



Office of the State Comptroller
PAYROLL BULLETIN

Subject Additional Instructions for 1991 PS&T Longevity Payments	Bulletin No. P-707
	Date August 2, 1991

As in previous years, certain employees as described below have or will become eligible for the PS&T Longevity LSP during 1991-92:

(1) Employees who otherwise qualified but were or are on an approved leave of absence without pay or on a preferred list on March 31, 1991 and who return from such leave between April 1, 1991 and March 31, 1992 are eligible for the payment. This includes employees who were receiving military stipends on March 31, 1991. There is no minimum service requirement following the employee's return to active payroll status. Full or pro-rated payment is based on the employee's full or part-time percentage work schedule prior to commencement of the leave without pay.

(2) Demotion after March 31, 1991 -

Employees who were not eligible for the 1991 payment become eligible if they return(ed) to a lower grade position between April 1, 1991 and March 31, 1992 in which they would otherwise have been eligible if they had been in the lower grade position on March 31, 1991 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 his or her previous position or appointed to another lower grade qualifying position

or

b. the promotion was permanent, but the demotion occurred

1. in lieu of layoff
2. voluntarily during the probationary period
3. as a result of failure of a 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.

Use transaction code LONG LSP to report the longevity lump sum payment for employees who were not paid on the June 18, 1991 Special payroll.

The block requirements for this code are:

Group 3
Class B

Block Requirements: 01 through 06
07 Transaction code - enter LONG LSP. 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 - Year of Payment '91'
50 Misc Block B - amount of payment.

Remarks: If the employee was part-time on March 31, 1991 enter the PT% used to calculate the amount of the payment.