



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject	Payment of 1992 & 1993 Performance Advances, April 1993 Salary Increase and other salary changes for PS&T Employees	Bulletin No.	P-775
		Date	July 9 , 1993

Chapter 74 of the Laws of 1993, implements the Agreement for 1991-1995 between the State and the Public Employees Federation representing employees in the Professional, Scientific and Technical Services (NU 05) negotiating unit. This bulletin provides instructions for processing the following payments in Institution Period 9L, checks dated August 19, 1993 and Administration Period 10L, checks dated August 25, 1993.

April 1, 1992 Performance Advances  
April 1, 1993 Performance Advances  
April 1, 1993 Salary Increase  
Location Pay

Instructions for payment of the 1992 and 1993 longevity awards and 1991-92 lump sum adjustments will be issued in a separate bulletin.

Retroactive adjustments for overtime, holiday pay and lost time should be processed in Institution Period 14L, checks dated October 28, 1993 and Administration Period 15L, checks dated November 3, 1993.

CONTRACT PROVISIONS

April 1, 1992 Salary Schedule

Effective April 1, 1992, there is a new salary schedule (ATTACHMENT A). While the hiring and job rates for each grade are the same as listed on the April 1, 1990 schedule, the performance advance has been reduced from 1/5th to 1/7th of the range between the hiring and job rates.

April 1, 1992 & April 1, 1993 Performance Advances

Annual performance advances continue with a change in the effective date of payment, as follows:

Full-Time and Part-Time graded employees:

Effective April 1, 1992, based on the same criteria (in the OSC Salary Manual, Part I, Pages 19 and 22-23), the employee will continue to be evaluated upon her or his completion of one year of service in the grade/position. However, the performance advance is now payable at the beginning of Payroll Period 1L of the next fiscal year. The performance advance amounts for April 1, 1992 and April 1, 1993 are from the April 1, 1992 Salary Schedule.

Teachers: (Pay Basis Code 10M or CAL)

Teachers continue to have a fixed evaluation period of September 1 - June 30. Payment of the performance advance is now deferred to September 1 of the year following the one in which the service was rendered and the evaluation done. For example - A teacher below the job rate renders 150 work days of service during the September 1, 1990 - June 30, 1991 period and is rated equivalent to "Effective"; the performance advance is now payable September 1, 1992. Performance advances due for September 1, 1992 are from the April 1, 1992 Salary Schedule.

April 1, 1993 Salary Increase

Effective April 1, 1993, there is a new Salary Schedule. (Attachment B) This 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 PayNYC, Rockland, Westchester, Nassau and Suffolk Counties

Effective April 1, 1993, the amount of location pay in these areas has been increased to \$729 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 \$200 for an employee who was an incumbent of a position and receiving the \$200 Monroe County Location Pay on March 31, 1988, 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.

PAYMENT INSTRUCTIONSTentative Salary Register and Information Listing

After payrolls are processed for Institution Period 8L and Administration Period 9L, OSC will automatically calculate the performance advances, salary and location pay increases and retroactive adjustment wherever possible. A "PS&T NU 05 INFORMATION LISTING" identifying employees receiving the various automatic increases and employees for whom agency action is necessary will be produced.

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

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The retroactive performance advance adjustments for 26 payroll periods for 1992-93 plus the retroactive performance advance adjustments, salary and location pay increases for 8 periods for Institution and 9 periods for Administration for the current fiscal year will be included in the normal gross for employees for whom it can be automatically calculated.

The performance advances (if below job rate), salary and location pay increases will be applied as follows:

A. Employees who have been continuously active and have not had a change in annual salary or part-time percentage since Period 26L, 1991:

- (1) All employees except employees on Workers' Comp leave.

OSC will automatically apply the performance advance(s), salary and location pay increases. These employees will appear on the information listing with the new annuals for April 1992, April 1993 and the retroactive adjustment.

- (2) Teachers with pay basis code CAL.

OSC will automatically apply the performance advance for September 1, 1992, and the salary and location pay increases. These employees will appear on the information listing with the new annuals for September 1992, April 1993 and the retroactive adjustment.

- (3) Employees who are on the Workers' Compensation Award and Supplement Program (WC SUP).

OSC will automatically apply the performance advance(s), salary and location pay increases. No AC-2753 is required. The agency must submit a PR-75 for all retroactive adjustments. These employees will appear on the information listing with the new annuals for April 1992 and April 1993, with the message RAISE/PERF APPLIED - NO RETRO WC SUP.

B. Employees who are currently active and have had a change in annual salary, part-time percentage, transferred between agencies, break in service or who transferred to a position in the PS&T unit since Period #26, 1991.

OSC has applied the 4% salary and location pay increases only. If an employee is entitled to additional salary increases the agency must submit a PR-75 with the increase and retroactive adjustment. These employees will appear on the information listing with the message RETRO NOT COMPUTED.

- (1) Employees who are on the Workers' Compensation Award and Supplement Program (WC SUP).

OSC has applied the 4% salary and location pay increases only. If an employee is entitled to additional salary increases the agency must submit a PR-75 with the increase and retroactive adjustment. If an agency increases an employee's salary on a PR-75, an AC-2753 must be submitted to increase the employee's normal gross. These employees will appear on the information listing with the message RAISE APPLIED - NO RETRO WC SUP.

- C. Employees who are currently inactive (since Period #26, 1991), including 10-month Teachers with pay basis code 10M.

OSC has not applied any increases. If due, the agency must submit a PR-75 to increase the salary, location pay, and to pay any retroactive adjustment. These employees will appear on the information listing with the message EMPLOYEE INACTIVE.

- D. Employees appointed or promoted on or after Period 1L, 1993 to the positions of Nurse 1, Nurse 2, or Teaching & Research Center Nurse 1 or 2, with an Increased Minimum Hiring Rate based on location or advanced qualifications (Civil Service Advisory Memorandum No. 93-10, dated June 1993, pages 4-6).

OSC will increase the location pay and will calculate the 4% increase on the entire salary. These salaries include additional monies due to area or advanced qualifications. These additional monies are not due the 4% increase. PR-75's must be submitted to recalculate the salary increase on the Hiring Rate only and then re-add the additional monies. These employees appear on the information listing with the message RETRO NOT COMPUTED.

- E. Employees with pay basis code HRY, DLY or BIW (see Attachment H).

OSC will identify employees with pay basis code HRY, DLY or BIW. The agency must submit a PR-75 to increase the rate and pay the retroactive adjustment. If the employee is on the Workers' Compensation Award and Supplement Program (WC SUP), submit an AC-2753 to increase the employee's normal gross.

- F. Employees who are on the New Workers' Compensation Statutory Benefit Program which was effective July 1, 1993 (WC PT SUP).

OSC will not calculate the increase. The agency must submit a PR-75 to increase the salary, location pay and pay the retroactive adjustment. These employees will appear on the information listing with the message RAISE NOT APPLIED - WC PT SUP.

- G. Employees who transferred within the same agency from a PS&T position to a position in another negotiating unit after Period 26, 1991, do not appear on the information listing. If due a salary increase and/or adjustment, the agency must submit a PR-75.

A copy of the tentative salary register and the information 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.

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

PR-75s must be submitted for employees who occupy NS (Grade 600) annual-salaried positions that are equated to salary grades and who are entitled to additional salary increase(s) based on performance.

#### TRANSACTION CODES

Use the following transaction codes in reporting your changes:

1. a. To report a change in current salary for an active employee or for one who became inactive after Period 26L, 1993 as a result of:

performance advance(s) due for 1992 and/or 1993, (See Attachment C)  
 promotion prior to Period 1L, 1993, (See Attachment D)  
 promotion recalculation due on April 1, 1992 or April 1, 1993,  
 (See Attachment D)

Transaction Code: COR FY SAL

Group 3  
 Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter the beginning date of Period 1L, 1993.
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- if applicable
27 Increment Code	- enter the correct increment code.

Use the appropriate additional transaction codes (PERF ADV, PROM RECAL, COR SAL) plus ADJ SAL PA to report the retroactive adjustment due.

Remarks Block - provide a full explanation of your determination.

- b. To report a change in current salary as a result of a promotion or demotion after Period #26, 1993, for an active or inactive employee. (See Attachment E)

Transaction Code: COR SAL

Group 3  
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter COR SAL  
12 Transaction Effective Date - enter the effective date of the last salary change.  
  
22 Salary Rate  
23 Gross (Add)  
24 Normal (Deduct) - if applicable  
27 Increment Code - enter the correct increment code.

Use the appropriate additional transaction codes (PERF ADV, PROM RECAL, COR SAL) plus ADJ SAL PA to report the retroactive adjustment due.

Remarks Block - provide a full explanation of your determination.

- c. To report an April 1, 1992 performance advance for an inactive employee who separated prior to Period 1L, 1993. (See Attachment F)

Transaction Code: PERF ADV

Group 3  
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter PERF ADV  
12 Transaction Effective Date - enter beginning date of the payroll period during which the performance advance was effective  
  
22 Salary Rate  
23 Gross (Add)

Use ADJ SAL PA as an additional code to report the retroactive adjustment due.

Remarks Block - provide a full explanation of your determination.

2. To reduce a salary automatically increased by OSC for an employee who has been rated "Unsatisfactory" and, therefore, is not entitled to a performance advance automatically applied by OSC.

Transaction Code: COR FY SAL  
plus  
Additional Transaction Code: UNSAT PERF

3. To report a retroactive adjustment only. (See Attachment G)

Transaction Code: ADJ SAL PA

If the annual salary is correct on the tentative payroll and a retroactive adjustment is required use ADJ SAL PA. The agency must review the increment code listed on the tentative payroll, if incorrect, use COR INC CD as the primary transaction code in Block 7 and ADJ SAL PA in the additional transaction code blocks.

Do not submit retroactive adjustments for overtime, holiday pay and lost time.

#### PR-75 Preparation

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

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

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "Normal Gross" on the tentative as the base salary 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 adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

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

- b. Increment coding -

Beginning with Institution Period 9L and Administration Period 10L, start entering increment codes shown in Attachment I when the information is a block requirement.

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

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

WITHHOLDING TAXES

A special tax routine will be used for the calculation of taxes. Fixed taxes submitted on an AC-1040 form or the On-line Deduction Processing System will not be processed for these payments or any adjustments through Institution 14L/Administration 15L.

NEED HELP ?

If you require assistance in preparation of PR-75 forms or determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3088.

Attachments



OFFICE OF THE STATE COMPTROLLER  
BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION  
SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND  
TECHNICAL SERVICES NEGOTIATING UNIT 05  
EFFECTIVE APRIL 1, 1992

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	\$12299	\$16133	\$ 548
2	12787	16763	568
3	13439	17568	590
4	14067	18373	616
5	14761	19363	658
6	15582	20349	681
7	16487	21436	707
8	17425	22549	732
9	18428	23738	759
10	19504	25048	792
11	20653	26561	844
12	21843	27952	873
13	23146	29500	908
14	24509	31296	970
15	25927	32964	1006
16	27412	34717	1044
17	28982	36636	1094
18	30655	38155	1072
19	32344	40157	1117
20	34030	42169	1163
21	35864	44361	1214
22	37821	46672	1265
23	39850	49069	1317
24	42003	51576	1368
25	44350	54333	1427
26	46716	57104	1484
27	49276	60211	1563
28	51898	63259	1623
29	54647	66445	1686
30	57533	69764	1748
31	60629	73318	1813
32	63883	76998	1874
33	67387	80936	1936
34	71006	85025	2003
35	74716	89186	2068
36	78500	93465	2138
37	82648	98080	2205
38	77070		

OFFICE OF THE STATE COMPTROLLER  
BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION  
SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND  
TECHNICAL SERVICES NEGOTIATING UNIT 05  
EFFECTIVE APRIL 1, 1993

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>PERFORMANCE Advancement Amount</u>
1	\$12791	\$16778	\$ 570
2	13298	17434	591
3	13977	18271	614
4	14630	19108	640
5	15351	20138	684
6	16205	21163	709
7	17146	22293	736
8	18122	23451	762
9	19165	24688	789
10	20284	26050	824
11	21479	27623	878
12	22717	29070	908
13	24072	30680	944
14	25489	32548	1009
15	26964	34283	1046
16	28508	36106	1086
17	30141	38101	1138
18	31881	39681	1115
19	33638	41763	1161
20	35391	43856	1210
21	37299	46135	1263
22	39334	48539	1315
23	41444	51032	1370
24	43683	53639	1423
25	46124	56506	1484
26	48585	59388	1544
27	51247	62619	1625
28	53974	65789	1688
29	56833	69103	1753
30	59834	72555	1818
31	63054	76251	1886
32	66438	80078	1949
33	70082	84173	2013
34	73846	88426	2083
35	77705	92753	2150
36	81640	97204	2224
37	85954	102003	2293
38	80153		

AC 951 (Rev. 3/84)

WORKSHEET FOR PAYROLL AND PERSONNEL TRANSACTION FORM AC315

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

01 AGENCY CODE 99999 (CC-1)		PAYROLL AGENCY XXX			BUREAU			02 GROUP 3 (CC-7)		03 PER. NO. / SEQUENCE NUMBER — — — (CC 8-9) (CC 10-13)			
04 LINE NUMBER 12345		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) John Smith			SUFFIX (JR SR ETC.)		06 SOCIAL SECURITY NUMBER 123 45 6789			07 TRANSACTION CODE Coe FySal			
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		
21 PAY BASIS CODE Ann		22 SALARY RATE 27507		23 GROSS (ADD) 3057.42		24 NORMAL (DEDUCT) 977.65		25 PART TIME %		26 TIME PAID		27 INCR. CODE 01	28 PAID THRU (MTH., DLY., FEE)
ADDTL. 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	
ADDTL. TRANS. CODE	45 ADDITIONAL TRANS. CODE Perf Adv		46 ADDITIONAL TRANS. CODE Adj SAL PA		47 ADDITIONAL TRANS. CODE		LIC. INFO.	48 ENPL. 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	EXTRA SERVICE	70 FROM DATE		71 TO DATE		72 SALARY BR.	73 E.S. TITLE CODE	
65 OUT/TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)			EXTRA SERVICE TITLE (MAX. 2 1 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: TIME HOURS	79 TOTAL E.S. AMOUNT				
INT INC PAY	80 FROM DATE		81 TO DATE		82 NO. OF DAYS	83 INT. INC. AMOUNT		EMP. SUM PAYMT	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		94			

REMARKS:

24509 Gr 014 (TENTATIVE) 25489 (92 perf) 3/26/92 old 24509 25479 37.21 x 26 = 967.4  
 970 92 PA

25479 (93 PERF) 3/25/93 24509 27507 114.99 x 9 = 1034.1  
 970 93 PA

26449 2002.3  
 1058 4% 1055.01  
 27507 3057.42

New Bi wkly

**92 and 93 Perf adv's Due**

NOTE: calculations Done For Admin cycle

AL 357 (REV. 3/84)

WORKSHEET FOR PAYROLL AND PERSONNEL TRANSACTION FORM AC315

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

01 AGENCY CODE <b>9999</b>		PAYROLL AGENCY <b>XXX</b>		BUREAU		02 GROUP <b>3</b>	03 PER. NO. / SEQUENCE NUMBER <b>- -</b>	
04 LINE NUMBER <b>34567</b>		05 EMPLOYEE'S NAME (FIRST NAME, MI. INIT., LAST NAME) <b>Robert DOE</b>		SUFFIX (JR SR ETC.)		06 SOCIAL SECURITY NUMBER <b>987 65 4321</b>		07 TRANSACTION CODE <b>Cor Fy SAL</b>
08 LINE CHG TO		09 NAME CHANGED TO (FIRST NAME, MI. INIT., LAST NAME)		SUFFIX (JR SR ETC.)		10 CHG CODE	11 SOCIAL SEC. NO. CORRECTED TO	
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)		14 JUR CLASS	15 SALARY GRADE	16 N.U.	17	18 APPT. CODE
21 PAY BASIS CODE <b>Ann</b>		22 SALARY RATE <b>37222</b>		23 GROSS (ADD) <b>3741.67</b>		24 NORMAL (DEDUCT) <b>1340.61</b>		25 PART TIME %
26 TIME PAID		27 INC. CODE <b>01</b>		28 PAID THRU (MAY., 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. FINE	38	39 DATE OF BIRTH	40 SEX	41 LIST NUMBER	42 CERT. SERIAL NO.	43 LIST TITLE	44 RATING
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		60 DATE OF SEPARATION		61 FROM DATE		62 TO DATE		63 O.T. CD
64 REG. O.T. HOURS		65 OUT/TITLE GRADE		66 OUT/TITLE HOURS		67 OUT/TITLE ANNUAL		68 TOTAL OVERTIME AMT.
69		70 FROM DATE		71 TO DATE		72 SALARY OR		73 E.S. TITLE CODE
74 E.S. PAY BASIS		75 SALARY DATE		76 BUDGETED MONTHLY DATE		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. INC. 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

REMARKS

**G-16 promoted to G-18**  
 to 32610 9/10/92 #33608

old New  
 (92 perf) 3/26/92 32160 33204 40.05 x 12 = 480.6  
 (Prom) 9/10/92 33608 34699 41.85 x 14 = 585.9  
 (93 perf + raise) 3/26/93 33608 37222 138.61 x 9 = 1247.49  
 2313.99  
 1427.68  
 3741.67  
 New-Bilsky

32610 G-16  
 1044 92 perf  
 33204 4 1/2 %  
 1495  
 34699 G-18 9/10/92  
 Prom recal 4/93  
 33204 93 perf  
 1044  
 34248 4 1/2 %  
 1542  
 35790 4 %  
 1432  
 37222

Block 12 s/b beginning of P.P. 16

NOTE: Calculations Done For ...

# Attachment E

Payroll Bulletin No. P-775  
dated July 9, 1993

AC 951 (Rev. 3/84)

## WORKSHEET FOR PAYROLL AND PERSONNEL TRANSACTION FORM AC315

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

<b>A</b>		AGENCY CONTROL NUMBER									
01 AGENCY CODE 99999 (CC 2-8)	PAYROLL AGENCY XXX	BUREAU			02 GROUP 3 (CC-7)	03 PER. NO. / SEQUENCE NUMBER - -		(CC 10-13)			
04 LINE NUMBER 56789	05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) Mary Jones			SUFFIX (JR SR ETC)	06 SOCIAL SECURITY NUMBER 234 56 7890		07 TRANSACTION CODE Cos Sal				
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 JHR 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 Ann	22 SALARY RATE 32607	23 GROSS (ADD) 3024.60	24 NORMAL (DEDUCT) 1222.82	25 PART TIME %	26 TIME PAID	27 INCR. CODE 04	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 (CLNY)		35				
36 VET/S	37 VOL FIBRE	38	39 DATE OF BIRTH	40 SEX	41 LIST NUMBER	42 CERT. SERIAL NO.	43 LIST TITLE		44 RATING		
45 ADDITIONAL TRANS. CODE Fis	46 ADDITIONAL TRANS. CODE PerFadv	47 ADDITIONAL TRANS. CODE ADJ SAL P	48 EMPL. LOCATION CODE L.C. INFO.		LOCATION						
49 MISCELLANEOUS BLOCK 'A' 33692	50 MISCELLANEOUS BLOCK 'B' mmDDYY	51 MISCELLANEOUS BLOCK 'C' mmDDYY	52 MISCELLANEOUS BLOCK 'D' PLUS	53 MISCELLANEOUS BLOCK 'E' 1773.93	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 BR.	73 E.S. TITLE CODE			
65 OUT/TITLE-TITLE CODE	TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)			EXTRA SERVICE TITLE (MAX. 2 1 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. INC. AMOUNT	LEAVE EARNED	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:  
 27225 Gr 014 (92 PER) 36092 <sup>old</sup> 27225 <sup>NEW</sup> 28195 37.20 x 26 = 967.20  
 970 92 PER (93 PER) 36519 27225 30832 119.17 x 3 = 357.51  
 28195 93 PER (Promotion) 516193 30655 32607 74.87 x 6 = 449.22  
 970 4% 1773.93  
 29165  
 1167  
 30332  
 2275 7 1/2 % (TENTATIVE)  
 32607 Gr 08 (31881)  
 Gr 14 promoted to Gr 18 w/ Perfs Due  
 #27225 5/6/93 #30655

NOTE: calculations done for Admin. cycle

99999 KCC 2-61		XXX			3 KCC 7)		— KCC 8-9)		— KCC 10-13)	
04 LINE NUMBER 76543	05 EMPLOYEE'S NAME (FIRST NAME, MIDD INIT., LAST NAME) RODNEY MCCANN			SUFFIX (JR SR ETC.)	06 SOCIAL SECURITY NUMBER 234 34 2345			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. CONNECTED 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 Ann	22 SALARY RATE 47160		23 GROSS (ADD) 353.57		24 NORMAL (DEDUCT)		25 PART TIME %	26 TIME PAID	27 INCR. CODE	28 PAID THRU (HRV., 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 ADJ SAL PA		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE	LOCATION			
49 MISCELLANEOUS BLOCK 'A' MM DD YY		50 MISCELLANEOUS BLOCK 'B' MM DD YY		51 MISCELLANEOUS BLOCK 'C' PLUS		52 MISCELLANEOUS BLOCK 'D' 353.57		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 1/2 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:  
 45843 G2023  
 1317 92 PERF  
 47160  
 (92 PERF) 50.51 x 7 = 353.57

**EMPLOYEE IN ACTIVE 7/2/92**

NOTE: CALCULATIONS DONE FOR ADMIN. CYCLE  
 Block 12 should be Effective Date P.P 1 L 1990

# Attachment G

Payroll Bulletin No. P-775

Dated July 9, 1993

AC 951 (Rev. 3/84)

## WORKSHEET FOR PAYROLL AND PERSONNEL TRANSACTION FORM AC315

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

<b>A</b>		AGENCY CONTROL NUMBER											
01 AGENCY CODE <b>99999</b>		PAYROLL AGENCY <b>XXX</b>				BUREAU			02 GROUP <b>3</b>		03 PER. NO. / SEQUENCE NUMBER <b>- -</b>		
04 LINE NUMBER <b>01234</b>		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) <b>CAROL BURNS</b>				SUFFIX (JR SR ETC.)		06 SOCIAL SECURITY NUMBER <b>111 22 3333</b>			07 TRANSACTION CODE <b>Cor Inced</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	
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>1600.00</b>		23 GROSS (ADD) <b>1500.00</b>		24 NORMAL (DEDUCT)		25 PART TIME %		26 TIME PAID		27 INCR. CODE <b>03</b>	28 PAID THRU (MTH., 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. FINE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE		44 RATING
45 ADDITIONAL TRANS. CODE <b>Adjsal Pa</b>		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMP. LOCATION CODE	LOCATION						
49 MISCELLANEOUS BLOCK 'A' <b>mmDDyy</b>		50 MISCELLANEOUS BLOCK 'B' <b>mmDDyy</b>		51 MISCELLANEOUS BLOCK 'C' <b>PLUS</b>		52 MISCELLANEOUS BLOCK 'D' <b>100.00</b>		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 OR.	73 E.S. TITLE CODE
65 OUT/TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 2 1 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 DATE		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. INC. AMOUNT		LUMP SUM PAY	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:

To correct increment CODE  
when incorrect on TENTATIVE Payroll  
(Salary correct But Retro NOT computed)

WORKSHEET FOR  
PAYROLL AND PERSONNEL TRANSACTION FORM AC315

OFFICE OF THE STATE COMPTROLLER - DEPARTMENT OF CIVIL SERVICE

<b>A</b> (CC-1)		01 AGENCY CODE 29999 (CC 2-9)				PAYROLL AGENCY XXY				BUREAU				02 GROUP 3 (CC-7)		03 PER. NO. / SEQUENCE NUMBER - - -							
04 LINE NUMBER		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) SUFFIX (JR SR ETC)						06 SOCIAL SECURITY NUMBER				07 TRANSACTION CODE Chg Rate											
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 HEV		22 SALARY RATE 8.84		23 GROSS (ADD) 714.00		24 NORMAL (DEDUCT)		25 PART TIME %		26 TIME PAID 60		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 (CLNY)		35											
36 VET/S		37 VOL. FINE		38		39 DATE OF BIRTH		40 SEX		41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE		44 RATING							
45 ADDITIONAL TRANS. CODE		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMP. LOCATION CODE		49		50		51		52		53		54					
49 MISCELLANEOUS BLOCK 'A' Adi SAL Pa		50 MISCELLANEOUS BLOCK 'B' mmdy		51 MISCELLANEOUS BLOCK 'C' PLUS		52 MISCELLANEOUS BLOCK 'D' 183.60		53 MISCELLANEOUS BLOCK 'E'		54 MISCELLANEOUS BLOCK 'F'		55 FROM DATE		56 TO DATE		57 LOST TIME UNITS		58 LOST TIME AMOUNT		59 PREV. STATE AGENCY (ABBREV.)		60 DATE OF SEPARATION	
61 FROM DATE		62 TO DATE		63 O.T. CD		64 REG. O.T. HOURS		65 EXTRA SERVICE		66 FROM DATE		67 TO DATE		68 SALARY BR.		69 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 11 TIME HOURS		79 TOTAL E.S. AMOUNT									
80 FROM DATE		81 TO DATE		82 NO. OF DAYS		83 INT. INC. AMOUNT		84 LUMP SUM PROFIT		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:  
 Old Rate 8.50  
 4% .34 x 540 = \$183.60 ✓  
 New Rate 8.84  
 x 60 - (Time Paid)  
 \$ 530.40  
 Gross Add \$ 183.60  
 530.40  
 \$ 714.00

Block 12 s/B beginning of P.P 1 L



ATTACHMENT I

PS&T Increment Codes

- 01 Employees who are below the job rate of their grade and are eligible for a performance advance the following April 1.
- 03 Employees who are below the job rate of their grade and are not entitled to a performance 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 a performance 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 who are on sick leave with one-half pay. At the time a PR-75 is submitted placing an employee on sick leave with 1/2 pay, OSC will automatically enter this increment code into the record of any employee previously coded '01' or '04'. The '05' code withholds the automatic April performance advance.

In the period when 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 performance advance on the PR-75 form.

- XX (year)  
Employees who are at or above the job rate of their grade and eligible for a 5 or 10-year longevity award. 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 1976.

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.