



Office of the State Comptroller
PAYROLL BULLETIN

Subject December 1993 Deferred Lump Sum Payment and New Transaction Code DEFER LSP	Bulletin No. P-795
	Date November 19, 1993

These instructions apply to employees who, during the periods January 28 - March 24, 1993 (Administration) and February 4 - March 31, 1993 (Institution), held positions in the following negotiating units:

Administrative Services	(NU 02)
Operational Services	(NU 03)
Institutional Services	(NU 04)
Professional, Scientific & Technical Services	(NU 05)
Division of Military & Naval Affairs Unit	(NU 47)
Rent Regulation Services	(NU 67)
State University Construction Fund	(NU 97)
Management/Confidential, including Correction Superintendents, and Commissioners whose salaries are covered in Section 169 of the Executive Law	(NU 06)
SUNY M/C	(NU 13)
M/C Military & Naval Affairs	(NU 46)
PERB	(NU 66)
Law Revision Commission	(NU 48)
Commission on Investigation	(NU 52)
State University Construction Fund M/C	(NU 96)
Division of State Police - State Troopers	(NU 07)
Commissioned & Non-Commissioned Officers	(NU 17)
M/C State Police	(NU 18)
BCI	(NU 62)

The 1991-95 salary increase legislation provides for a lump sum payment (DEFER LSP) equal to the amount employees would have received if the April 1, 1993 4% salary increase had been processed four payroll periods earlier.

This payment, which will be included with employees' regular paychecks, will be processed in Period 18L, Administration paydate December 15, 1993 and Institution paydate December 23, 1993.

Eligibility

Eligible for the DEFER LSP payment are employees who:

- were paid on an annual, hourly, daily or biweekly basis,
AND
- occupied a position in one of the above units at the end of
Period #26, 1993,
AND
- were active or placed on an authorized leave during the
above periods.

Employees who were on any Workers' Compensation Program during the above periods are considered active and eligible for payment.

Employees who were removed due to abolishment of their position or reduction in work force during the above periods are also eligible for payment.

Not eligible for the payment are employees who:

- were newly appointed or reappointed, permanently separated, deceased or retired during the above period, or
- were in any negotiating unit other than listed above at the end of Period 26, 1993, or
- were paid on a fee basis or
- were inactive for all four payroll periods.

Calculation of the DEFER LSP paymentA. Employees due full DEFER LSP

- Employees with no change in annual salary, or full or part-time percentage including those on authorized leave with a percentage, during the four pay periods.
- Employees with a change in annual salary due to promotion or demotion during the four pay periods.
- Employees on any Workers' Compensation Program during the four pay periods.

To calculate the payment, multiply the annual salary that was effective the last day of Period 26 (March 24, 1993 for Administration and March 31, 1993 for Institution) by the factor .006137 (multiplied by part-time percentage, if applicable). For employees in the BCI and Commissioned and Non-Commissioned Officers in the Division of State Police, the calculation is based on the annual salary plus the Premium Overtime Pay amounts in effect at the end of Period 26, 1993.

For all other negotiating units the calculations do not include additional salary differentials or any overtime worked during the four periods.

B. Employees due pro-rated DEFER LSP

- Employees with a change in full or part-time percentage, during the four pay periods.
- Employees placed on authorized leave (other than a Workers' Compensation Program) during the four pay periods.
- Employees with interrupted service during the four pay periods.
- Employees who were removed due to abolishment or due to a work force reduction during the four pay periods.
- Hourly, daily, biweekly pay basis employees.

To calculate the pro-rated payment, total the employee's basic earnings for services rendered or authorized leave with pay during the four pay periods, and multiply by .04.

Preparation for Payment and DEFER LSP Payment Listing

After payrolls are processed for Administration and Institution Period 17L, agencies will receive a 'DEFER LSP PAYMENT' listing of employees for whom OSC has calculated a DEFER LSP amount. The amount will be calculated using the employee's full or part-time percentage status and annual salary as of the last day of Payroll Period 26L - March 24, 1993 for Administration and March 31, 1993 for Institution agencies. OSC will automatically include the DEFER LSP amount in the employee's normal biweekly gross. There will be no tentative salary registers for this payment.

An asterisk(*) before the amount identifies employees with a status change, change in percentage, break in service during the eligibility periods or employees in NU 13. OSC has determined that these employees are eligible but cannot determine if the calculated DEFER LSP amount is correct. Review these amounts carefully. A PR-75 should be submitted for any corrections.

For employees who are currently inactive, on a Workers' Compensation program, on leave without pay, the message INACTIVE will appear with the DEFER LSP amount. Agencies must submit PR-75's for these employees.

Employees with pay basis codes HRY, DLY or BIW will appear on the listing with the Period 26 salary and DEFER LSP amount left blank. Agencies must submit PR-75's to pay these employees.

Employees who were on an authorized leave without pay at the end of Period 26, including Workers' Compensation Statutory Benefit Program, will not appear on the listing. A PR-75 must be submitted for eligible employees.

For agencies who process computer generated PR-75's, the DEFER LSP amount will appear in positions 1077-1080 in the master file for active employees and positions 1082-1085 for inactive employees.

Preparation of PR-75's

Submit PR-75's using the transaction code DEFER LSP for eligible employees for the following conditions:

1. To correct or cancel a DEFER LSP amount that appears on the listing. (This can only be done in Administration and Institution 18L to prevent paying the amount OSC has calculated.)
2. For employees with a pay basis code of HRY, DLY or BIW.
3. For employees who appear with the message INACTIVE.

Transaction Code: DEFER LSP

Group 3
Class B

Complete Blocks 01 through 06 and the following:

#07 Transaction Code - enter DEFER LSP
23 Gross (Add)
24 Normal (Deduct) - if applicable
49 Misc. Block A - '93'
50 Misc. Block B - enter the correct amount of payment.
Include this amount in Block 23. To
Cancel enter '0'.

Remarks Block - Enter salary, part-time percentage (if applicable) and reason for the transaction. For employees with pay basis codes of HRY, DLY or BIW, enter the total earnings paid for services rendered during the four pay periods multiplied by .04.

Identification on the Salary Register and Check Stub

DLS will print on the Salary Register directly beneath retirement service credit with the corresponding amount appearing on the same line beneath the annual salary rate. This payment will be included as compensation for retirement. The grand total amount will print on the last page of the register as DLS - DEFER LSP.

On the pay stub, the amount will appear in the ADDT'L SAL INFO block and will be identified with the code DLS.

DEFER LSP Adjustments

Use the transaction code ADJ SAL PA to correct a DEFER LSP amount already paid in a previous pay period.

Remarks Block - Enter salary, part-time percentage (if applicable) and reason for the adjustment.

Withholding Taxes

The normal tax routine will be used for this payment. Fixed taxes can be submitted on either an AC-1040 form or through the On-Line Deduction Processing System and will be processed for this payment.

Need Help ?

Eligibility questions on this Bulletin may be directed to Flint Warren at (518) 474-2766. Questions on preparation of PR-75's may be directed to Carol Preusser at (518) 486-3066.