



Office of the State Comptroller
PAYROLL BULLETIN

Subject PS&T 1991-92 Performance Advance Lump Sum Adjustment	Bulletin No. P-778
	Date August 10, 1993

Chapter 74 of the Laws of 1993, which 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, provides for the payment of a:

1991-92 Performance Advance Lump Sum Adjustment (Bonus)

Payment will be made in Institution Periods 12L and 13L, checks dated September 30 and October 14, and Administration Periods 13L and 14L, checks dated October 6 and October 20, according to the schedule on Page 3 of this Bulletin.

Eligibility Criteria

An employee is eligible for this payment if his or her salary was below the job rate for his or her grade and, if PS&T performance advances had been processed during the 1991-92 fiscal year, would have otherwise been eligible for and received payment of a performance advance.

Refer to the OSC Salary Manual, Part I, Pages 19 and 22-23 for PS&T Performance Advance eligibility and the attached April 1, 1990 PS&T Salary Schedule for the job rate limitations and the Performance Advance amounts.

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, holiday pay or, in the case of 10-month Teachers, hourly paid summer service.

Reservists who were called to active duty during the Persian Gulf Crisis and received Military Stipend pay or were on Military LWOP are entitled to have that period, up to December 31, 1991, included in the calculation (refer to Bulletin P-759, dated March 2, 1993).

The adjustment period for 10-month Teachers paid on a 10M pay basis is September 1, 1991-June 30, 1992 and September 1, 1991-August 31, 1992 for those paid on a CAL basis.

PAYMENT OF THE 1991-92 ADJUSTMENT

OSC will produce a listing, "1991-92 PS&T ADJUSTMENT LISTING", to assist agencies in calculating the 1991-92 adjustment. The listing will show employees who were active at the end of Periods Institution 7L and Administration 8L who have not had a change in salary or part-time percentage since Period 26L, 1991, and whose current salary is below the job rate for their grade.

The listing will show the employee's annual salary prior to the April 1, 1992 and April 1, 1993 performance advance and 4% raise, the employee's grade, part-time percentage, anniversary date and the biweekly adjustment amount for one payroll period. The adjustment amount is calculated at the leap-year factor, based on the salary that would have resulted during the 1991-92 fiscal year if a performance advance had been added from the April 1, 1990 Salary Schedule.

Agencies must review the employee's record and calculate the total lump sum adjustment (bonus) due for 1991-'92 by multiplying the biweekly adjustment amount from the listing times the number of pay periods due the employee.

Agencies must review their own records for employees or former employees who are not on this listing who have had a change in salary or part-time percentage, a service interruption, a change in agency or negotiating unit or who have become inactive since Period #26L, 1991.

Payment of the 1991-1992 adjustment will be submitted on a PR-75 form using the transaction code 'BONUS'.

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter BONUS (If this block is filled, use the first available Addt'l Trans Code block.

23 Gross (Add)
24 Normal (Deduct) - if applicable
49 Misc. Block A - enter beginning date
50 Misc. Block B - enter ending date
51 Misc. Block C - enter PLUS
52 Misc. Block D - enter bonus adjustment (this amount is included in Block 23)

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

August 10, 1993

Due to the large volume of expected forms, submit PR-75s to pay these adjustments in the periods shown below which correspond to your agency code:

INSTITUTIONS PAYROLLS

Period 12L 9/2-15, 1993 <u>Check date September 30</u>	Period 13L 9/16-29, 1993 <u>Check date October 14</u>
Agency Codes-All 50XXX's	All other Institution payroll agencies

ADMINISTRATION PAYROLLS

Period 13L 9/9-22, 1993 <u>Check date October 6</u>	Period 14L 9/23 - 10/6, 1993 <u>Check date October 20</u>
Agency Codes-All 01XXX's 00640 09000 00650 10160 02000 11000 03000 11100 06000 12000 07000 13000 08000 14010	All other Administration payroll agencies

WITHHOLDING TAXES

A special 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.

DUES DEDUCTIONS

The lump sum adjustment amount is not subject to union dues or agency shop fees. Deductions for union dues or agency shop fees will be calculated on the employee's gross salary amount prior to the addition of the lump sum adjustment to the biweekly check.

NEED HELP ?

If you require assistance in preparation of PR-75 forms or determining a correct lump sum adjustment, contact the Salary Determination Section at (518) 486-3088.

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, 1990

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	\$12299	\$16133	767
2	12787	16763	796
3	13439	17568	826
4	14067	18373	862
5	14761	19363	921
6	15582	20349	954
7	16487	21436	990
8	17425	22549	1025
9	18428	23738	1062
10	19504	25048	1109
11	20653	26561	1182
12	21843	27952	1222
13	23146	29500	1271
14	24509	31296	1358
15	25927	32964	1408
16	27412	34717	1461
17	28982	36636	1531
18	30655	38155	1500
19	32344	40157	1563
20	34030	42169	1628
21	35864	44361	1700
22	37821	46672	1771
23	39850	49069	1844
24	42003	51576	1915
25	44350	54333	1997
26	46716	57104	2078
27	49276	60211	2187
28	51898	63259	2273
29	54647	66445	2360
30	57533	69764	2447
31	60629	73318	2538
32	63883	76998	2623
33	67387	80936	2710
34	71006	85025	2804
35	74716	89186	2894
36	78500	93465	2993
37	82648	98080	3087
38	77070		