



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1993 Increments, Salary Increase and other changes in salary for Employees in the Administrative (02), Operational (03), Institutional (04) Services and Division of Military and Naval Affairs (47) Negotiating Units	Bulletin No. P-761
	Date March 5, 1993

Chapter 482 of the Laws of 1992 - as amended by Chapter 842 of the Laws of 1992 - which implement the Agreements for 1991-1995 between the State and the CSEA representing employees in the Administrative (NU 02), Operational (NU 03) and Institutional (NU 04) Services and Division of Military and Naval Affairs (NU 47) negotiating units provides, effective April 1, 1993, for the following:

- Increment Advances
- Revised Salary Schedule
- 4% Salary Increase
- Location Pay Increase
- Pre-Shift Briefing Pay (NU 47)
- Longevity Payments

The increment advances and increases will be processed in Period #1L, March 25 - April 7, 1993 (checks dated April 21, 1993) for Administration employees and April 1 - 14, 1993 (checks dated April 29, 1993) for Institution employees.

CONTRACT PROVISIONS

April 1, 1993 Increment Advances

Pursuant to the Agreement, an employee whose basic annual salary is below the job rate of his or her current position and who completed one year of service in such position by March 31, 1993, is eligible for receipt of an increment advance on April 1, 1993.

April 1, 1993 Revised Salary Schedule

The revised April 1, 1993 Salary Schedule (Attachment A) was generally constructed by increasing the April 1, 1992 Hiring Rates, Job Rates and Increment Steps by 4%. The \$750 Longevity Increases were added to the Job Rates to arrive at Longevity Steps 1 and 2.

April 1, 1993 Salary Increase

The legislation provides for a 4% salary increase, rounded to the nearest whole dollar, for all employees in graded, NS (grade 600) and Trainee (grade 800) positions.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties - The amount of location pay in these areas has been increased to \$729 annually.

Monroe County - The amount remains unchanged at \$200 annually.

Pre-shift Briefing Pay (NU-47)

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

Longevity Payments

Employees who, on or after April 1, 1993, complete 5 or 10 years of continuous service at a salary equal to or above the job rate of their position continue to remain eligible for receipt of a longevity salary increase.

OSC will prepare a listing of employees with increment codes '84' and '89' in their records. The listing indicates those employees who, when the increment code was entered into the record, were projected to be eligible to receive a longevity increase during the 1993-94 fiscal year.

This listing will be sent to you with the payroll for Period #1L. Agencies must review the listing and when the employee completes the 5 or 10 year service requirement, submit a PR-75 form to process the longevity increase.

NEW INCREMENT CODE

The time that an employee is on sick leave with one-half pay is not creditable service toward receipt of an increment advance. A new increment code '05' has been established to (1) identify employees who are on sick leave with 1/2 pay and (2) to withhold the automatic April increment advance. At the time a PR-75 is submitted placing an employee on sick leave with 1/2 pay, OSC is automatically entering code '05' into the record of an employee who was previously coded '01' or '04'.

In the period that the employee is reinstated from sick leave with 1/2 pay, the agency must enter the correct increment code for the next automatic April 1 increment advance on the PR-75 form.

The complete list of increment codes for CSEA represented employees is shown on Attachment B.

PAYMENT INSTRUCTIONSIncrement Advances

OSC will automatically apply (1) the increment advance from the April 1, 1992 Salary Schedule attached to Bulletin P-736, dated July 31, 1992, for employees with increment code '01' and (2) the new FIS salary for employees with increment code '04'.

Salary Increase

For employees whose annual salary is identical to the Hiring Rate, Step 1, 2, 3, 4, 5, 6 or the Job Rate of the salary grade of their position on the April 1992 salary schedule, the salary will be automatically increased to the corresponding Hiring Rate, Increment Step, or the Job Rate on the April 1, 1993 Salary Schedule.

For employees whose annual salary is equal to Longevity Steps 1 or 2, or not equal to any other step on the April 1992 schedule, and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be automatically increased by 4%, rounded to the nearest whole dollar amount.

Employees with pay basis codes HRY, DLY or BIW will not be automatically increased. PR-75s must be submitted.

Workers' Compensation

1. Award and Supplement Program: For employees who are on the Workers' Compensation Award and Supplement Program, OSC will automatically apply the increment, salary and location pay increases. No agency action is required.
2. Disability Leave Without Pay: For employees who are on Workers' Compensation Disability Leave without pay, no increments, salary or location pay increases will be applied.

The agency must report all increases due at the time of reinstatement from disability leave or upon separation from service, whichever occurs first. Since an employee is entitled to full Retirement salary credit, the effective date for reporting these increases is March 25, 1993 for Administration employees and April 1, 1993 for Institution employees. The effective date must be entered in the Remarks Block on the PR-75 when the reinstatement or separation is reported.

Tentative Salary Register and CSEA Information Listing

After payrolls are processed for Administration and Institution Periods #26L, OSC will convert the computer records to reflect the automatic increment advances, salary and location pay increases.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Period #1L. 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 CSEA Information Listing will be prepared showing the incremented and/or 4% salary and location pay. Employees with pay basis codes HRY, DLY or BIW will also be identified on this listing.

The tentative salary register and Information Listing will be sent to you along with your regular salary register for Period #26L.

PR-75 Preparation

In preparing your payroll for Period #1L:

1. Employees who are on the CSEA Information Listing with increment code '05' have automatically received the 4% salary increase. If the employee, prior to commencement of Sick Leave with 1/2 Pay, fulfilled the service requirement to receive an increment advance, prepare a PR-75 form to process the increment.
2. To calculate the increased salary for an hourly or daily employee, first multiply the hourly rate by 2088 or the daily rate by 261 to determine the annual salary. Increase the annual by 4% rounded to the nearest whole dollar. Then divide the new annual by 2088 or 261 to determine the new hourly or daily amount.

To calculate the increased salary for a biweekly employee, multiply the current biweekly salary by 4% and add that amount to the current biweekly to arrive at the new increased biweekly salary. Prepare a PR-75 to process the increase.

3. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during the first payroll period. The increment codes reported should be the projected increment codes for April 1, 1994.
4. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction codes to report changes or corrections to the tentative payroll:

1. COR FY SAL
To increase or decrease an annual salary reported on the tentative payroll.
2. UNSAT PERF
To report and reduce the salary for an employee who was rated "Unsatisfactory" on his or her last anniversary rating.
3. CHG RATE.
To report an increase for an employee who is paid on an Hourly, Daily and Biweekly basis.

PR-76 Preparation

The normal amount of "Previous Payroll" on the PR-76 should be the amount shown on the tentative register.

NEED HELP?

Questions regarding the information in this Bulletin may be referred to the following:

1. For assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 474-1330.
2. For questions about salary, contact the Salary Determination Unit at (518) 486-3087.
3. For questions about Workers' Compensation, contact the Workers' Compensation Unit at (518) 474-6004.

Attachments

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SCHEDULE
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 AND DIVISION OF MILITARY AND NAVAL AFFAIRS UNIT 47
 EFFECTIVE APRIL 1, 1993

SALARY GRADE	INCR. AMT.	HIRING RATE	JOB						LONG STEP 1	LONG STEP 2	STEP AMOUNT	
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6				RATE
1	471	13378	13849	14320	14791	15262	15733	16204	16675	17425	18175	750
2	493	13912	14405	14898	15391	15884	16377	16870	17363	18113	18863	750
3	516	14634	15150	15666	16182	16698	17214	17730	18246	18996	19746	750
4	545	15299	15844	16389	16934	17479	18024	18569	19114	19864	20614	750
5	572	16058	16630	17202	17774	18346	18918	19490	20062	20812	21562	750
6	594	16988	17582	18176	18770	19364	19958	20552	21146	21896	22646	750
7	623	17959	18582	19205	19828	20451	21074	21697	22320	23070	23820	750
8	647	19004	19651	20298	20945	21592	22239	22886	23533	24283	25033	750
9	677	20096	20773	21450	22127	22804	23481	24158	24835	25585	26335	750
10	709	21278	21987	22696	23405	24114	24823	25532	26241	26991	27741	750
11	747	22545	23292	24039	24786	25533	26280	27027	27774	28524	29274	750
12	772	23870	24642	25414	26186	26958	27730	28502	29274	30024	30774	750
13	805	25320	26125	26930	27735	28540	29345	30150	30955	31705	32455	750
14	841	26817	27658	28499	29340	30181	31022	31863	32704	33454	34204	750
15	875	28407	29282	30157	31032	31907	32782	33657	34532	35282	36032	750
16	916	30031	30947	31863	32779	33695	34611	35527	36443	37193	37943	750
17	966	31753	32719	33685	34651	35617	36583	37549	38515	39265	40015	750
18	1011	33621	34632	35643	36654	37665	38676	39687	40698	41448	42198	750
19	1061	35455	36516	37577	38638	39699	40760	41821	42882	43632	44382	750
20	1102	37339	38441	39543	40645	41747	42849	43951	45053	45803	46553	750
21	1153	39372	40525	41678	42831	43984	45137	46290	47443	48193	48943	750
22	1207	41514	42721	43928	45135	46342	47549	48756	49963	50713	51463	750
23	1259	43763	45022	46281	47540	48799	50058	51317	52576	53326	54076	750
24	1303	46177	47480	48783	50086	51389	52692	53995	55298	56048	56798	750
25	1361	48761	50122	51483	52844	54205	55566	56927	58288	59038	59788	750

INCREMENT CODES FOR CSEA EMPLOYEES

- 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.
- 05 Employees who are below the job rate of their grade and on sick leave with 1/2 pay, who formerly had an increment code of '01' or '04'. This code is automatically entered by OSC.
- 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.