



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1995 Performance Advances and Longevity Payments for Security Services & Supervisors Units	Bulletin No. P-854
	Date March 15, 1995

This Bulletin applies to employees who, on April 1, 1995, occupy positions in the following negotiating units:

Security Services (NU 01)
Security Supervisors (NU 61)

The 1991-1995 Agreements covering employees in these units provide for the payment of April 1, 1995 Performance Advances. These increases are payable in Institution Period 1L, March 30-April 12, 1995 (checks dated April 27, 1995) and Administration Period 1L, April 6-19, 1995 (checks dated May 3, 1995).

Performance Advances are payable to employees whose base annual salary is below the job rate of their current position, are rated above "Unsatisfactory" on their last annual evaluation* and:

1. who rendered 100 days of increment service during fiscal year 1993-1994 for those employees who are subject to the one-year increment deferral system

or

2. who rendered 100 days of increment service during fiscal year 1994-1995 for those employees who are not subject to the one-year increment deferral system.

* A Performance Advance may not be withheld a second time from an employee who is rated "Unsatisfactory" twice in a row in the same grade.

Longevity Payments

Employees who complete 10, 15 or 20 years of continuous service in positions in the Units continue to remain eligible for receipt of longevity payments.

At the end of Period 1L, OSC will prepare a listing of employees with increment code 'X5' in their record. The listing is titled "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1995-96 (IC=X5)". The listing indicates those employees who, when the increment code was entered in the record, were projected to be eligible to receive a longevity increase during the 1995-96 fiscal year.

This listing will be sent to you with the payroll for Period 1L. Agencies must review this listing and when the employee completes the 10, 15 or 20-years service requirement, submit a PR-75 form to process the longevity increase.

PAYMENT INSTRUCTIONS

OSC will automatically apply the Performance Advance from the October 1, 1994 Salary Schedule (attached to Bulletin P-829, dated September 30, 1994) based on the increment code in the employee's record. A list of current increment codes and their definitions is attached.

Tentative Salary Register and Information Listings

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the automatic performance advances. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. For all employees in positions with pay basis codes ANN and 8AN, the biweekly salary will be computed on the 366 day factor (refer Bulletin P-851, dated March 1, 1995).

A "Security NU 01 and 61 Information Listing" will be prepared showing the current and new salaries. The tentative salary register and Information Listing will be sent to you with your regular salary register for Period 26L.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Period 1L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a salary change is submitted by the agency. Therefore, the listing should be carefully examined and any corrections made by submission of a PR-75.

PR-75 Preparation

In preparing your payroll for Period 1L:

1. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during Period 1L. The increment codes reported should be the projected increment codes for April 1, 1996.
2. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction codes to report corrections to the tentative payroll:

1. PERF ADV
To report a performance advance not automatically processed on the tentative payroll.
2. COR FY SAL
To decrease an annual salary that was incorrectly increased on the tentative payroll.
3. UNSAT PERF
To report and, if applicable, reduce the salary for an employee who was rated "Unsatisfactory" on his or her last anniversary rating.

PR-76 Preparation

The normal amount of "Previous Payroll" on the PR-76 should be the amount shown on the tentative register.

NEED HELP?

For questions about salary or assistance in preparation of PR-75 forms, contact Jim LaRoe of the Salary Determination Unit at (518) 486-3087.

Attachment

INCREMENT CODES FOR SECURITY SERVICES/SUPERVISORS

- 1(+year) An employee whose salary is below the job rate for his or her grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.
- For example, code 14 would mean that a performance advance is due in April and a longevity payment is due in the 1994-'95 fiscal year.
- 2(+year) An employee whose base salary is at or above the job rate of his or her position, is receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.
- 3(+year) An employee whose salary is below the job rate for his or her grade, not entitled to a performance advance the following April 1, but has sufficient service in the current year to be entitled to the deferred performance advance thereafter.
- or
- An employee whose salary is at the job rate, or the job rate and receiving one longevity payment. The next longevity payment for 10 or 15 years is due in the year indicated.
- 4(+year) with FIS salary An employee receiving longevity pay whose base salary is below the job rate of his or her current position, and who is entitled to a performance advance in April and next longevity payment in the year indicated.
- 5(+year) with FIS salary An employee who is receiving two longevity payments whose base salary is below the job rate of the current position, and who is entitled to a performance advance in April and 20-year longevity payment in the year indicated.
- Codes that indicate when a promotion calculation is due to the employee or all longevity payments have been processed.
- 69 An employee who is receiving the salary of a higher grade due to abolishment of his or her position prior to October 1971 whose base salary is at or above the job rate of the abolished position and who is receiving all longevity payments.
- 08 with FIS salary An employee whose base salary is below the job rate for his or her grade, is entitled to a performance advance in April, but who has received all longevity payments.
- or
- An employee who has been promoted during the current fiscal year, who has insufficient service in the higher grade to qualify for the April 1 performance advance in the higher grade, but who is entitled to a reconstructed promotion salary based on a performance advance in the lower grade (deferred, if applicable) and a repromotion to the higher grade.
- 99 An employee whose salary reflects all performance advances and longevity payments due.