



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b> 1991-92 Performance Advance Lump Sum Adjustment, Performance Advances, Longevity Increases, Awards and Merit Payments for Employees Covered by the Budget Director's Guidelines for Management/Confidential Employees	<b>Bulletin No.</b> P-754
	<b>Date</b> December 11, 1992

The Director of the Budget has issued Guidelines (Budget Bulletin D-1082, dated November 17, 1992) and revised Budget Policy and Reporting Manual Item D-260 authorizing the payment of:

1991-92 Performance Advance Lump Sum Adjustments (Bonus)  
April 1, 1992 Performance Advances  
Longevity Salary Increases  
Performance and Merit Awards

to Management/Confidential employees and other employees excluded from collective bargaining units. PR-75's to process these payments may be submitted in Institution Period 20L, checks dated January 21, 1993, and Administration Period 21L, checks dated January 27, 1993.

The payments for the 1991-92 Performance Advance Lump Sum Adjustment (Bonus), April 1, 1992 Performance Advances and the Performance and Merit Awards payable after April 1, 1992 are based on evaluations that occurred on July 1, 1991. The Longevity Salary Increases will continue to be based on the July 1 rating in the fiscal year in which the increase is payable.

The guidelines apply to all full-time and part-time annual-salaried graded and equated to grade employees (except those in the exempt class and grade 668 positions) designated Management/Confidential (NU06), employees of PERB (NU66) and certain civilian employees of the Division of Military & Naval Affairs excluded from a bargaining unit (NU46).

EXEMPT EMPLOYEES

Performance Award and Merit Payments based on longevity and performance for employees who occupy positions in the exempt jurisdictional class or allocated to grade 668 require Budget approval as explained in revised Budget Policy and Reporting Manual Item D-270, dated November 17, 1992. Salary increases equivalent to performance advances for these employees are processed in accordance with Special Salary Plans as approved for individual agencies by the Director of the Budget. Make certain amended Budget certificates are on file in OSC before submitting performance advances based on these Special Salary Plans.

1990-91 SERVICE PERIOD

In determining the number of payroll periods of creditable service for Advances or Performance and Merit Awards, the 1990-91 service period is:

July 5, 1990 - July 3, 1991 Administration-cycle employees  
July 12, 1990 - July 10, 1991 Institution-cycle employees

PERFORMANCE ADVANCE ELIGIBILITY

The eligibility rules for receipt of performance advances for employees in all M/C grades who completed at least six payroll periods of creditable service and who were evaluated on July 1, 1991 and rated higher than "Unsatisfactory" are the same as have been in effect since July 1, 1986 and as described in the OSC Salary Manual, Part I, Pages 21-23.

1991-92 PERFORMANCE ADVANCE LUMP SUM ADJUSTMENT (BONUS)

The guidelines provide for a lump sum adjustment to an employee whose salary was below the job rate for his or her grade occupied on July 1, 1991 and who, if performance advances had been processed for July 4, 1991 - March 25, 1992 for Administration employees, and July 11, 1991 - April 1, 1992 for Institution employees, would have otherwise been eligible for and received payment of a performance advance.

This adjustment is a lump sum payment, without an increase to basic annual salary; therefore, employees are not entitled to any adjustment to miscellaneous earnings such as overtime or holiday pay.

Refer to the April 1, 1990 Salary Schedule (Attachment A) for the job rate limitation and to Attachment B for the Performance Advance amounts.

APRIL 1, 1992 PERFORMANCE ADVANCES

The guidelines providing for the effective date of payment, and the varying amount of the advances, have been changed as follows:

- (1) The performance advance is no longer payable at the start of the payroll period following the employee's July 1 evaluation; payment is now deferred to the beginning of Payroll Period #1 of the following fiscal year (March 26, 1992 for Administration employees and April 2, 1992 for Institution employees).
  - a. Education Director - Performance Advances for Education Director are now payable September 1 in the next year following the year in which the July 1 evaluation occurred.

- (2) The amount of the performance advance, depending on the assigned rating, has been reduced and is payable as follows:

<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-

The amount of the advance, based on the number of payroll periods of service completed, remains unchanged as follows:

<u>Number of payroll periods of service completed</u>	<u>Part of Advance Amount payable</u>
24-26	Full
18-23	3/4
12-17	1/2
6-11	1/4
1-5	No evaluation, no advance.

Attached to this Bulletin are the April 1, 1990 M/C Salary Schedule (Attachment A) and a chart of M/C Performance Advances for April 1992 (Attachment C).

Salary limitation. Budget Bulletin D-1082 establishes a salary limitation rate of \$91,957 for employees in upper-level M/C positions. Agencies may therefore find it necessary to reduce the normal amount of a performance advance in order to maintain the salary for these employees at the capped rate of \$91,957.

#### LONGEVITY SALARY INCREASES - Grades 603-617

The rules for payment of a \$750 longevity salary increase to an employee who has completed 5 or 10-years of continuous service at a salary equal to the job rate of the grade, and who on July 1 is rated "Effective" or higher, remain the same. The increase is payable from the first day of the payroll period following the completion of the 5 or 10-years of service, with the limitation that the final salary may not exceed the job rate of the grade plus \$1500.

#### PERFORMANCE & MERIT AWARDS

The rules continue the payment of Performance and Merit Awards to employees whose salary is at least 98% of the job rate of their grade and who have completed 20 payroll periods of creditable service in the 12-month period preceding July 1 and who are rated "Highly Effective" or "Outstanding". Actual payment of the Award is deferred until after April 1 of the fiscal year following the year in which the July 1 rating was assigned.

**A. PERFORMANCE AWARDS - Grades 603-617 with less than 5 years service at the job rate**

Employees receiving a salary prior to July 1, 1991 equal to or greater than the salary shown below for their grade may be eligible for a Performance Award.

Grade 603	\$17876	611	\$27063
604	18712	612	28511
605	19648	613	30125
606	20682	614	31812
607	21832	615	33559
608	22984	616	35378
609	24237	617	37359
610	25611		

The fixed amounts for the Performance Awards are as follows:

Grade 603	\$400	611	\$600
604	425	612	625
605	450	613	650
606	475	614	675
607	500	615	700
608	525	616	725
609	550	617	750
610	575		

**B. MERIT AWARDS - Grades 618-667**

Employees receiving a salary prior to July 1, 1991 equal to or greater than the salary shown below for their grade may be eligible for a Merit Award.

Grade 618	\$37482	661	\$53506
619	39459	662	59400
620	41465	663	65967
621	43634	664	72920
622	45957	665	81121
623	48952	666	89473
		667	97156

Merit Awards fall within the following ranges:

<u>M/C Grade</u>	<u>AWARD RANGE</u>
618-662	\$1000-2500
663-667	1500-3500

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

Salary limitation - The salary cap established in Budget Bulletin D-1082 is also applicable where the employee may be eligible for the receipt of an Award. In no instance may the sum of an employee's annual salary plus an Award exceed the cap of \$91,957.

PAYMENT INSTRUCTIONS

1. PR-75's may be submitted in Institution Period 20L, checks dated January 21, 1993, and Administration Period 21L, checks dated January 27, 1993.

2. Where an employee occupies an unallocated position which is equated to a grade and is eligible for any of these payments, please make certain the equated grade is shown on an Approved Budget Certificate or CC4 on file in OSC or submitted with the PR-75.

3. If an 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.

Preparation of PR-75s

Use the following transaction codes when preparing PR-75 forms to process these payments. Refer to Attachments D through I for Block requirements; it is important that the appropriate blocks are filled in for each transaction reported on the PR-75. Also, please indicate the employee's rating in the 'REMARKS' block.

1. BONUS - To report the 1991-92 Bonus only for an active or inactive employee. See Attachment D.
2. PERF ADV - To report a performance advance due in the current grade for an active or inactive employee. See Attachments E and F for the Additional Transaction Code requirements when the employee is also receiving the 1991-92 Bonus and/or a Performance Award.
3. PERF AWARD - To report the payment of a Performance or Merit Award only to an active or inactive employee. See Attachment G.
4. LONG PAY - To report a Longevity Salary Increase for an active or inactive employee. See Attachment H.
5. PROM RECAL - To report an adjustment in current salary as a result of a performance advance in a previous grade or a promotion recalculation. See Attachment I.

Enter the transaction code 'NET EFFECT' only when reporting a BONUS and the employee has an additional adjustment amount. Use only as instructed for these M/C payments; OSC will not accept this code for other transactions.

WITHHOLDING TAXES

A special annualized tax routine will be used for the calculation of taxes. Fixed taxes submitted on either an AC-1040 form or through the On-line Deduction Processing System will not be processed for these payments.

NEED HELP?

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) 486-3087.

Attachments

OFFICE OF THE STATE COMPTROLLER  
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL  
 NEGOTIATING UNITS 06, 46 & 66  
 EFFECTIVE APRIL 1, 1990

<u>GRADE</u>	<u>HIRING RATE</u>	<u>JOB RATE</u>	<u>JOB RATE + \$750</u>	<u>JOB RATE + \$1500</u>
M/C 3	\$14148	\$18241	\$18991	\$19741
M/C 4	14796	19094	19844	20594
M/C 5	15719	20049	20799	21549
M/C 6	16409	21105	21855	22605
M/C 7	17388	22278	23028	23778
M/C 8	18372	23454	24204	24954
M/C 9	19453	24732	25482	26232
M/C 10	20532	26134	26884	27634
M/C 11	21809	27616	28366	29116
M/C 12	22988	29093	29843	30593
M/C 13	24360	30740	31490	32240
M/C 14	25839	32462	33212	33962
M/C 15	27308	34244	34994	35744
M/C 16	28881	36100	36850	37600
M/C 17	30549	38122	38872	39622
M/C 18	30714	38247		
M/C 19	32390	40265		
M/C 20	34071	42312		
M/C 21	35938	44525		
M/C 22	37898	46895		
M/C 23	39869	49952		
M 1	43080	54598		
M 2	47835	60613		
M 3	53152	67314		
M 4	58848	74409		
M 5	65401	82777		
M 6	72473	91299		
M 7	79940	99139		
M 8	67315+			

M/C PERFORMANCE ADVANCES  
(NU 06, 46 AND 66)  
JULY 1990

<u>Grade and Range</u>		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>	<u>Grade and Range</u>		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>
603	Full	\$1365	\$1024	\$683	611	Full	\$1936	\$1452	\$968
\$4093	3/4	1024	768	513	\$5807	3/4	1452	1089	726
	1/2	683	512	342		1/2	968	726	484
	1/4	342	256	171		1/4	484	363	242
604	Full	\$1433	\$1075	\$717	612	Full	\$2035	\$1527	\$1018
\$4298	3/4	1075	807	538	\$6105	3/4	1527	1146	764
	1/2	717	538	359		1/2	1018	764	509
	1/4	359	269	180		1/4	509	382	255
605	Full	\$1444	\$1083	\$722	613	Full	\$2127	\$1595	\$1064
\$4330	3/4	1083	813	542	\$6380	3/4	1596	1197	798
	1/2	722	542	361		1/2	1064	798	532
	1/4	361	271	181		1/4	532	399	266
606	Full	\$1566	\$1174	\$783	614	Full	\$2208	\$1656	\$1104
\$4696	3/4	1175	881	588	\$6623	3/4	1656	1242	828
	1/2	783	587	392		1/2	1104	828	552
	1/4	392	294	196		1/4	552	414	276
607	Full	\$1630	\$1223	\$815	615	Full	\$2312	\$1734	\$1156
\$4890	3/4	1223	918	612	\$6936	3/4	1734	1301	867
	1/2	815	612	408		1/2	1156	867	578
	1/4	408	306	204		1/4	578	434	289
608	Full	\$1694	\$1271	\$847	616	Full	\$2407	\$1805	\$1204
\$5082	3/4	1271	954	636	\$7219	3/4	1806	1354	903
	1/2	847	636	424		1/2	1204	903	602
	1/4	424	318	212		1/4	602	452	301
609	Full	\$1760	\$1320	\$880	617	Full	\$2525	\$1894	\$1263
\$5279	3/4	1320	990	660	\$7573	3/4	1894	1421	948
	1/2	880	660	440		1/2	1263	947	632
	1/4	440	330	220		1/4	632	474	316
610	Full	\$1868	\$1401	\$934	618	Full	\$2511	\$1884	\$1256
\$5602	3/4	1401	1051	701	\$7533	3/4	1884	1413	942
	1/2	934	701	467		1/2	1256	942	628
	1/4	467	351	234		1/4	628	471	314

Full Advance = 24-26 periods  
 3/4 Advance = 18-23 periods  
 1/2 Advance = 12-17 periods  
 1/4 Advance = 6-11 periods



Payroll Bulletin No. P- 754

-2-

December 11, 1992

Grade and Range					Grade and Range				
		<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>			<u>33-1/3%</u>	<u>25%</u>	<u>16-2/3%</u>
619	Full	\$2625	\$1969	\$1313	662	Full	\$4260	\$3195	\$2130
\$7875	3/4	1969	1477	985	\$12778	3/4	3195	2397	1598
	1/2	1313	985	657		1/2	2130	1598	1065
	1/4	657	493	329		1/4	1065	799	533
620	Full	\$2747	\$2061	\$1374	663	Full	\$4721	\$3541	\$2361
\$8241	3/4	2061	1546	1031	\$14162	3/4	3541	2656	1771
	1/2	1374	1031	687		1/2	2361	1771	1181
	1/4	687	516	344		1/4	1181	886	591
621	Full	\$2863	\$2147	\$1432	664	Full	\$5187	\$3891	\$2594
\$8587	3/4	2148	1611	1074	\$15561	3/4	3891	2919	1946
	1/2	1432	1074	716		1/2	2594	1946	1297
	1/4	716	537	358		1/4	1297	973	649
622	Full	\$2999	\$2250	\$1500	665	Full	\$5792	\$4344	\$2896
\$8997	3/4	2250	1688	1125	\$17376	3/4	4344	3258	2172
	1/2	1500	1125	750		1/2	2896	2172	1448
	1/4	750	563	375		1/4	1448	1086	724
623	Full	\$3361	\$2521	\$1681	666	Full	\$6276	\$4707	\$3138
\$10083	3/4	2521	1891	1261	\$18826	3/4	4707	3531	2354
	1/2	1681	1261	841		1/2	3138	2354	1569
	1/4	841	631	421		1/4	1569	1177	785
661	Full	\$3840	\$2880	\$1920	667	Full	\$6400	\$4800	\$3200
\$11518	3/4	2880	2160	1440	\$19199	3/4	4800	3600	2400
	1/2	1920	1440	960		1/2	3200	2400	1600
	1/4	960	720	480		1/4	1600	1200	800

Full Advance = 24-26 periods  
 3/4 Advance = 18-23 periods  
 1/2 Advance = 12-17 periods  
 1/4 Advance = 6-11 periods

M/C PERFORMANCE ADVANCES  
(NU 06, 46 AND 66)  
April 1992

<u>Grade and Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>	<u>Grade and Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>
603	Full	\$1024	\$683	\$512	611	Full	\$1452	\$968	\$726
\$4093	3/4	768	513	384	\$5807	3/4	1089	726	545
	1/2	512	342	256		1/2	726	484	363
	1/4	256	171	128		1/4	363	242	182
604	Full	\$1075	\$717	\$538	612	Full	\$1527	\$1018	\$764
\$4298	3/4	807	538	404	\$6105	3/4	1146	764	573
	1/2	538	359	269		1/2	764	509	382
	1/4	269	180	135		1/4	382	255	191
605	Full	\$1083	\$722	\$542	613	Full	\$1595	\$1064	\$798
\$4330	3/4	813	542	407	\$6380	3/4	1197	798	599
	1/2	542	361	271		1/2	798	532	399
	1/4	271	181	136		1/4	399	266	200
606	Full	\$1174	\$783	\$587	614	Full	\$1656	\$1104	\$828
\$4696	3/4	881	588	441	\$6623	3/4	1242	828	621
	1/2	587	392	294		1/2	828	552	414
	1/4	294	196	147		1/4	414	276	207
607	Full	\$1223	\$815	\$612	615	Full	\$1734	\$1156	\$867
\$4890	3/4	918	612	459	\$6936	3/4	1301	867	651
	1/2	612	408	306		1/2	867	578	434
	1/4	306	204	153		1/4	434	289	217
608	Full	\$1271	\$847	\$636	616	Full	\$1805	\$1204	\$903
\$5082	3/4	954	636	477	\$7219	3/4	1354	903	678
	1/2	636	424	318		1/2	903	602	452
	1/4	318	212	159		1/4	452	301	226
609	Full	\$1320	\$880	\$660	617	Full	\$1894	\$1263	\$947
\$5279	3/4	990	660	495	\$7573	3/4	1421	948	711
	1/2	660	440	330		1/2	947	632	474
	1/4	330	220	165		1/4	474	316	237
610	Full	\$1401	\$934	\$701	618	Full	\$1884	\$1256	\$942
\$5602	3/4	1051	701	526	\$7533	3/4	1413	942	707
	1/2	701	467	351		1/2	942	628	471
	1/4	351	234	176		1/4	471	314	236

Full Advance = 24-26 periods

3/4 Advance = 18-23 periods

1/2 Advance = 12-17 periods

1/4 Advance = 6-11 periods

<u>Grade and Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>	<u>Grade and Range</u>		<u>25%</u>	<u>16-2/3%</u>	<u>12-1/2%</u>
619	Full	\$1969	\$1313	\$985	662	Full	\$3195	\$2130	\$1598
\$7875	3/4	1477	985	739	\$12778	3/4	2397	1598	1199
	1/2	985	657	493		1/2	1598	1065	799
	1/4	493	329	247		1/4	799	533	400
620	Full	\$2061	\$1374	\$1031	663	Full	\$3541	\$2361	\$1771
\$8241	3/4	1546	1031	774	\$14162	3/4	2656	1771	1329
	1/2	1031	687	516		1/2	1771	1181	886
	1/4	516	344	258		1/4	886	591	443
621	Full	\$2147	\$1432	\$1074	664	Full	\$3891	\$2594	\$1946
\$8587	3/4	1611	1074	806	\$15561	3/4	2919	1946	1460
	1/2	1074	716	537		1/2	1946	1297	973
	1/4	537	358	269		1/4	973	649	487
622	Full	\$2250	\$1500	\$1125	665	Full	\$4344	\$2896	\$2172
\$8997	3/4	1688	1125	844	\$17376	3/4	3258	2172	1629
	1/2	1125	750	563		1/2	2172	1448	1086
	1/4	563	375	282		1/4	1086	724	543
623	Full	\$2521	\$1681	\$1261	666	Full	\$4707	\$3138	\$2354
\$10083	3/4	1891	1261	946	\$18826	3/4	3531	2354	1766
	1/2	1261	841	631		1/2	2354	1569	1177
	1/4	631	421	316		1/4	1177	785	589
661	Full	\$2880	\$1920	\$1440	667	Full	\$4800	\$3200	\$2400
\$11518	3/4	2160	1440	1080	\$19199	3/4	3600	2400	1800
	1/2	1440	960	720		1/2	2400	1600	1200
	1/4	720	480	360		1/4	1200	800	600

Full Advance = 24-26 periods  
 3/4 Advance = 18-23 periods  
 1/2 Advance = 12-17 periods  
 1/4 Advance = 6-11 periods

AC 315 (REV. 9/83)

56614 BONUS only

STATE OF NEW YORK

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75  
OFFICE OF THE STATE COMPTROLLER DEPARTMENT OF CIVIL SERVICE

ATTACHMENT D

A

01 AGENCY CODE XXXXX <small>(CC 2-6)</small>		PAYROLL AGENCY			BUREAU			02 GROUP X <small>(CC-7)</small>	03 PER NO / SEQUENCE NUMBER X <small>(CC 8-9)</small>	AGENCY CONTROL NUMBER X <small>(CC 10-13)</small>	
04 LINE NUMBER 12345	05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) JANE DOE				SUFFIX <small>(LM SA ETC.)</small>		06 SOCIAL SECURITY NUMBER 123 45 6789		07 TRANSACTION CODE BONUS		
08 LINE CHG TO	09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX <small>(LM SA ETC.)</small>		10 CHG CODE	11 SOCIAL SEC NO CONNECTED TO		12 TRANS EFFECTIVE DATE	
13 TITLE CODE	TITLE (MAX 21 POSITIONS)				14 AIR CLASS	15 SALARY GRADE	16 NU	17	18 APPT CODE	19 CS 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 (MRY LY FEE)		
29 ANN LOCATION AMT		30 ANN INCONVENIENCE AMT		31 ANN GEQG 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		46 ADDITIONAL TRANS CODE		47 ADDITIONAL TRANS CODE	
48 EMP. LOCATION CODE		LOCATION		49 MISCELLANEOUS BLOCK "A"		50 MISCELLANEOUS BLOCK "B"		51 MISCELLANEOUS BLOCK "C"		52 MISCELLANEOUS BLOCK "D"	
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		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 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	

REMARKS:

"RATING"  
EFFECTIVE

BONUS  
\$1656  
X.038251  
63.34  
X 19 PP  
1203.46

DO NOT WRITE IN THIS SPACE

INACTIVE EMPLOYEE RECEIVING BONUS PAYMENT (NO DEDUCT NEEDED)

**PERF ADV SG614**

**BONUS & PERF ADV**

STATE OF NEW YORK PAYROLL AND PERSONNEL TRANSACTION FORM PR-75 OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE										ATTACHMENT E		
01 AGENCY CODE <b>XXXXX</b> <small>(CC 2-6)</small>		PAYROLL AGENCY				BUREAU		02 GROUP <b>X</b> <small>(CC-7)</small>	03 PER NO / SEQUENCE NUMBER <b>X</b> <small>(CC 8-9)</small>	04 AGENCY CONTROL NUMBER <b>X</b> <small>(CC 10 13)</small>		
04 LINE NUMBER <b>12345</b>		05 EMPLOYEE'S NAME (FIRST NAME, MIDD INIT, LAST NAME) <b>JANE DOE</b>				SUFFIX (LR SR ETC)	06 SOCIAL SECURITY NUMBER <b>123 45 6789</b>		07 TRANSACTION CODE <b>PERF ADV</b>			
08 LINE CHG TO		09 NAME CHANGED TO (FIRST NAME, MIDD INIT, LAST NAME)				SUFFIX (LR SR ETC)	10 CHG CODE	11 SOCIAL SEC NO CORRECTED TO		12 TRANS EFFECTIVE DATE <b>MM DD YY</b>		
13 TITLE CODE		TITLE (MAX 21 POSITIONS)				14 JUR CLASS	15 SALARY GRADE	16 N U	17	18 APT CODE	19 CS FUND CODE	
21 PAY BASIS CODE		22 SALARY RATE <b>26943</b>	23 GROSS (ADD) <b>3083.68</b>	24 NORMAL (DEDUCT) <b>991.08</b>	25 PART TIME %	26 TIME PAID	27 INCR CODE	28 PAID THRU (MAY JULY FEE)				
ADDT'L SALARY FACTORS	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				
ADDT'L TRANS CODES	45 ADDITIONAL TRANS CODE <b>BONUS</b>	46 ADDITIONAL TRANS CODE <b>NET EFFECT</b>	47 ADDITIONAL TRANS CODE	48 EMPL LOCATION CODE	LOCATION							
MISC. BLOCKS	49 MISCELLANEOUS BLOCK "A" <b>MM DD YY</b>	50 MISCELLANEOUS BLOCK "B" <b>MM DD YY</b>	51 MISCELLANEOUS BLOCK "C" <b>PLUS</b>	52 MISCELLANEOUS BLOCK "D" <b>1203.46</b>	53 MISCELLANEOUS BLOCK "E" <b>PLUS</b>	54 MISCELLANEOUS BLOCK "F" <b>846.80</b>						
LST TIME	55 FROM DATE	56 TO DATE	57 LST TIME UNITS	58 LST TIME AMOUNT	PREV STATE	PREV STATE AGENCY (ABBREV)	59 AGENCY CODE	60 DATE OF SEPARATION				
OVERTIME	61 FROM DATE	62 TO DATE	63 OT CD	64 REG OT 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 CHANGE	87 NO PER	88 LINE NUMBER	89 %	90 AMOUNT	91 LINE NUMBER	92 %	93 AMOUNT					
REMARKS												
<b>"RATING" Effective</b>				$  \begin{array}{r}  \text{BONUS} \\  \$1656 \\  \times 0.038251 \\  \hline  63.34 \\  \times 19.11 \\  \hline  1203.46  \end{array}  $				$  \begin{array}{r}  \text{ADJ SAL PA (NET EFFECT)} \\  \$1104 \\  \times 0.038356 \\  \hline  42.34 \\  \times 20.11 \\  \hline  846.80  \end{array}  $				
DO NOT WRITE IN THIS SPACE												

AC 715 (REV) **PERF AWARD w/SALARY WITHIN** STATE OF NEW YORK **SG 614 \$32120**  
**98% OF JOB RATE** PAYROLL AND PERSONNEL TRANSACTION FORM PR-75 **ATTACHMENT F**  
 OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

01 AGENCY CODE <b>XXXXX</b>		PAYROLL AGENCY		BUREAU		02 GROUP <b>X</b>		03 PER NO / SEQUENCE NUMBER <b>X</b>		AGENCY CONTROL NUMBER <b>X</b>		
04 LINE NUMBER <b>12348</b>		05 EMPLOYEE'S NAME (FIRST NAME, MIDD INIT, LAST NAME) <b>JOHN SMITH</b>			SUFFIX (JR SR ETC)		06 SOCIAL SECURITY NUMBER <b>012 34 5678</b>		07 TRANSACTION CODE <b>PERF ADV</b>			
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 <b>mm DD YY</b>	
13 TITLE CODE		TITLE (MAX 21 POSITIONS)			14 JUR CLASS	15 SALARY GRADE	16 N.U	17	18 APPT. CODE	19 C S PMS CODE	20 TRANS GOOD THRU DATE	
21 PAY BASIS CODE		22 SALARY RATE <b>32462</b>		23 GROSS (ADD) <b>2088.83</b>		24 NORMAL (DEDUCT) <b>1231.99</b>		25 PART TIME %		26 TIME PAID	27 INCR CODE	28 PAID THRU (MRY DLY FEEL)
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 <b>BONUS</b>	46 ADDITIONAL TRANS CODE <b>PERF AWARD</b>	47 ADDITIONAL TRANS CODE <b>SPECIAL</b>	48 EMP. LOCATION CODE		LOCATION							
49 MISC. BLOCKS <b>7/91-9/92</b>	50 MISC. BLOCK A <b>mm DD YY</b>	51 MISC. BLOCK B <b>mm DD YY</b>	52 MISC. BLOCK C <b>PLUS</b>	53 MISC. BLOCK D <b>248.52</b>	54 MISC. BLOCK E <b>mm DD YY</b>	55 MISC. BLOCK F <b>333.00</b>						
55 FROM DATE	56 TO DATE	57 LOST TIME UNITS	58 LOST TIME AMOUNT	PREV STATE	PREV STATE AGENCY (ABBREV)	59 AGENCY CODE	60 DATE OF SEPARATION					
61 FROM DATE	62 TO DATE	63 OT CD	64 REG OT HOURS	70 FROM DATE	71 TO DATE	72 SALARY GR	73 E S TITLE CODE					
65 OUT/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  
**"RATING"**  
**OUTSTANDING**  
**46 - 5354**

**GR 614 JOB RATE**  
**32462**  
 Employee's  
**SALARY (-) 32120**  
**PERF AMT + 342**  
**GR 614 AWARD + 675**  
**LESS ADVANCE (-) 342**  
**AWARD PAID \$333**

**BONUS**  
**\$342**  
 $\times 0.038251$   
**13.08**  
 $\times 19PP$   
**248.52**  
**ADS SAL PA (SPECIAL)**  
**342**  
 $\times 0.038356$   
**13.11**  
 $\times 20PP$   
**262.20**

AC 315 (REV. 8/83)

**SG614 PERF AWARD**

STATE OF NEW YORK

**PAYROLL AND PERSONNEL TRANSACTION FORM PR-75**  
OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

**ATTACHMENT G**

01 AGENCY CODE <b>XXXXX</b>		PAYROLL AGENCY			BUREAU			02 GROUP <b>X</b>		03 PER NO / SEQUENCE NUMBER <b>X X</b>					
04 LINE NUMBER <b>12348</b>		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) <b>JOHN SMITH</b>			SUFFIX (LR SA ETC.)		06 SOCIAL SECURITY NUMBER <b>012 34 5678</b>		07 TRANSACTION CODE <b>PERF AWARD</b>						
08 LINE CHG TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)			SUFFIX (LR SA 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 (MAY UNY FILE)				
29 ANN LOCATION AMT	30 ANN INCONVENIENCE AMT	31 ANN GEODG 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 CODES		46 ADDITIONAL TRANS CODE		47 ADDITIONAL TRANS CODE		48 EMP. LOCATION CODE		LOCATION							
49 MISCELLANEOUS BLOCK "A"		50 MISCELLANEOUS BLOCK "B"		51 MISCELLANEOUS BLOCK "C"		52 MISCELLANEOUS BLOCK "D"		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	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 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						

*PR1  
By Date*

REMARKS:  
**"RATING"  
OUTSTANDING**

**AWARD AMOUNT  
GR 614 + 675  
Date?**

DO NOT WRITE IN THIS SPACE

AC 315 (REV 8/82) **56614 LONG PAY**

STATE OF NEW YORK **RETRO 8 PPS**  
 PAYROLL AND PERSONNEL TRANSACTION FORM PR-75  
 OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

**ATTACHMENT H**

01 AGENCY CODE <b>XXX XX</b> <small>(CC 2-6)</small>		PAYROLL AGENCY		BUREAU		02 GROUP <b>X</b> <small>(CC 7)</small>		03 PER NO / SEQUENCE NUMBER <b>X X</b> <small>(CC 8-9) (CC 10 13)</small>									
04 LINE NUMBER <b>12345</b>		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) <b>JANE DOE</b>			SUFFIX (JR SR ETC.)		06 SOCIAL SECURITY NUMBER <b>123 45 6789</b>		07 TRANSACTION CODE <b>LONG PAY</b>								
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 <b>mm DD YY</b>						
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)			14 JUR CLASS		15 SALARY GRADE		16 NU		17						
21 PAY BASIS CODE		22 SALARY RATE <b>33212</b>		23 GROSS (ADD) <b>1503.95</b>		24 NORMAL (DEDUCT) <b>1245.11</b>		25 PART TIME %		26 TIME PAID		27 INCR CODE		28 PAID THRU (MRY, JLY, FEB)			
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 <b>ADJ SAL PA</b>		46 ADDITIONAL TRANS CODE		47 ADDITIONAL TRANS CODE		48 EMP. LOCATION CODE		LOCATION									
49 MISCELLANEOUS BLOCK "A" <b>750.00</b>		50 MISCELLANEOUS BLOCK "B" <b>mm DD YY</b>		51 MISCELLANEOUS BLOCK "C" <b>mm DD YY</b>		52 MISCELLANEOUS BLOCK "D" <b>Plus</b>		53 MISCELLANEOUS BLOCK "E" <b>230.08</b>		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 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:													$  \begin{array}{r}  750 \\  \times .038356 \\  \hline  28.76 \\  \times 8.11 \\  \hline  230.08  \end{array}  $				
DO NOT WRITE IN THIS SPACE																	



**SG 614 (\$25839) PROMOTED 5-9-91 TO SG 615**  
**PAYROLL AND PERSONNEL TRANSACTION FORM PR-75**  
 OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

17 FROM RECAL		ATTACHMENT I												
01 AGENCY CODE <b>XXXXX</b> (CC 2-6)	PAYROLL AGENCY				BUREAU			02 GROUP <b>X</b> (CC-7)	03 PER NO / SEQUENCE NUMBER <b>X</b> (CC 8-9)	04 AGENCY CONTROL NUMBER <b>X</b> (CC 10-13)				
04 LINE NUMBER <b>12345</b>	05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) <b>JANE DOE</b>				SUFFIX (M SA ETC)		06 SOCIAL SECURITY NUMBER <b>123 45 6789</b>			07 TRANSACTION CODE <b>Prom RECAL</b>				
08 LINE CHG. TO	09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (M SA ETC)		10 CHG CODE		11 SOCIAL SEC. NO CORRECTED TO		12 TRANS EFFECTIVE DATE <b>mm DD YY</b>			
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 <b>27752</b>	23 GROSS (ADD) <b>2140.54</b>		24 NORMAL (DEDUCT) <b>1047.42</b>		25 PART TIME %	26 TIME PAID	27 INCR CODE	28 PAID THRU (MRY. 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 <b>BONUS</b>		46 ADDITIONAL TRANS CODE <b>NET EFFECT</b>		47 ADDITIONAL TRANS CODE		48 EMP. LOCATION CODE		LOCATION						
49 MISCELLANEOUS BLOCK "A" <b>mm DD YY</b>		50 MISCELLANEOUS BLOCK "B" <b>mm DD YY</b>		51 MISCELLANEOUS BLOCK "C" <b>PLUS</b>		52 MISCELLANEOUS BLOCK "D" <b>735.49</b>		53 MISCELLANEOUS BLOCK "E" <b>PLUS</b>		54 MISCELLANEOUS BLOCK "F" <b>340.60</b>				
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 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:														
<p><b>ADD SAL PA (NET EFFECT)</b></p> <p>GR 614 25839                  4/92 PA 1104                  -----                  26943                  Prom 3% 809                  GR 615 27752                  Pd 17 27308                  -----                  444 DIFF                  x .038356                  -----                  17.03                  x 20 PP                  -----                  340.60</p>						<p><b>BONUS</b></p> <p>GR 614 25839                  Bonus AMT 162                  -----                  27495                  Prom 3% 825                  GR 615 28320 Bonus Salary                  PL 17 27308                  -----                  1012 DIFF                  x .038251                  -----                  38.71                  x 19 PP                  -----                  735.49</p>								