



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b> April 1, 1995 Performance Advances, Awards and Merit Payments for Employees Covered by the Budget Director's Guidelines for Management/Confidential Employees	<b>Bulletin No.</b> P-886
	<b>Date</b> February 12, 1996

The Director of the Budget has issued Budget Bulletin D-1090, dated February 7, 1996 authorizing the payment of:

April 1, 1995 Performance Advances  
Longevity Performance Awards  
Performance and Merit Awards

to Management/Confidential employees and other employees excluded from collective bargaining units.

**BUDGET GUIDELINES**

The payment of performance advances and awards for April 1, 1995 are for the evaluation period July 1, 1993-March 31, 1995. The guidelines which normally apply to an annual evaluation cycle, should be identically applied to the 21-month evaluation cycle ending March 31, 1995.

The guidelines apply to full-time and part-time annual-salaried employees designated Management/Confidential (NU 06), employees of PERB (NU 66) and certain civilian employees of the Division of Military and Naval Affairs excluded from a bargaining unit (NU 46).

Payment of M/C performance advances and awards for April 1995 will be subject to a \$90,832 salary cap. The \$90,832 salary cap applies to all agencies, regardless of the salary of the agency head. Accordingly, eligible employees' basic annual salaries will be adjusted by the appropriate advance amount, up to the \$90,832 cap. Advance-eligible employees whose salaries already equal or exceed \$90,832 will have their performance advances withheld in full. Eligible employees whose basic annual salaries would exceed the \$90,832 cap as a result of a performance advance payment will receiving a partial advance up to the salary cap.

Award-eligible employees may receive such payments as long as the sum of an employee's basic annual salary and a merit award does not exceed the \$90,832 cap. Employees whose basic annual salaries already equal or exceed \$90,832 will be ineligible for merit payments in 1995-96.

**APRIL 1, 1995 SERVICE PERIOD**

July 1, 1993 - March 31, 1995 Administration cycle

July 8, 1993 - March 31, 1995 Institution cycle

**APRIL 1, 1995 PERFORMANCE ADVANCES**

Performance advances are payable at the beginning of Payroll Period #1, March 30, 1995 for the Institution cycle and April 6, 1995 for Administration cycle.

Performance Advances for Education Directors in the institutions are payable September 1, 1995.

The amount of the performance advance is:

<u>Rating</u>	<u>% of grade range</u>
Outstanding	up to 25%
Highly Effective or Effective	16 2/3%
Needs Improvement	12 1/2%
Unsatisfactory	-0-

Performance advancement amounts are based on service in grade between July 1, 1993 - March 31, 1995:

<u>Number of payroll periods of service</u>	<u>Pro-rated Amount</u>
24 or more	Full
18-23	3/4
12-17	1/2
06-11	1/4
01-05	-0-

Attached to this Bulletin are the October 1, 1994 M/C Salary Schedule (Attachment A) and a chart of M/C Performance Advances for April 1995 (Attachment B).

**LONGEVITY PERFORMANCE AWARDS**

Employees grades 603 - 617 who have completed 5 or more years of continuous service at or above the job rate during the period April 1, 1994 - March 31, 1995 are eligible for a Longevity Performance Award

- 1) Those employees with 5 years of continuous service at the job rate, whose basic annual salary is less than \$750 above the job rate, may receive a salary increase of \$750.
- 2) Those employees with 10 years of continuous service at the job rate, whose basic annual salary is less than \$1500 above the job rate, may receive a salary increase to the job rate plus \$1500.

The effective date of payment is the beginning of the following payroll period after the completion of 5 or 10 years at job rate.

### **PERFORMANCE & MERIT AWARDS**

The rules continue the payment of Performance and Merit Awards to employees whose salary was at least 98% of the job rate of their grade and completed 20 payroll periods of creditable service in the 21-month period (July 1, 1993-March 31, 1995) and who were rated "Outstanding or Highly Effective".

- A) PERFORMANCE AWARDS - Grades 603-617 with less than 5 years at or above the job rate:

<u>Salary Grade</u>	<u>(98 %) 4/95 Eligible Salary</u>	<u>Maximum Award</u>
603	\$19567	\$400
604	20482	425
605	21507	450
606	22638	475
607	23897	500
608	25159	525
609	26529	550
610	28033	575
611	29624	600
612	31208	625
613	32975	650
614	34821	675
615	36734	700
616	38724	725
617	40893	750

B) MERIT AWARDS - Grades 618-665 for eligible employees:

<u>Salary Grade</u>	(98%) 4/95 <u>Eligible Salary</u>	<u>Maximum Award</u>
618	\$41027	\$1250
619	43192	1250
620	45387	1250
621	47762	1250
622	50304	1250
623	53583	1250
661	58567	1250
662	65020	1250
663	72208	1750
664	79819	1750
665	88795	1750

Grades 666 - 667 are not eligible for Merit Awards: job rates are over the Salary Cap

For employees (both A & B above) whose salary is at least 98% of the job rate (and has been since April 1, 1994), any performance advance amount required to bring the salary to the job rate must be deducted from the Performance or Merit Award.

**EXEMPT CLASS EMPLOYEES**

Payment to employees in exempt class positions require prior DOB approval. Copies of NS Salary Plans approved by the Director of Budget must be on file with OSC before these payments can be processed.

Agencies must make certain that Amended Budget Certificates are on file in OSC before submitting performance advances or performance/merit awards based on these NS Salary Plans.

**PAYMENT INSTRUCTIONS**

You may begin submitting PR-75's at any time. Where an employee occupies an unallocated position which is equated to a grade and is eligible for any of these payments, make certain the equated grade is shown on an approved Budget Certificate or CC4 on file in OSC or submitted with the PR-75.

**PREPARATION OF PR-75'S**

In the "REMARKS" enter the employee's rating. If rated "Outstanding", include the percentage if employee is eligible for an advance.

Use the following transaction codes:

1. **PERF ADV** - To report a performance advance due in the current grade for an active or inactive employee.
2. **PERF AWARD** - To report the payment of a performance or merit award to an active or inactive employee. (Effective date is 040195)
3. **LONG PAY** - To report a longevity salary increase for an active or inactive employee.
4. **PROM RECAL** - To report an adjustment in current salary as a result of a performance advance in a previous grade or a promotion recalculation.

**NOTE: Retroactive salary and miscellaneous payment adjustments (overtime, holiday, lost time, etc.) can be done on the same PR75. Use additional transaction code ADJ SAL PA or ADJ NET.**

**OVERTIME**

For an employee who is entitled to an AWARD and who worked overtime, the AWARD amount will be included in the calculation of overtime for any services rendered during the period April 1, 1995 - March 31, 1996.

Overtime adjustments, retroactive to April 1, 1995, may be submitted in or after the period the award is paid.

**TAXES**

Taxes will be computed based on the annualized tax method in Bulletin P-813, dated March 25, 1994. Fixed taxes submitted on either an AC-1040 or through the On-Line Deduction Processing System will not be processed for these payments.

**NEED HELP?**

If you require assistance in preparation of PR75 forms or determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3088.

**M/C SALARY SCHEDULE**  
**October 1, 1994**

<u>GRADE</u>	<u>HIRING RATE</u>	<u>JOB RATE</u>	<u>JOB RATE PLUS \$750</u>	<u>JOB RATE PLUS \$1500</u>
M/C 3	\$15486	\$19967	\$20717	\$21467
M/C 4	16196	20901	21651	22401
M/C 5	17206	21946	22696	23446
M/C 6	17961	23101	23851	24601
M/C 7	19033	24385	25135	25885
M/C 8	20110	25673	26423	27173
M/C 9	21293	27071	27821	28571
M/C 10	22474	28606	29356	30106
M/C 11	23872	30229	30979	31729
M/C 12	25163	31845	32595	33345
M/C 13	26664	33648	34398	35148
M/C 14	28284	35532	36282	37032
M/C 15	29891	37484	38234	38984
M/C 16	31613	39515	40265	41015
M/C 17	33439	41728	42478	43228
M/C 18	33620	41865		
M/C 19	35455	44074		
M/C 20	37294	46314		
M/C 21	39338	48737		
M/C 22	41483	51331		
M/C 23	43641	54677		
M 1	47155	59763		
M 2	52360	66347		
M 3	58180	73682		
M 4	64415	81448		
M 5	71588	90608		
M 6	79329	99936		
M 7	87503	108518		
M 8	73683+			

**M/C PERFORMANCE ADVANCES  
APRIL 1, 1995**

<u>Grade/ Range</u>		<u>25 %</u>	<u>16-2/3%</u>	<u>12-12%</u>	<u>Grade/ Range</u>		<u>25 %</u>	<u>16 2/3%</u>	<u>12 1/2%</u>
603	FULL	1121	747	561	611	FULL	1590	1060	795
4481	3/4	841	561	421	6357	3/4	1193	795	597
	1/2	561	374	281		1/2	795	530	398
	1/4	281	187	141		1/4	398	265	199
604	FULL	1177	785	589	612	FULL	1671	1114	836
4705	3/4	883	589	442	6682	3/4	1254	836	627
	1/2	589	393	295		1/2	836	557	418
	1/4	295	197	148		1/4	418	279	209
605	FULL	1185	790	593	613	FULL	1746	1164	873
4740	3/4	889	593	445	6984	3/4	1310	873	655
	1/2	593	395	297		1/2	873	582	437
	1/4	297	198	149		1/4	437	291	219
606	FULL	1285	857	643	614	FULL	1812	1208	906
5140	3/4	964	643	483	7248	3/4	1359	906	680
	1/2	643	429	322		1/2	906	604	453
	1/4	322	215	161		1/4	453	302	227
607	FULL	1338	892	669	615	FULL	1899	1266	950
5352	3/4	1004	669	502	7593	3/4	1425	950	713
	1/2	669	446	335		1/2	950	633	475
	1/4	335	223	168		1/4	475	317	238
608	FULL	1391	928	696	616	FULL	1976	1317	988
5563	3/4	1044	696	522	7902	3/4	1482	988	741
	1/2	696	464	348		1/2	988	659	494
	1/4	348	232	174		1/4	494	330	247
609	FULL	1445	963	723	617	FULL	2073	1382	1037
5778	3/4	1084	723	543	8289	3/4	1555	1037	778
	1/2	723	482	362		1/2	1037	691	519
	1/4	362	241	181		1/4	519	346	260
610	FULL	1533	1022	767	618	FULL	2062	1375	1031
6132	3/4	1150	767	576	8245	3/4	1547	1032	774
	1/2	767	511	384		1/2	1031	688	516
	1/4	384	256	192		1/4	516	344	258

**M/C PERFORMANCE ADVANCES  
APRIL 1, 1995**

<u>Grade/ Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>	<u>Grade/ Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>
619	FULL	2155	1437	1078	662	FULL	3497	2332	1749
8619	3/4	1617	1078	809	13987	3/4	2623	1749	1312
	1/2	1078	719	539		1/2	1749	1166	875
	1/4	539	360	270		1/4	875	583	438
620	FULL	2255	1504	1128	663	FULL	3876	2584	1938
9020	3/4	1692	1128	846	15502	3/4	2907	1938	1454
	1/2	1128	752	564		1/2	1938	1292	969
	1/4	564	376	282		1/4	969	646	485
621	FULL	2350	1567	1175	664	FULL	4259	2839	2130
9399	3/4	1763	1176	882	17033	3/4	3195	2130	1598
	1/2	1175	784	588		1/2	2130	1420	1065
	1/4	588	392	294		1/4	1065	710	533
622	FULL	2462	1642	1231	665	FULL	4755	3170	2378
148	3/4	1847	1232	924	19020	3/4	3567	2378	1784
	1/2	1231	821	616		1/2	2378	1585	1189
	1/4	616	411	308		1/4	1189	793	595
623	FULL	2759	1840	1380	666	FULL	5152	3435	2576
11036	3/4	2070	1380	1035	20607	3/4	3864	2577	1932
	1/2	1380	920	690		1/2	2576	1718	1288
	1/4	690	460	345		1/4	1288	859	644
661	FULL	3152	2102	1576	667	FULL	5254	3503	2627
12608	3/4	2364	1577	1182	21015	3/4	3941	2628	1971
	1/2	1576	1051	788		1/2	2627	1752	1314
	1/4	788	526	394		1/4	1314	876	657

**FULL ADVANCE = 24 or more periods**

**3/4 ADVANCE = 18 - 23 periods**

**1/2 ADVANCE = 12 - 17 periods**

**1/4 ADVANCE = 06 - 11 periods**