



Office of the State Comptroller
PAYROLL BULLETIN

Subject Longevity payments for employees in the Administrative (02), Operational (03), Institutional (04) and Division of Military and Naval Affairs (47) Negotiating Units	Bulletin No. P-864
	Date August 8, 1995

Legislation has been passed which implements the agreements between the State and Civil Service Employees Association representing employees in the Administrative Services (02), Operational Services (03), and Institutional Services (04) and Division of Military and Naval Affairs (47) Negotiating Units and provides for the continuation of longevity payments for these employees.

Please review the longevity listing sent to your agency at the end of Payroll Period 1L and submit a PR 75 for employees whose longevity has become due since April 1, 1995.

If an employee was rated at least "Satisfactory" or its equivalent, submit a PR 75 to increase the salary and process the adjustment, if due. Use transaction code LONG PAY.

If an employee was rated "Unsatisfactory", and has not yet been reported, submit a PR 75 form now. Use transaction code UNSAT PERF.

NEED HELP?

For assistance in preparing PR 75's, contact Payroll Planning at (518) 474-1330.

For assistance in determining salary entitlement contact the Salary Determination Unit at (518) 486-3088.