter MINUS if the effect is a decrease in the biweekly gross.

- 52 Misc Block D - enter the amount to be added to or deducted from the biweekly gross.

Remarks - enter any additional information necessary to explain the transaction.

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

Questions on the differential and salary entitlement may be directed to Flint Warren at (518) 474-2766.