



Office of the State Comptroller
PAYROLL BULLETIN

Subject	Payment of 1991 & 1992 Lump Sum Adjustments and Performance Advances for employees in the Security Services (01) & Security Supervisors (61) Negotiating Units	Bulletin No.
		P-743
		Date
		September 22, 1992

Chapter 411 of the Laws of 1992, which implements the Agreements for 1991-1994 between the State and Council 82 representing employees in the Security Services (01) and Security Supervisors (61) negotiating units, provides for the following:

1991-92 Lump Sum Adjustments (Bonus)
April 1, 1992 Revised Salary Schedule
April 1, 1992 Performance Advances
Longevity Payments
Pre-shift Briefing Pay
Location Pay
Premium Overtime

The 1991-92 lump sum adjustments, the April 1, 1992 performance advances and the increases to the revised job rate and longevity step salaries on the April 1, 1992 schedule will all be processed in Administration Period #14L, checks dated October 21, 1992 and Institution Period #14L, checks dated October 29, 1992.

CONTRACT PROVISIONS

1991-92 Lump Sum Adjustment (Bonus)

The agreements provide for a lump sum adjustment to an employee whose salary was below the job rate for his or her grade occupied during 1990-91 and who, if performance advances had been processed on April 1, 1991, would have otherwise qualified for and received payment of a performance advance. This adjustment is a lump sum payment, without an increase to the basic annual salary. The salary schedule for determining the amount of this performance advance and the job rate limitation is the April 1, 1990 Salary Schedule (ATTACHMENT A).

The rules for determining eligibility for the performance advance (including those due for promotion recalculation and reallocation) are the same as have been in effect since April 1, 1979, and as described in the OSC Salary Manual, Part I, Pages 18 and 22-23.

April 1, 1992 Revised Salary Schedule

Effective April 1, 1992, there is a new salary schedule (ATTACHMENT B). While the hiring rate for each grade is the same as listed on the April 1, 1990 schedule, the performance advance has been reduced from 1/4th to 1/6th of the range between the hiring and job rates, resulting - in approximately half of the grades - in job rate and longevity step salaries slightly different (higher or lower) than the former schedule. The longevity amounts which remain unchanged, therefore, are now larger than the performance advance amounts.

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 employee's salary is lower than the job rate or longevity step on the new schedule, then the employee's salary will be increased to the new amount.

April 1, 1992 Performance Advances

Pursuant to the provisions of the Agreements, the eligibility criteria in the OSC Salary Manual, Part I, Pages 18 and 22-23 has changed. An employee whose basic salary is below the job rate of his or her current position must have rendered 100 work days of service in such position during fiscal year 1990-91, to be eligible for receipt of a performance advance on April 1, 1992.

This eligibility change will continue for the remaining years of the contract. An employee otherwise eligible to receive a performance advancement payment must have 100 work days of actual service in grade during fiscal year 1991-92, 1992-93, and 1993-94, to receive a performance advancement payment effective April 1, 1993, April 1, 1994 and March 31, 1995.

Longevity Payments

Effective April 1, 1991, the Agreements continue the payment of longevity increases to employees following the completion of 10, 15 and 20-years of service in positions that are in or have been designated in the units. 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 31-34.

Instructions on processing these payments will be sent at a later date.

Pre-shift Briefing Pay

Pre-shift briefing pay for Security Services and Security Supervisors remains the same as described in the OSC Salary Manual, Part II, Pages 3 and 4.

Pre-shift Briefing Pay Adjustment - Grades 109 and below (NU01)

The agreements continue to provide for the additional Pre-shift Briefing Pay Adjustment of \$52.00, payable in December, to employees holding positions allocated to grades 109 and below.

Instructions on processing this payment for December 1991 will be sent at a later date.

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 \$203 for an employee who was an incumbent of a position and receiving the \$203 Monroe County Location Pay on May 23, 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.

Premium Overtime

Premium Overtime for Security Services and Security Supervisors remains the same as described in the OSC Salary Manual, Part II, Page 5.

PAYMENT INSTRUCTIONSPayment of the 1991-92 Lump Sum Adjustments, Performance Advances and Increases to the 1992 ScheduleTentative Salary Register

After payrolls are processed for Administration and Institution Periods #13L, OSC will convert the computer records to reflect the performance advances and increases. OSC will automatically calculate the lump sum adjustments, performance advances, increases and retroactive adjustments wherever possible and will produce an exception list, Security NU-01 & 61 Salary Conversion - Bonus & Exception Listing, identifying employees receiving the various automatic increases and employees for whom agency action is necessary.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The lump sum adjustments and retroactive performance advance adjustments for 13 payroll periods will be included in the normal gross for employees for whom it can be automatically calculated.

A copy of the tentative salary register and exception listing 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.

Additionally, PR-75s must be submitted for the following employees who do not appear on the exception list if they are due an increase or adjustment:

- Employees who occupy NS (grade 600) annual-salaried positions that are equated to salary grades.
- Employees who transferred, within the same agency, from a Security Services/Supervisors position to a position in another negotiating unit after Period #26, 1992.

If the employee has service in more than one agency or facility, then each is responsible for their own portion of any adjustment due for the period of employment within that agency or facility.

Exception Listing

This listing should be carefully examined. A PR-75 must be submitted for an employee who appears on the exception list and for whom the performance advance, retroactive adjustment(s) or increase has not been calculated or is calculated incorrectly. Sample PR-75's are attached explaining block requirements in the remarks section.

Pre-Shift Briefing - For Security Services, NU-01, only - All automatically calculated retroactive adjustments for performance advances include retroactive pre-shift briefing adjustments. When it is not automatically calculated, the retroactive performance advance adjustment on the PR-75 must include pre-shift briefing.

Using both the increment code (IC) and MESSAGE from the listing (see ATTACHMENT C) find the same combination of increment code and message below to identify what OSC has calculated and what agency action is necessary. Agencies are responsible for reviewing the data for each employee on the exception listing.

IC 1 +Year	Employees who have been active, had 100 days of service
No Message	in their grade during 1990-91 and have not had a change
No Agency Action	in annual salary or part-time percentage since Period
	#26, 1991 and whose salary is below the job rate for
	their grade.

OSC has automatically applied the performance advance and calculated the retroactive adjustment, and the 1991-92 lump sum adjustment. The adjustment for the performance advance appears in the 'PERF ADJ' column and the lump sum adjustment for 1991-92 appears in the 'BONUS ADJ' column.

IC Any Increment Code
 No Message
 No Agency Action

Employees who have been active and have not had a change in annual salary or part-time percentage since Period #26, 1991 and whose current salary is equal to the job rate or one of the longevity steps on the April 1990 schedule but is below the job rate or one of the longevity steps on the April 1992 schedule.

OSC has automatically increased the salary to the job rate or the longevity step and calculated the retroactive adjustment. The adjustment appears in 'PERF ADJ' column.

IC 08, 4 +Year or 5 +Year
 No Message
 Submit PR-75

Employees who have been active, had 100 days of service in their grade during 1990-91 and have not had a change in annual salary or part-time percentage since Period #26, 1991.

OSC has automatically increased the annual salary to the FIS salary and calculated the retroactive performance advance adjustment. The lump sum adjustment for 1991-92 must be submitted by PR-75 using the transaction code 'BONUS'; see ATTACHMENT D.

IC Any Except 1+Year
 STAT CHG - RETRO NOT COMPUTED
 Submit PR-75

Employees who have been active and had no change in annual salary, but who have had a change in part-time percentage, transferred between agencies, or have had breaks in service since Period #26, 1991. Employees whose salary is equal to the job rate or one of the longevity steps on the April 1990 salary schedule but below the job rate or longevity step on the April 1992 Salary Schedule.

OSC has calculated the new salary only. The retroactive adjustments must be submitted by PR-75; see ATTACHMENT E.

IC 1+Year
 STAT CHG - RETRO NOT COMPUTED
 Submit PR-75

Employees who have been active and had no change in annual salary, but who have had a change in part-time percentage, transferred between agencies, or have had breaks in service since Period #26, 1991. Employees whose basic salary is below the job rate for their grade and who are eligible for a performance advance.

OSC has calculated the new salary only. The retroactive adjustments must be submitted by PR-75; see ATTACHMENT F.

<p>IC 08, 4+Year, 5+Year RETRO NOT COMPUTED Submit PR-75</p>	<p>Employees whose basic salary is below the job rate for their grade and who are eligible for a performance advance.</p> <p>OSC has automatically increased the annual salary to the FIS salary. The retroactive adjustments must be submitted by PR-75; see ATTACHMENT G.</p>
<p>IC Any Except 08, 4+Year, 5+Year STAT CHG - INCR NOT COMPUTED Submit PR-75</p>	<p>Employees who have had a change in annual salary or employees who have had a change in annual salary and transferred to another agency after Period #26, 1991.</p> <p>OSC has not calculated any increase or adjustments. If due, the agency must calculate the salary, retroactive adjustment and 1991-'92 lump sum adjustment and submit a PR-75; see ATTACHMENT H.</p>
<p>IC Any Increment Code EMPLOYEE INACTIVE Submit PR-75</p>	<p>Employees who have become inactive since Period #26, 1991 and whose last salary was below the job rate for their grade.</p> <p>If due, the agency must calculate the salary and retroactive adjustments and submit a PR-75; see ATTACHMENT I.</p>

PR-75 Preparation

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

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

The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with retroactive adjustments, use the "Normal Gross" on the tentative 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 BONUS and performance advance adjustments must be restated if they were automatically calculated on the tentative payroll.

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

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.

Transaction Codes

NET EFFECT

Use only when reporting BONUS and the employee has an additional adjustment amount. Use only for payments in Period #14L; OSC will not accept this code in subsequent periods.

The block requirements for BONUS and NET EFFECT are:

BONUS

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)		
24 Normal (Deduct)	-	if applicable.
49 Misc Block A	-	enter the beginning date of the adjustment period.
50 Misc Block B	-	enter the ending date of the adjustment period.
51 Misc Block C	-	enter PLUS or MINUS.
52 Misc Block D	-	enter the amount of the adjustment.

For Period 14L only, if NET EFFECT is used in conjunction with BONUS, the following are additional block requirements:

45 Additional Trans Code-	NET EFFECT. If this block is filled, use the first available Additional Trans Code Block.
53 Miscellaneous Block A-	Enter PLUS or MINUS.
54 Miscellaneous Block B-	total amount to be added to or deducted from the biweekly gross.

Remarks:

Indicate the breakdown of dates, transactions and monies involved for the amount reported in Block 54.

Use the following transaction codes to report any other changes or corrections to the tentative payroll. The Block requirements for these transaction codes can be found in Chapter C, Section 5 of the OSC Payroll Manual.

PERF ADV or COR SAL

To correct an annual salary incorrectly reported on the tentative.

UNSAT PERF

To reduce a salary automatically increased by OSC for an employee who has been rated "Unsatisfactory".

Increment Codes**New Increment Codes**

Effective Pay Period 14L, the definition of code '3'(+year) has been changed and a new increment code, '7'(+year), has been added.

- 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 performance advance thereafter.

Example: An employee newly appointed on 9/19/92 is expected to accrue in excess of 100 work days of service during 1992-93 and, therefore, is entitled to receive a performance advance on April 1, 1994. This employee would now be coded a '3' (+Year).

- 7(+year) An employee whose salary is below the job rate for his or her grade, who does not have sufficient service in the current year to be entitled to the next two April 1 performance advances, but is expected to accrue 100 work days of service during next fiscal year and thereafter be entitled to the performance advance.

Example: An employee newly appointed on 12/3/92 will not accrue 100 work days of service during 1992-93, is expected to accrue in excess of 100 work days during 1993-94 and, therefore, entitled to receive the performance advance on April 1, 1995. This employee would now be coded a '7'(+Year).

Agencies should start entering this new code, where appropriate, when the information is a block requirement. The complete definition for the existing and new codes for Security Services/Supervisors are shown in ATTACHMENT J.

PR-76 Preparation

The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative payroll.

WITHHOLDING TAXES

Where OSC has automatically calculated both the retroactive performance advance and the 1991-92 lump sum adjustment OR where the agency submits a form PR-75 with the transaction code 'BONUS', the taxes will be calculated using the annualized tax method.

NEED HELP ?

If you require assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 486-3066.

If you require assistance in determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3087.

Attachments

Payroll Bulletin No. P-743

September 22, 1992

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01
 SECURITY SUPERVISORS NEGOTIATING UNIT 61
 EFFECTIVE APRIL 1, 1990

SG	Perf. Ad. & Long. Amt.	Hiring Rate	Perf. Adv. Rate 1	Perf. Adv. Rate 2	Perf. Adv. Rate 3	Job Rate	10-yr Long. Step	15-yr Long. Step	(Long. Max)
									20-yr Long. Step
101	859	\$12993	\$13852	\$14711	\$15570	\$16429	\$17288	\$18147	\$19006
102	907	13491	14398	15305	16212	17119	18026	18933	19840
103	947	14189	15136	16083	17030	17977	18924	19871	20818
104	996	14860	15856	16852	17848	18844	19840	20836	21832
105	1047	15597	16644	17691	18738	19785	20832	21879	22926
106	1103	16451	17554	18657	19760	20863	21966	23069	24172
107	1146	17422	18568	19714	20860	22006	23152	24298	25444
108	1191	18443	19634	20825	22016	23207	24398	25589	26780
109	1246	19512	20758	22004	23250	24496	25742	26988	28234
110	1305	20661	21966	23271	24576	25881	27186	28491	29796
111	1361	21922	23283	24644	26005	27366	28727	30088	31449
112	1421	23181	24602	26023	27444	28865	30286	31707	33128
113	1481	24607	26088	27569	29050	30531	32012	33493	34974
114	1551	26062	27613	29164	30715	32266	33817	35368	36919
115	1617	27604	29221	30838	32455	34072	35689	37306	38923
116	1689	29199	30888	32577	34266	35955	37644	39333	41022
117	1778	30878	32656	34434	36212	37990	39768	41546	43324
118	1869	32674	34543	36412	38281	40150	42019	43888	45757
119	1950	34495	36445	38395	40345	42295	44245	46195	48145
120	2041	36299	38340	40381	42422	44463	46504	48545	50586
121	2127	38289	40416	42543	44670	46797	48924	51051	53178
122	2251	40372	42623	44874	47125	49376	51627	53878	56129
123	2317	42593	44910	47227	49544	51861	54178	56495	58812
124	2403	44934	47337	49740	52143	54546	56949	59352	61755
125	2506	47478	49984	52490	54996	57502	60008	62514	65020

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OFFICE OF THE STATE COMPTROLLER
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 EFFECTIVE APRIL 1, 1992

SG	Perf. Adv.	Hiring Rate	Perf. Advance					Job Rate	Long Amount	10-yr. Long Step	15-yr. Long Step	20-yr. Long Step (Long Max)
			Step 1	Step 2	Step 3	Step 4	Step 5					
101	573	12,993	13,566	14,139	14,712	15,285	15,858	16,431	859	17,290	18,149	19,008
102	605	13,491	14,096	14,701	15,306	15,911	16,516	17,121	907	18,028	18,935	19,842
103	631	14,189	14,820	15,451	16,082	16,713	17,344	17,975	947	18,922	19,869	20,816
104	664	14,860	15,524	16,188	16,852	17,516	18,180	18,844	996	19,840	20,836	21,832
105	698	15,597	16,295	16,993	17,691	18,389	19,087	19,785	1,047	20,832	21,879	22,926
106	735	16,451	17,186	17,921	18,656	19,391	20,126	20,861	1,103	21,964	23,067	24,170
107	764	17,422	18,186	18,950	19,714	20,478	21,242	22,006	1,146	23,152	24,298	25,444
108	794	18,443	19,237	20,031	20,825	21,619	22,413	23,207	1,191	24,398	25,589	26,780
109	831	19,512	20,343	21,174	22,005	22,836	23,667	24,498	1,246	25,744	26,990	28,236
110	870	20,661	21,531	22,401	23,271	24,141	25,011	25,881	1,305	27,186	28,491	29,796
111	907	21,922	22,829	23,736	24,643	25,550	26,457	27,364	1,361	28,725	30,086	31,447
112	947	23,181	24,128	25,075	26,022	26,969	27,916	28,863	1,421	30,284	31,705	33,126
113	987	24,607	25,594	26,581	27,568	28,555	29,542	30,529	1,481	32,010	33,491	34,972
114	1,034	26,062	27,096	28,130	29,164	30,198	31,232	32,266	1,551	33,817	35,368	36,919
115	1,078	27,604	28,682	29,760	30,838	31,916	32,994	34,072	1,617	35,689	37,306	38,923
116	1,126	29,199	30,325	31,451	32,577	33,703	34,829	35,955	1,689	37,644	39,333	41,022
117	1,185	30,878	32,063	33,248	34,433	35,618	36,803	37,988	1,778	39,766	41,544	43,322
118	1,246	32,674	33,920	35,166	36,412	37,658	38,904	40,150	1,869	42,019	43,888	45,757
119	1,300	34,495	35,795	37,095	38,395	39,695	40,995	42,295	1,950	44,245	46,195	48,145
120	1,361	36,299	37,660	39,021	40,382	41,743	43,104	44,465	2,041	46,506	48,547	50,588
121	1,418	38,289	39,707	41,125	42,543	43,961	45,379	46,797	2,127	48,924	51,051	53,178
122	1,501	40,372	41,873	43,374	44,875	46,376	47,877	49,378	2,251	51,629	53,880	56,131
123	1,545	42,593	44,138	45,683	47,228	48,773	50,318	51,863	2,317	54,180	56,497	58,814
124	1,602	44,934	46,536	48,138	49,740	51,342	52,944	54,546	2,403	56,949	59,352	61,755
125	1,671	47,478	49,149	50,820	52,491	54,162	55,833	57,504	2,506	60,010	62,516	65,022

September 22, 1992

DATE 09/11/92

SECURITY NU 01 & 61 SALARY CONVERSION-BONUS & EXCEPTION LISTING

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AGENCY 28160

LINE	NAME NARR TITLE	SS NO GRADE	NU	PBC	PT% IC	CUR SAL CUR PSB	NEW SAL NEW PSB	BONUS ADJ	TOTAL
00004	BOB JONES CORR SERGEANT	A28160144 117	01	ANN	.750 10	32577	33762	-.09 .09	-.00

INCREMENT
CODE

MESSAGE

MESSAGE
STAT CHG-RETRO NOT COMPUTED

EMPLOYEE DUE BONUS ONLY

AC 315 (REV. 9/83)

STATE OF NEW YORK

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

AGENCY CONTROL NUMBER

01 AGENCY CODE (CC 2-6)		PAYROLL AGENCY			BUREAU		02 GROUP 3 (CC-7)	03 PER NO. / SEQUENCE NUMBER 14 (CC 8-9)		(CC 10-13)		
04 LINE NUMBER 00001		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) John Smith			SUFFIX (JR. SR. ETC.)		06 SOCIAL SECURITY NUMBER 111 22 3333		07 TRANSACTION CODE BONUS			
08 LINE CHG. TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)			SUFFIX (JR. SR. ETC.)		10 CHG. CODE		11 SOCIAL SEC. NO. CORRECTED TO		12 TRANS. EFFECTIVE DATE	
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)			14 JUR. CLASS	15 SALARY GRADE	16 N.U.	17	18 APPT. CODE	19 C.S. FUND CODE	20 TRANS. GOOD THRU DATE	
21 PAY BASIS CODE		22 SALARY RATE		23 GROSS (ADD) 3089.01		24 NORMAL (DEDUCT) 1320.75		25 PART TIME %		26 TIME PAID	27 INCR. CODE	28 PAID THRU (HRY., DLY., FEE)
29 ANN. LOCATION AMT.		30 ANN. INCONVENIENCE AMT.		31 ANN. GEOG. AMT. OR %		32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT.		34 BON (CUNY)		35
36 VET/S	37 VOL. FIRE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE		44 RATING/RANK
45 ADDITIONAL TRANS. CODE		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE		LOCATION				
49 MISCELLANEOUS BLOCK "A" mmddy		50 MISCELLANEOUS BLOCK "B" mmddy		51 MISCELLANEOUS BLOCK "C" PLUS		52 MISCELLANEOUS BLOCK "D" 1768.26		53 MISCELLANEOUS BLOCK "E"		54 MISCELLANEOUS BLOCK "F"		
55 FROM DATE		56 TO DATE		57 LOST TIME UNITS	58 LOST TIME AMOUNT		PREV. STATE AGENCY (ABBREV.)	59 AGENCY CODE		60 DATE OF SEPARATION		
61 FROM DATE		62 TO DATE		63 O.T. CD	64 REG. O.T. HOURS		EXTRA SERVICE	70 FROM DATE		71 TO DATE	72 SALARY GR.	73 E.S. TITLE CODE
65 OUT/TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)				74 E.S. PAY BASIS	75 SALARY RATE	
66 OUT/TITLE GRADE	67 OUT/TITLE HOURS	68 OUT/TITLE ANNUAL		69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE	77 STRAIGHT TIME UNITS	78 1/2 TIME HOURS	79 TOTAL E.S. AMOUNT			
INT INC PAY	80 FROM DATE		81 TO DATE		82 NO. OF DAYS	83 INT. INCONVENIENCE AMOUNT		LUMP SUM PYMT	84 DAYS VACATION	85 DAYS OVERTIME	86 TOTAL LSP AMOUNT	
SPLIT CHARGE	87 NO. PER	88 LINE NUMBER	89 %	90 AMOUNT		91 LINE NUMBER	92 %	93 AMOUNT		94		

REMARKS:

Blocks 1-6 Standard Requirements
 7-enter BONUS
 23-enter total gross (Deduct plus adjustment-Blocks 24 & 52)
 24-enter Normal Deduct (Period 14 tentative register)
 49-50-enter effective dates of BONUS
 51-enter PLUS
 52-enter total amount of BONUS adjustment

STAT CHG - RETRO NOT COMPUTED - Adjustments for employees at Job Rate or 10, 15, 20yr Long Steps

AC 315 (REV. 9/83)

STATE OF NEW YORK

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

AGENCY CONTROL NUMBER

01 AGENCY CODE (CC 2-6)		PAYROLL AGENCY				BUREAU		02 GROUP 3 (CC-7)		03 PER NO. / SEQUENCE NUMBER 14 (CC 8-9)		AGENCY CONTROL NUMBER (CC 10-13)	
04 LINE NUMBER 00001		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) John Smith				SUFFIX (JR, SR, ETC.)		06 SOCIAL SECURITY NUMBER 111 22 3333				07 TRANSACTION CODE ADJ SAL PA	
08 LINE CHG. TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (JR, SR, ETC.)		10 CHG. CODE		11 SOCIAL SEC. NO. CORRECTED TO		12 TRANS. EFFECTIVE DATE	
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)				14 JUR. CLASS		15 SALARY GRADE		16 N.U.		17	
18 APPT. CODE		19 C.S. FUND CODE		20 TRANS. GOOD THRU DATE		21 PAY BASIS CODE		22 SALARY RATE 1789.83		23 GROSS (ADD) 1788.84		24 NORMAL (DEDUCT)	
25 PART TIME %		26 TIME PAID		27 INCR. CODE		28 PAID THRU (HRY., DLY., FEES)		29 ANN. LOCATION AMT.		30 ANN. INCONVENIENCE AMT.		31 ANN. GEOG. AMT. OR %	
32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT.		34 BON (CUNY)		35		36 VET/S		37 VOL. FIRE		38	
39 DATE OF BIRTH		40 SEX		41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE		44 RATING/RANK		45 ADDITIONAL TRANS. CODE	
46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE		LOCATION		49 MISCELLANEOUS BLOCK "A" mmDDYY		50 MISCELLANEOUS BLOCK "B" mmDDYY		51 MISCELLANEOUS BLOCK "C" PLUS	
52 MISCELLANEOUS BLOCK "D" .99		53 MISCELLANEOUS BLOCK "E"		54 MISCELLANEOUS BLOCK "F"		55 FROM DATE		56 TO DATE		57 LOST TIME UNITS		58 LOST TIME AMOUNT	
59 AGENCY CODE		60 DATE OF SEPARATION		61 FROM DATE		62 TO DATE		63 O.T. CD		64 REG. O.T. HOURS		65 OUT/TITLE-TITLE CODE	
66 OUT/TITLE GRADE		67 OUT/TITLE HOURS		68 OUT/TITLE ANNUAL		69 TOTAL OVERTIME AMT.		70 FROM DATE		71 TO DATE		72 SALARY GR.	
73 E.S. TITLE CODE		74 E.S. PAY BASIS		75 SALARY RATE		76 BUDGETED HOURLY RATE		77 STRAIGHT TIME UNITS		78 1/2 TIME HOURS		79 TOTAL E.S. AMOUNT	
80 FROM DATE		81 TO DATE		82 NO. OF DAYS		83 INT. INCONVENIENCE AMOUNT		84 DAYS VACATION		85 DAYS OVERTIME		86 TOTAL LSP AMOUNT	
87 NO. PER		88 LINE NUMBER		89 %		90 AMOUNT		91 LINE NUMBER		92 %		93 AMOUNT	
94		95		96		97		98		99		00	

REMARKS:

Blocks 1-6 Standard Requirements
 7-enter ADJ SAL PA
 23-enter total gross (Normal Deduct plus ADJ SAL PA amount (Block 24 & 52)
 24-enter Normal Deduct (Period 14 tentative register)
 49-50-enter effective dates of ADJ SAL PA
 51-enter PLUS
 52-enter total amount of adjustment

STAT CHG - RETRO NOT COMPUTED

AC 315 (REV. 9/83)

STATE OF NEW YORK

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

AGENCY CONTROL NUMBER

01 AGENCY CODE (CC-2-6)		PAYROLL AGENCY BUREAU			02 GROUP 3 (CC-7)		03 PER NO. / SEQUENCE NUMBER 14 (CC 8-9)			AGENCY CONTROL NUMBER (CC 10-13)	
04 LINE NUMBER 00001		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) John Smith			SUFFIX (JR. SR. ETC.)		06 SOCIAL SECURITY NUMBER 111 22 3333			07 TRANSACTION CODE BONUS	
08 LINE CHG. TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)			SUFFIX (JR. SR. ETC.)		10 CHG. CODE		11 SOCIAL SEC. NO. CORRECTED TO		12 TRANS. EFFECTIVE DATE
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)			14 JUR. CLASS	15 SALARY GRADE	16 N.U.	17	18 APPT. CODE	19 C.S. FUND CODE	20 TRANS. GOOD THRU DATE
21 PAY BASIS CODE		22 SALARY RATE		23 GROSS (ADD) 3510.70		24 NORMAL (DEDUCT) 1247.05		25 PART TIME %	26 TIME PAID	27 INCR. CODE	28 PAID THRU (HRY. DLY. FEE)
29 ANN. LOCATION AMT.		30 ANN. INCONVENIENCE AMT.		31 ANN. GEOG. AMT. OR %		32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT.		34 BON (CUNY)	
36 VET/S		37 VOL. FIRE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER	42 CERT. SERIAL NO.	43 LIST TITLE		44 RATING/RANK
45 ADDITIONAL TRANS. CODE Net Effect		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE		LOCATION			
49 MISCELLANEOUS BLOCK "A" mmddy		50 MISCELLANEOUS BLOCK "B" mmddy		51 MISCELLANEOUS BLOCK "C" PLUS		52 MISCELLANEOUS BLOCK "D" 1542.50		53 MISCELLANEOUS BLOCK "E" PLUS		54 MISCELLANEOUS BLOCK "F" 721.15	
55 FROM DATE		56 TO DATE		57 LOST TIME UNITS	58 LOST TIME AMOUNT	PREV. STATE AGENCY (ABBREV.)		59 AGENCY CODE	60 DATE OF SEPARATION		
61 FROM DATE		62 TO DATE		63 O.T. CD	64 REG. O.T. HOURS	EXTRA SERVICE		70 FROM DATE	71 TO DATE	72 SALARY GR.	73 E.S. TITLE CODE
65 OUT/TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)				74 E.S. PAY BASIS	75 SALARY RATE
66 OUT/TITLE GRADE	67 OUT/TITLE HOURS	68 OUT/TITLE ANNUAL		69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE	77 STRAIGHT TIME UNITS	78 1/2 TIME HOURS	79 TOTAL E.S. AMOUNT		
INT INC PAY	80 FROM DATE		81 TO DATE		82 NO. OF DAYS	83 INT. INCONVENIENCE AMOUNT	LUMP SUM PYMT	84 DAYS VACATION	85 DAYS OVERTIME	86 TOTAL LSP AMOUNT	
SPLIT CHARGE	87 NO. PER	88 LINE NUMBER		89 %	90 AMOUNT		91 LINE NUMBER	92 %	93 AMOUNT		94

REMARKS:

Blocks 1-6 Standard Requirements
 7-enter BONUS
 23-enter total gross (deduct plus BONUS and PERF ADV amounts (Blocks 24, 52 & 54)
 24-enter Normal Deduct (Period 14 tentative register)
 45-enter NET EFFECT
 49-50-enter effective dates of BONUS
 51-enter PLUS
 52-enter total BONUS adjustment
 53-enter PLUS
 54-enter total PERF ADV adjustment

RETRO NOT COMPUTED

AC 315 (REV. 9/83)

STATE OF NEW YORK

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

A		AGENCY CONTROL NUMBER									
01 AGENCY CODE (CC 2-6)	PAYROLL AGENCY				BUREAU	02 GROUP 3 (CC-7)	03 PER NO. / SEQUENCE NUMBER 14 (CC 8-9)		(CC 10-13)		
04 LINE NUMBER 00001	05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) John Smith				SUFFIX (JR. SR. ETC.)	06 SOCIAL SECURITY NUMBER 111 22 3333		07 TRANSACTION CODE BONUS			
08 LINE CHG. TO	09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (JR. SR. ETC.)	10 CHG. CODE	11 SOCIAL SEC. NO. CORRECTED TO		12 TRANS. EFFECTIVE DATE		
13 TITLE CODE	TITLE (MAX. 21 POSITIONS)			14 JUR. CLASS	15 SALARY GRADE	16 N.U.	17	18 APPT CODE	19 C.S. FUND CODE	20 TRANS. GOOD THRU DATE	
21 PAY BASIS CODE	22 SALARY RATE	23 GROSS (ADD)		24 NORMAL (DEDUCT)		25 PART TIME %	26 TIME PAID	27 INCR. CODE	28 PAID THRU (HRY., DLY., FEE)		
		2869.86		1277.88							
29 ANN. LOCATION AMT.	30 ANN. INCONVENIENCE AMT.	31 ANN. GEOG. AMT. OR %		32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT.		34 BON (CUNY)		35	
36 VET/S	37 VOL. FIRE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER	42 CERT. SERIAL NO.	43 LIST TITLE		44 RATING/RANK	
45 ADDITIONAL TRANS. CODE	46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE	LOCATION					
Net Effect											
49 MISCELLANEOUS BLOCK "A"	50 MISCELLANEOUS BLOCK "B"		51 MISCELLANEOUS BLOCK "C"		52 MISCELLANEOUS BLOCK "D"		53 MISCELLANEOUS BLOCK "E"		54 MISCELLANEOUS BLOCK "F"		
mmDDYY	mmDDYY		PLUS		976.00		PLUS		615.98		
55 FROM DATE	56 TO DATE	57 LOST TIME UNITS		58 LOST TIME AMOUNT		PREV. STATE AGENCY (ABBREV.)	59 AGENCY CODE	60 DATE OF SEPARATION			
61 FROM DATE	62 TO DATE	63 O.T. CD	64 REG. O.T. HOURS		EXTRA SERVICE	70 FROM DATE	71 TO DATE	72 SALARY GR.	73 E.S. TITLE CODE		
65 OUT/TITLE-TITLE CODE	TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)			74 E.S. PAY BASIS	75 SALARY RATE		
66 OUT/TITLE GRADE	67 OUT/TITLE HOURS	68 OUT/TITLE ANNUAL	69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE	77 STRAIGHT TIME UNITS	78 1/2 TIME HOURS	79 TOTAL E.S. AMOUNT			
80 FROM DATE	81 TO DATE	82 NO. OF DAYS		83 INT. INCONVENIENCE AMOUNT		LUMP SUM PYMT	84 DAYS VACATION	85 DAYS OVERTIME	86 TOTAL LSP AMOUNT		
87 NO PER	88 LINE NUMBER	89 %	90 AMOUNT		91 LINE NUMBER	92 %	93 AMOUNT		94		

REMARKS:

Blocks 1-6 Standard Requirements
 7-enter BONUS
 23-enter total gross (Deduct-Block 24-plus BONUS amt-Block 52-plus PERF ADV amt-Block 54
 24-enter Normal Deduct (Period 14 tentative register)
 45-enter NET EFFECT
 49-50-enter effective dates of BONUS
 51-enter PLUS
 52-enter total BONUS adjustment
 53-enter PLUS
 54-enter total PERF ADV adjustment

STAT CHG - INCR NOT COMPUTED

AG 315 (REV. 9/83)

STATE OF NEW YORK

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

A		AGENCY CONTROL NUMBER											
01 AGENCY CODE <small>(CC 2-6)</small>		PAYROLL AGENCY				BUREAU			02 GROUP 3 <small>(CC-7)</small>	03 PER NO / SEQUENCE NUMBER 14 <small>(CC 8-9)</small>		<small>(CC 10-13)</small>	
04 LINE NUMBER 00001		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) John Smith				SUFFIX (JR SR ETC.)	06 SOCIAL SECURITY NUMBER 111 22 3333			07 TRANSACTION CODE Perf Adv			
08 LINE CHG. TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (JR SR ETC.)	10 CHG CODE	11 SOCIAL SEC NO CORRECTED TO			12 TRANS EFFECTIVE DATE mmDDYY		
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)				14 JUR CLASS	15 SALARY GRADE	16 NU	17	18 APPT CODE	19 C.S. FUND CODE	20 TRANS GOOD THRU DATE	
21 PAY BASIS CODE		22 SALARY RATE 23250		23 GROSS (ADD) 2591.77		24 NORMAL (DEDUCT) 907.90		25 PART TIME %	26 TIME PAID 10	27 INCR CODE XX	28 PAID THRU (HRY., DLY., FEE)		
29 ANN. LOCATION AMT.	30 ANN. INCONVENIENCE AMT.	31 ANN. GEOG. AMT. OR %		32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT. 48.00		34 BON (CUNY)		35			
36 VET/S	37 VOL. FIRE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER	42 CERT. SERIAL NO.	43 LIST TITLE		44 RATING/RANK			
45 ADDITIONAL TRANS. CODE BONUS	46 ADDITIONAL TRANS. CODE Net Effect		47 ADDITIONAL TRANS. CODE		LOC. INFO.	48 EMPL. LOCATION CODE		LOCATION					
49 MISCELLANEOUS BLOCK "A" mmDDYY	50 MISCELLANEOUS BLOCK "B" mmDDYY		51 MISCELLANEOUS BLOCK "C" PLUS		52 MISCELLANEOUS BLOCK "D" 1176.00		53 MISCELLANEOUS BLOCK "E" PLUS		54 MISCELLANEOUS BLOCK "F" 476.00				
55 FROM DATE		56 TO DATE		57 LOST TIME UNITS	58 LOST TIME AMOUNT	PREV. STATE AGENCY (ABBREV.)	59 AGENCY CODE	60 DATE OF SEPARATION					
61 FROM DATE		62 TO DATE		63 O.T. CD.	64 REG. O.T. HOURS	EXTRA SERVICE	70 FROM DATE		71 TO DATE		72 SALARY GR.	73 E.S. TITLE CODE	
65 OUT-TITLE TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)				74 E.S. PAY BASIS	75 SALARY RATE		
66 OUT-TITLE GRADE	67 OUT-TITLE HOURS	68 OUT-TITLE ANNUAL	69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE	77 STRAIGHT TIME UNITS	78 1/2 TIME HOURS	79 TOTAL E.S. AMOUNT					
INT INC PAY	80 FROM DATE		81 TO DATE		82 NO. OF DAYS	83 INT. INCONVENIENCE AMOUNT	LUMP SUM PYMT	84 DAYS VACATION	85 DAYS OVERTIME	86 TOTAL LSP AMOUNT			
SPLIT CHARGE	87 NO. PER	88 LINE NUMBER	89 %	90 AMOUNT		91 LINE NUMBER	92 %	93 AMOUNT		94			

REMARKS: Blocks 1-6 Standard Requirements
 7-enter PERF ADV
 12-enter effective date of PERF ADV
 22-enter new salary (current salary plus PERF ADV amount)
 23-enter total gross (new normal & PRE SHIFT BRIEFING plus BONUS and PERF ADV adjs (Block 52 & 54)
 24-enter Normal Deduct (Period 14 tentative register)
 26-enter time paid
 27-enter INCREMENT CODE
 33-enter new PRE SHIFT BRIEFING amount (NU-01)
 45-enter BONUS
 46-enter NET EFFECT
 49-50-enter effective dates of BONUS
 51-enter PLUS
 52-enter total BONUS adjustment
 53-enter PLUS
 54-enter total PERF ADV adjustment

EMPLOYEE INACTIVE

FD-315 (REV. 9/83)

STATE OF NEW YORK

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

AGENCY CONTROL NUMBER

A		PAYROLL AND PERSONNEL TRANSACTION FORM PR-75																	
(CC-1)		OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE																	
01 AGENCY CODE <small>(CC 2-6)</small>		PAYROLL AGENCY				BUREAU			02 GROUP 3 <small>(CC-7)</small>		03 PER NO / SEQUENCE NUMBER 14 <small>(CC 8-9)</small> <small>(CC 10-13)</small>								
04 LINE NUMBER 00001		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) John Smith				SUFFIX (JR SR ETC)		06 SOCIAL SECURITY NUMBER 111 22 3333			07 TRANSACTION CODE Perf Adv								
08 LINE CHG TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (JR SR ETC)		10 CHG CODE		11 SOCIAL SEC NO CORRECTED TO		12 TRANS EFFECTIVE DATE mm DD YY							
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)				14 JUR CLASS		15 SALARY GRADE		16 N U		17		18 APPT CODE		19 C S FUND CODE		20 TRANS. GOOD THRU DATE	
21 PAY BASIS CODE		22 SALARY RATE 43783		23 GROSS (ADD) 2708.42		24 NORMAL (DEDUCT)		25 PART TIME %		26 TIME PAID		27 INCR CODE XX		28 PAID THRU (HRY., DLY., FEE)					
29 ANN. LOCATION AMT.		30 ANN. INCONVENIENCE AMT.		31 ANN. GEOG. AMT. OR %		32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT. 82.07		34 BON (CUNY)		35							
36 VET/S		37 VOL FIRE		38		39 DATE OF BIRTH		40 SEX		41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE		44 RATING/RANK			
ADOT'L TRANS. CODES		45 ADDITIONAL TRANS. CODE BONUS		46 ADDITIONAL TRANS. CODE Net Effect		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE <small>LOC. INFO.</small>		LOCATION									
MISC. BLOCKS		49 MISCELLANEOUS BLOCK "A" mmDDYY		50 MISCELLANEOUS BLOCK "B" mmDDYY		51 MISCELLANEOUS BLOCK "C" PLUS		52 MISCELLANEOUS BLOCK "D" 2029.82		53 MISCELLANEOUS BLOCK "E" PLUS		54 MISCELLANEOUS BLOCK "F" 678.60							
LOST TIME		55 FROM DATE		56 TO DATE		57 LOST TIME UNITS		58 LOST TIME AMOUNT		PREV. STATE AGENCY (ABBREV.)		59 AGENCY CODE		60 DATE OF SEPARATION					
OVERTIME		61 FROM DATE		62 TO DATE		63 O.T. CD		64 REG. O.T. HOURS		EXTRA SERVICE		70 FROM DATE		71 TO DATE		72 SALARY GR.		73 E.S. TITLE CODE	
65 OUT-TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)				74 E.S. PAY BASIS		75 SALARY RATE							
66 OUT-TITLE GRADE		67 OUT-TITLE HOURS		68 OUT-TITLE ANNUAL		69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE		77 STRAIGHT TIME UNITS		78 1/2 TIME HOURS		79 TOTAL E.S. AMOUNT					
INT INC PAY		80 FROM DATE		81 TO DATE		82 NO. OF DAYS		83 INT INCONVENIENCE AMOUNT		LUMP SUM PYMT		84 DAYS VACATION		85 DAYS OVERTIME		86 TOTAL LSP AMOUNT			
SPLIT CHARGE		87 NO. PER		88 LINE NUMBER		89 %		90 AMOUNT		91 LINE NUMBER		92 %		93 AMOUNT		94			

REMARKS: **Blocks 1-6 Standard Requirements**

7-enter PERF ADV

12-enter effective date of PERF ADV

22-enter new salary (current salary plus PERF ADV amount)

23-enter total gross - (BONUS adj amount-Block 52-plus PERF ADV adj amount-Block 54

27-enter INCREMENT CODE

33-enter new PRE SHIFT BRIEFING amount (NU-01)

45-enter BONUS

46-enter NET EFFECT

49-50-enter effective dates of BONUS

51-enter PLUS

52-enter total BONUS adjustment

53-enter PLUS

54-enter total PERF ADV adjustment

September 22, 1992

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.
- The following increment code, '6', designates those employees who are receiving the salary of a higher grade due to abolishment of their positions prior to October 1971.
- 6(+year) An employee whose base salary is at or above the job rate of the abolished position and who is entitled to longevity pay in the year designated by the second digit.
- 69 An employee whose base salary is at or above the job rate of the abolished position and who is receiving all longevity payments.

(OVER)

September 22, 1992

7(+year) An employee whose salary is below the job rate for his or her grade, who does not have sufficient service in the current year to be entitled to the next two April 1 performance advances, but is expected to accrue 100 work days of service during the next fiscal year and thereafter be entitled to the deferred performance advance. Longevity payment is due in the year indicated.

Miscellaneous codes that indicate when all longevity payments have been processed or a promotion calculation is due to the employee.

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 next two April 1 performance advances in the higher grade, but who is entitled to a reconstructed promotion salary based on a deferred performance advance in the lower grade and a repromotion to the higher grade.

99 An employee whose salary reflects all performance advances and longevity payments due.