



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  Payment of Longevity Increases for employees in the Security Services & Supervisors Negotiating Units	Bulletin No.  P-744
	Date  October 1, 1992

On page 2 of OSC Bulletin P-743, dated September 22, 1992, you were informed that, effective April 1, 1991, Longevity Payments were continued for employees holding positions in the Security Services (01) and Supervisors (61) negotiating units. These are the instructions for processing these payments in Period #15L or later.

LONGEVITY LISTINGS

OSC has prepared listings of employees who were active in the agency at the end of Institution Period 12L and Administration Period 13L with increment codes 'X1' or 'X2' in their records. These listings are titled "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1991-92 (IC=X1)" and "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1992-93 (IC=X2)". The listing for 1991-92 indicates those employees who, when the increment codes were entered, were projected to be eligible for longevity payments during the 1991-'92 fiscal year; the listing for 1992-93 designates those employees that have become or will become eligible during the current 1992-'93 fiscal year. These are the only longevity listings that you will be receiving. (In the past, OSC has sent out typewritten lists showing employees and exact payment dates; this will not be done this year.)

PAYMENT OF THE LONGEVITY

Agencies may review these listings and where the employee has completed the 10, 15 or 20-year service requirement, submit a PR-75 form to process the longevity increase and, if due, retroactive adjustment. In calculating any adjustments due for the 1991-92 year, you are reminded to use the leap-year factor, .038251. These forms may be submitted in any period after Period #14L, using the transaction code LONG PAY (see ATTACHMENT).

For employees who have service in more than one agency or facility, each is responsible for their own portion of adjustment due for the period of employment within that agency or facility. Agencies must identify those employees who have transferred, separated or otherwise become inactive and who are entitled to a retroactive adjustment based on a longevity increase.

WITHHOLDING TAXES

No special withholding tax calculation will be done for this payment.

QUESTIONS ON THIS PAYMENT?

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.

Attachment

# Employee Due LONG PAY - example for grade 114

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

AGENCY CODE (CC 2-6)		PAYROLL AGENCY			BUREAU			02 GROUP 3 (CC-7)	03 PER NO / SEQUENCE NUMBER 15 (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 LONG PAY			
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 33817	23 GROSS (ADD) 1657.93	24 NORMAL (DEDUCT) 1237.59	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 % 63.40	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 Adj Sal Pa	46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE	LOCATION					
49 MISCELLANEOUS BLOCK "A" 1551		50 MISCELLANEOUS BLOCK "B" mmDDYY		51 MISCELLANEOUS BLOCK "C" mmDDOYY		52 MISCELLANEOUS BLOCK "D" PLUS		53 MISCELLANEOUS BLOCK "E" 297.45		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	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 LONG PAY
- 12-enter effective date of LONG PAY
- 22-enter new salary (old salary plus LONG PAY amount (Block 49)
- 23-enter Gross-new Normal plus Adjustment amount (Block 53)
- 24-enter Normal Deduct (Period 14 tentative register)
- 26-enter time paid
- 27-enter INCREMENT CODE
- 3-enter new PRE SHIFT BRIEFING amount (NU-01)
- 5-enter ADJ SAL PA
- 49-enter LONG amount for appropriate grade
- 50-51-enter effective dates of LONG PAY
- 52-enter PLUS
- 53-enter total amount of LONG PAY adjustment