



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1993 Salary Increase and Other Changes in Salary for Management/Confidential Employees and Other Employees excluded from Collective Bargaining Units	Bulletin No. P-762
	Date March 9, 1993

Chapter 497 - as amended by Chapter 842 - of the Laws of 1992, provides, effective April 1, 1993, the following for Management/Confidential employees and other employees excluded from collective bargaining units:

Revised Salary Schedule
4% Salary Increase
Location Pay Increase

The 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.

Performance Advances

Guidelines have not been issued by the Division of the Budget authorizing payment of performance advances for Management/Confidential employees and other employees excluded from collective bargaining units.

April 1, 1993 Salary Schedule

The legislation provides a new April 1, 1993 Salary Schedule (attached) which reflects a 4% increase over the April 1990 schedule. For grades 603-617 OSC has listed the additional salaries which are \$750 and \$1500 above the job rates.

4% Salary Increase

1. Management/Confidential employees (NU 06),
Unrepresented employees of the Division of Military & Naval
Affairs (NU 46) and Employees of PERB (NU 66)

Effective April 1, 1993, these employees - including those in grade 668, N.S. (grade 600), and Trainees (grade 800) - are entitled to a 4% salary increase, rounded to the nearest whole dollar.

2. Correction Superintendents paid under Section 19 of the Correction Law (Grade 700)

The legislation provides new salary schedules effective April 1, 1993 as listed below:

- a. For facilities with an inmate population of 400 or more -

<u>Hiring Rate</u>	<u>Job Rate</u>
\$71,249	\$97,441

- b. For facilities with an inmate population of less than 400 -

<u>Hiring Rate</u>	<u>Job Rate</u>
\$55,278	\$70,007

3. Employees of the State Police whose salaries are provided for in Section 215.1(a) of the Executive Law (NU18)

Effective April 1, 1993, these employees are entitled to a 4% salary increase, rounded to the nearest whole dollar.

Location Pay

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

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

Salary Limitation

The legislation provides for the withholding of any increase (full or partial) by the Director of the Budget, for any of the above employees. Agencies will be receiving instructions from the Division of the Budget on this process.

PAYMENT INSTRUCTIONS

Salary Increase

Agencies must prepare PR-75's for Correction Superintendents who are Grade 700 and employees with pay basis codes HRY, DLY or BIW. They will not be automatically increased.

For employees whose annual salary is identical to the Hiring Rate or the Job Rate of the salary grade of their position on the April 1990 salary schedule, the salary will be automatically increased to the corresponding Hiring Rate or Job Rate on the April 1, 1993 Salary Schedule.

For all other employees, and those in NS and Trainee positions, the salary will be automatically increased by 4%, rounded to the nearest whole dollar.

Workers' Compensation

For employees who are on the Workers' Compensation Award and Supplement Program, OSC will apply the 4% salary increase and increase location pay automatically.

Tentative Salary Register and Man/Con Information Listing

After payrolls are processed for Administration and Institution Periods #26L, OSC will convert the computer records to reflect the automatic 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.

A "Man/Con Information Listing" will be prepared showing the increased salaries and location pay for annual salaried employees and will identify employees with pay basis codes HRY, DLY or BIW. This listing should be carefully examined and any changes made by submission of a PR-75.

The tentative salary register and Man/Con Information Listing will be forwarded to you with your regular salary register for Period #26L.

PR-75 Preparation

In preparing your payroll for Period #1L:

1. Prepare all PR-75 forms usually submitted for a normal period.
2. Submit any salary increase for Correction Superintendents.
3. Submit the increased salary for any hourly or daily employees. To calculate, 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.

4. Submit the increased salary for any biweekly employees. To calculate, multiply the current biweekly salary by 4% and add that amount to the current biweekly to arrive at the new increased biweekly salary.
5. 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. CHG RATE
To report an increase for an employee who is paid on an Hourly, Daily or 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?

For assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 474-1246.

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

Attachment

ATTACHMENT

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, 1993

<u>GRADE</u>	<u>HIRING RATE</u>	<u>JOB RATE</u>	<u>JOB RATE Plus \$750</u>	<u>JOB RATE Plus \$1500</u>
M/C 3	\$14714	\$18971	\$19721	\$20471
M/C 4	15388	19858	20608	21358
M/C 5	16348	20851	21601	22351
M/C 6	17065	21949	22699	23449
M/C 7	18084	23169	23919	24669
M/C 8	19107	24392	25142	25892
M/C 9	20231	25721	26471	27221
M/C 10	21353	27179	27929	28679
M/C 11	22681	28721	29471	30221
M/C 12	23908	30257	31007	31757
M/C 13	25334	31970	32720	33470
M/C 14	26873	33760	34510	35260
M/C 15	28400	35614	36364	37114
M/C 16	30036	37544	38294	39044
M/C 17	31771	39647	40397	41147
M/C 18	31943	39777		
M/C 19	33686	41876		
M/C 20	35434	44004		
M/C 21	37376	46306		
M/C 22	39414	48771		
M/C 23	41464	51950		
M 1	44803	56782		
M 2	49748	63038		
M 3	55278	70007		
M 4	61202	77385		
M 5	68017	86088		
M 6	75372	94951		
M 7	83138	103105		
M 8	70008 +			