



Office of the State Comptroller
PAYROLL BULLETIN

Subject	Payment of 1991 and 1992 Increments, Longevities and Lump Sum Adjustments for employees in the Administrative (02), Operational (03), Institutional (04) and Division of Military and Naval Affairs (47) Negotiating Units	Bulletin No.	P-736
		Date	July 31, 1992

Chapter 489 of the Laws of 1992, which implements the agreements between the State and the Civil Service Employees Association representing employees in the Administrative (02), Operational (03) and Institutional (04) Services units and the Division of Military and Naval Affairs (47) negotiating unit, provides for continuation of the 5 and 10-year longevity service salary increases, a new Salary Schedule for April 1, 1992, resumption of the payment of increment advances on April 1, 1992, and a salary adjustment for certain employees for the 1991-92 fiscal year.

Longevity Salary Increases

The legislation continues the payment of longevity salary increases to an employee who has completed 5 or 10-years of service at the job rate level of his or her grade/position for anniversary evaluations that occur on or after April 1, 1991. The rules for eligibility, amount and payment date are the same as were previously in effect and as explained in the OSC Salary Manual, Part I, Pages 29 and 34. (Refer to the following explanation regarding the revised April 1, 1992 salary schedule for those payable on or after Period #1L, 1992.)

April 1, 1992 Revised Salary Schedule

Effective April 1, 1992, there is a new salary schedule (Attachment A). While the hiring rate for each grade is the same as listed on the April 1, 1990 schedule, the increment has been reduced from 1/5th to 1/7th of the range between the hiring and job rate, resulting - in most grades - in job rate and longevity step salaries slightly different (higher or lower) than the former schedule. The legislation provides that where an employee was already receiving a salary equal to the former job rate or one of the longevity steps for his or her grade on the former schedule, and that salary is higher than the identical step on the new schedule, the salary for April 1, 1992 shall not be reduced. Where the new job rate or longevity step salary is higher, then the employee's salary will be increased to the new amount.

April 1, 1992 Increment Advances

The legislation provides for resumption of the payment of annual increment advances, with a change in the effective date of payment, pursuant to the provisions of the Agreement. Effective April 1, 1992, an increment is no longer payable at the start of the payroll period following the employee's anniversary date evaluation. Based on the same eligibility criteria (in the OSC Salary Manual, Part I, Pages 19 and 22-23), the employee will continue to be evaluated on his or her anniversary date in the grade/position, however, the increment advance is now payable at the beginning of the following Payroll Period #1L to an eligible employee who has completed one year of service in the position.

1991-'92 Adjustment

The legislation provides for a salary adjustment, without an increase to the basic annual salary, to an employee whose salary was below the job rate for his or her grade occupied during last fiscal year and who, if increment advances had been processed last fiscal year, would have otherwise qualified for and received payment of an increment advance. The salary schedule for determining the amount of the increment advance and the job rate limitation is the April 1, 1990 Salary Schedule (Attachment B).

The rules for determining eligibility for the increment advance (including those due for promotion recalculation or reallocation) and effective payment date are the same as have been in effect since April 1, 1982, and as described in the OSC Salary Manual, Part I, Pages 19 and 22-23.

Location PayNYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of Location Pay in these areas remains at \$701 annually, payable to a full-time employee whose principal place of employment or official station is in this area.

Monroe County

The amount remains at \$200 for an employee who was an incumbent of a position and receiving the \$200 Monroe County Location Pay on March 31, 1985, as long as he or she remains continuously eligible. An eligible employee who becomes part-time while participating in an employer-sponsored summer program is eligible upon return to full-time service.

Pre-shift Briefing Pay (NU 47)

The amount of Pre-shift Briefing Pay for full-time Airbase Security Guards and Firefighters remains at \$40.00 per biweekly period.

Payment of the Longevity Salary Increase

Agencies will receive listings of their employees with increment codes '82' and '87', and '83' and '88', currently in their record. Review the '82' and '87' listing for those employees who may be eligible for receipt of a 5 or 10-year longevity salary increase retroactive to last fiscal year, and the '83' and '88' listing for those who may be eligible since the beginning of this fiscal year.

If rated at least "Satisfactory" or its equivalent during the appropriate year, then the PR-75 form to increase the salary (use the correct schedule) and process the adjustment may be submitted to OSC at any time. Use the transaction code LONG PAY. No special tax calculation will be done for this payment.

If the increase is to one of the longevity steps on the April 1990 salary schedule, and the corresponding step is increased on the April 1992 schedule, process the additional increase and adjustment for 1992, also. If the longevity increase is due on or after Period #1, 1992 and the employee's current salary equals a step that is increased on the April 1992 schedule, process the increase and adjustment to the 1992 schedule before adding the longevity increase.

If an employee was otherwise eligible but received an "Unsatisfactory" rating which has not been previously reported, submit a form now, using transaction code UNSAT PERF.

Payment of the increases to the April 1992 schedule and Increments

The increases to the revised job rate and longevity step salaries on the April 1, 1992 schedule and the increment advances are effective from the first day of Payroll Period #1L, March 26, 1992 for Administrative employees and April 2, 1992 for Institution employees. The increases will be processed in Institution Period #10L, checks dated September 3, 1992 and Administration Period #11L, checks dated September 9, 1992.

OSC will automatically calculate the increases or increments and retroactive adjustments for annual-salaried employees wherever possible and will produce a listing identifying employees receiving the increases or increments and employees for whom agency action is necessary.

The increases and increments will be applied as follows:

Class of employees -

A. Employees who have been active and have not had a change in annual salary or part-time percentage since Period #26, 1991:

- (1) Employees whose salary is equal to the job rate or one of the longevity steps on the April 1990 salary schedule and due an increase to the revised job rate or longevity step on the April 1992 schedule.

OSC will automatically increase the salary and calculate the retroactive adjustment. These employees will appear on the exception list with no message.

- (2) Employees whose salary is below the job rate for their grade.

OSC will automatically apply the increment and calculate the retroactive adjustment. These employees will appear on the exception list with no message.

- (3) Employees with a salary as described above who are on Workers Compensation leave.

OSC will automatically apply the increase or increment. The retroactive adjustment must be submitted by PR-75. These employees will appear on the exception list with the message STAT CHG - RETRO NOT COMPUTED - WC.

- B. Employees who have been active and have had a change in part-time percentage, transferred between agencies, or have had breaks in service since Period #26, 1991, and employees who had a change in annual salary during the 1991-'92 year.

- (1) Employees whose salary is equal to the job rate or one of the longevity steps on the April 1990 salary schedule.

or

- (2) Employees whose salary is below the job rate for their grade and who are eligible for an increment or salary recalculation.

OSC has calculated the current salary. The retroactive adjustment must be submitted by PR-75. These employees will appear on the exception list with the message STAT CHG - RETRO NOT COMPUTED.

- (3) Employees who meet the above criteria who are on Workers Compensation leave.

OSC has calculated the current salary. The retroactive adjustment must be submitted by PR-75. These employees will appear on the exception list with the message STAT CHG - RETRO NOT COMPUTED - WC.

- C. Employees who have had a change in annual salary and employees who transferred to a position in one of the CSEA units after Period #26, 1992.

OSC will not calculate the salary increase. If due, the agency must calculate the salary and adjustment and submit a PR-75. These employees will appear on the exception list with the message STAT CHG - INCR NOT COMP.

- (1) Employees who meet the above criteria who are on Workers Compensation leave.

OSC will not calculate the salary increase. If due, the agency must calculate the salary and adjustment and submit a PR-75.

These employees will appear on the exception list with the message STAT CHG - INCR NOT COMP - WC.

D. Employees who have become inactive since Period #26, 1992.

(1) Employees whose last salary was below the job rate for their grade.

If due, the agency must calculate the salary and adjustment and submit a PR-75. These employees will appear on the exception list with the message EMPLOYEE INACTIVE.

NOTE: Employees who transferred, within the same agency, from a CSEA position to a position in another negotiating unit after Period #26, 1992, do not appear on the exception list. If due a salary increase and/or adjustment, the agency must submit a PR-75.

E. Employees reported on Workers Compensation leave on or after July 1, 1992.

OSC will not calculate the increase. If due, the agency must calculate the salary and adjustment and submit a PR-75. These employees will appear on the exception list with the message EMPLOYEE INACTIVE - WC.

Tentative Salary Register

After payrolls are processed for Institution Period #9L and Administration Period #10L, OSC will convert the computer records to reflect the increases and increments. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The retroactive adjustment for 9 payroll periods for Institutions and 10 payroll periods for Administration agencies will be included in the normal gross salary for all employees for whom it can be automatically calculated.

A copy of the tentative salary register and the exception list will be sent to you with your regular salary register for the period. The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for the next period. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a change is submitted by the agency. Therefore, the listing should be carefully examined and any corrections made by submission of a PR-75. A PR-75 must be submitted for an employee who appears on the exception list and for whom the salary increase and/or retroactive adjustment has not been calculated. If the employee has service in more than one agency or facility, then each is responsible for their own portion of the adjustment due for the period of employment within that agency or facility.

Additionally, PR-75s must be submitted for employees who occupy NS (grade 600) annual-salaried positions that are equated to salary grades; these employees do not appear on the exception list.

Use the following transaction codes in reporting your changes:

1. a. To report an April 1, 1992 increment advance for an employee in his or her current grade for active and inactive employees.

Transaction Code: PERF ADV

Group 3
Class B

Complete blocks 01 through 06 and the following:

- | | |
|-------------------------------|--|
| #07 Transaction Code | - enter PERF ADV |
| 12 Transaction Effective Date | - enter beginning date of the payroll period during which the increment advance is effective |
| 22 Salary Rate | |
| 23 Gross (Add) | |
| 24 Normal (Deduct) | - as shown on the tentative payroll |
| 27 Increment Code | - enter the correct increment code. |

Remarks Block - provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due.

- b. To report an increase in current salary as a result of an increment advance in a previous grade (ex. a promotion or promotion recalculation) for active and inactive employees.

Transaction Code: COR SAL

Group 3
Group B

Complete blocks 01 through 06 and the following:

- | | |
|-------------------------------|---|
| #07 Transaction Code | - enter COR SAL |
| 12 Transaction Effective Date | - enter beginning date of Period 1 or the effective date of the last salary change, if later. |
| 22 Salary Rate | |
| 23 Gross (Add) | |
| 24 Normal (Deduct) | - as shown on the tentative payroll |
| 27 Increment Code | - enter the correct increment code. |

Remarks Block - provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due.

2. To reduce a salary automatically increased by OSC for an employee who has been rated "Unsatisfactory" or who occupies a graded-seasonal position that is excluded from receiving increment advances.

Transaction Code: COR SAL

3. To report a retroactive adjustment only.

Transaction Code: ADJ SAL PA

4. Retroactive adjustments for overtime, holiday pay and lost time (including adjustments for refunds on AC-230's) may be processed in this period or in a later period.

In preparing your payroll for the period in which the increases and increments are paid:

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "Normal Gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new gross (Add). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.), the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

In reporting Group 2 removal transactions, the retroactive adjustment does not have to be restated if it was automatically calculated on the tentative payroll.

- b. The normal (Deduct) on all PR-75 forms should be the amount shown on the tentative register.
- c. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

Increment coding

1. New increment codes -

Beginning with Institution Period #10L and Administration Period #11L, two new additional increment codes, '03' and '04' (with FIS salary) are being added. Agencies should immediately start entering these new codes, where appropriate, when the information is a block requirement. The definitions for the existing and new CSEA codes are:

- 01 Employees who are below the job rate of their grade and are eligible for an increment advance the following April 1.

03 Employees who are below the job rate of their grade and are not entitled to an increment advance the following April 1, due to (1) lack of a full year of service credit or (2) an "Unsatisfactory" service rating.

04 (with FIS salary)

Employees promoted during the fiscal year who are below the job rate of their grade and have insufficient service to qualify for an increment advance in the higher grade the following April 1, but who will be entitled to a reconstructed promotion salary.

XX (year)

Employees who are at or above the job rate of their grade and may be eligible for a longevity salary increase. The year is the last two digits of the year during which the employee was (or will be) first at the job rate for the full fiscal year, but no earlier than 1977.

For example:

An employee who reached the job rate as a result of an increment advance on November 8, 1990 would be coded '91', since 1991-'92 was the first full fiscal year during which the employee was at the job rate.

2. Temporary increment codes -

For the purpose of this increment project only, OSC has been entering temporary increment codes, '02', '05' and '09', into records in order to produce certain results on the tentative payroll and messages on the exception listing for employees who have been promoted or demoted after Period #26.

Once PR-75 forms are submitted, as instructed above, the correct increment codes for April 1993 will be entered in the record and replace the temporary codes.

Payment of the 1991-'92 Adjustment

At the same time that agencies receive the tentative payroll and exception listing described above, you will also receive another listing, "CSEA ADJUSTMENT LISTING", to assist you in calculating the 1991-'92 adjustment. Appearing on this listing are active employees who have not had a change in salary or part-time percentage since Period #26, 1991, whose current salary is below the job rate for their grade. This listing will show the current (not incremented) annual salary, grade, part-time percentage, anniversary date (if in the employee's record) and BIW ADJ AMT; the amount in this column is the adjustment for one payroll period - using last fiscal year's leap-year factor - between the employee's current salary and the salary that would have resulted if an increment had been added from the April 1990 five-step salary schedule. Agencies must review the employee's record and calculate the total 1991-'92 adjustment. Do not adjust for any payments made for overtime or holiday services rendered during the 1991-'92 fiscal year.

Agencies will have to review their own records for other employees or former employees who are not on this listing and who have had a salary change, interruption in service, changed agency or negotiating unit or who have become inactive since Period #26, 1991.

Payment of the 1991-'92 adjustment will be via submission of a PR-75 form. If the employee had service in more than one agency or facility, then each is responsible for their own portion of adjustment due for the period of employment within that agency or facility. Withholding taxes will be calculated using the annualized tax method.

Due to the large volume of expected forms, agencies must submit PR-75's to pay these adjustments, in accordance with the following schedule:

INSTITUTION PAYROLLS

Period #12L
9/3 - 16, 1992
Payday October 1

All 50XXX's

Period #13L
9/17 - 30, 1992
Payday October 15

All 51XXX's

Period #14L
10/1 - 14, 1992
Payday October 29

All other
Institution payrolls.

ADMINISTRATION PAYROLLS

Period #13L
9/10 - 23, 1992
Payday October 7

All 01XXX's
02000
All 03XXX's
09000
12000
20010

Period #14L
9/24 - 10/7, 1992
Payday October 21

23000
All 28XXX's

Period #15L
10/8 - 21, 1992
Payday November 4

All other
Administrative
payrolls.

Use the transaction code BONUS to report this payment. The block requirements are:

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter BONUS. If this block is filled, use the first available Addt'l Trans Code block.
23 Gross (Add)	- if applicable.
24 Normal (Deduct)	- enter the beginning date of the adjustment period
49 Misc Block A	- enter the ending day of the adjustment period
50 Misc Block B	- enter PLUS
51 Misc Block C	- enter the amount of the adjustment.
52 Misc Block D	

If you require assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at 518/486-3065.

If you require assistance in determining correct salary entitlement, contact the Salary Determination Unit at 518/474-1248.

Attachments (2)

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT -- SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 AND DIVISION OF MILITARY & NAVAL AFFAIRS UNIT 47
 EFFECTIVE APRIL 1, 1992

SALARY GRADE	INCR. AMT.	HIRING RATE	JOB						LONG. STEP 1	LONG. STEP 2	
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6			RATE
1	453	12863	13316	13769	14222	14675	15128	15581	16034	16784	17534
2	474	13377	13851	14325	14799	15273	15747	16221	16695	17445	18195
3	496	14071	14567	15063	15559	16055	16551	17047	17543	18293	19043
4	524	14711	15235	15759	16283	16807	17331	17855	18379	19129	19879
5	550	15440	15990	16540	17090	17640	18190	18740	19290	20040	20790
6	571	16335	16906	17477	18048	18619	19190	19761	20332	21082	21832
7	599	17268	17867	18466	19065	19664	20263	20862	21461	22211	22961
8	622	18273	18895	19517	20139	20761	21383	22005	22627	23377	24127
9	651	19323	19974	20625	21276	21927	22578	23229	23880	24630	25380
10	682	20460	21142	21824	22506	23188	23870	24552	25234	25984	26734
11	718	21678	22396	23114	23832	24550	25268	25986	26704	27454	28204
12	742	22952	23694	24436	25178	25920	26662	27404	28146	28896	29646
13	774	24346	25120	25894	26668	27442	28216	28990	29764	30514	31264
14	809	25786	26595	27404	28213	29022	29831	30640	31449	32199	32949
15	841	27314	28155	28996	29837	30678	31519	32360	33201	33951	34701
16	881	28876	29757	30638	31519	32400	33281	34162	35043	35793	36543
17	929	30532	31461	32390	33319	34248	35177	36106	37035	37785	38535
18	972	32328	33300	34272	35244	36216	37188	38160	39132	39882	40632
19	1020	34091	35111	36131	37151	38171	39191	40211	41231	41981	42731
20	1060	35903	36963	38023	39083	40143	41203	42263	43323	44073	44823
21	1109	37858	38967	40076	41185	42294	43403	44512	45621	46371	47121
22	1161	39917	41078	42239	43400	44561	45722	46883	48044	48794	49544
23	1211	42080	43291	44502	45713	46924	48135	49346	50557	51307	52057
24	1253	44401	45654	46907	48160	49413	50666	51919	53172	53922	54672
25	1309	46886	48195	49504	50813	52122	53431	54740	56049	56799	57549

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 0
 AND DIVISION OF MILITARY & NAVAL AFFAIRS UNIT 47
 EFFECTIVE APRIL 1, 1990

SG	Incr. Amt.	Hiring Rate	Step 1	Step 2	Step 3	Step 4	Job Rate	Long. Step 1	Long. Step 2
1	634	12863	13497	14131	14765	15399	16033	16783	17533
2	664	13377	14041	14705	15369	16033	16697	17447	18197
3	694	14071	14765	15459	16153	16847	17541	18291	19041
4	734	14711	15445	16179	16913	17647	18381	19131	19881
5	770	15440	16210	16980	17750	18520	19290	20040	20790
6	799	16335	17134	17933	18732	19531	20330	21080	21830
7	839	17268	18107	18946	19785	20624	21463	22213	22963
8	871	18273	19144	20015	20886	21757	22628	23378	24128
9	911	19323	20234	21145	22056	22967	23878	24628	25378
10	955	20460	21415	22370	23325	24280	25235	25985	26735
11	1005	21678	22683	23688	24693	25698	26703	27453	28203
12	1039	22952	23991	25030	26069	27108	28147	28897	29647
13	1084	24346	25430	26514	27598	28682	29766	30516	31266
14	1133	25786	26919	28052	29185	30318	31451	32201	32951
15	1177	27314	28491	29668	30845	32022	33199	33949	34699
16	1233	28876	30109	31342	32575	33808	35041	35791	36541
17	1301	30532	31833	33134	34435	35736	37037	37787	38537
18	1361	32328	33689	35050	36411	37772	39133	39883	40633
19	1428	34091	35519	36947	38375	39803	41231	41981	42731
20	1484	35903	37387	38871	40355	41839	43323	44073	44823
21	1552	37858	39410	40962	42514	44066	45618	46368	47118
22	1625	39917	41542	43167	44792	46417	48042	48792	49542
23	1695	42080	43775	45470	47165	48860	50555	51305	52055
24	1754	44401	46155	47909	49663	51417	53171	53921	54671
25	1833	46886	48719	50552	52385	54218	56051	56801	57551