



Office of the State Comptroller
PAYROLL BULLETIN

Subject PS&T Longevity Lump Sum Payments for 1994	Bulletin No. P-811
	Date March 21, 1994

Chapter 74 of the Laws of 1993, which implements the Agreement between the State and the Public Employees Federation representing employees in the PS&T Services (05) negotiating unit and Rules and Regulations promulgated by the Director of the Budget provide for a longevity Lump Sum Payment of \$1,250 or \$2,500 to certain employees.

Payment will be processed in a separate check the week of April 25, 1994.

The following employees are eligible for the longevity LSP.

1. Employees in graded positions (grades 001-037)

- a. Employees who are on the payroll on March 31, 1994, (active or on leave with partial pay or on Workers' Compensation leave) in a position in the PS&T negotiating unit, who as of March 31, 1994 have 5 or more years or 10 or more years of continuous service at a salary equal to or above the job rate, or maximum of the grade of their position on March 31

AND

- b. who did not receive an "Unsatisfactory" rating during the rating period ending between January 1 and December 31, 1993. Employees who were not rated during the period will receive the payment.

2. Employees in N.S. (grade 600) positions which are equated to grades

The rules authorize payment of the Longevity LSP to employees who occupy non-seasonal N.S. (grade 600) positions which are equated to grades in the PS&T unit on March 31, 1994 who meet all other eligibility criteria.

Continuous service as used in determining eligibility for the lump sum payment is paid service (including part-time annual-salaried service and sick leave at half pay) or time on Workers' Compensation leave or Military leave without pay.

In determining eligibility:

1. Employees who have continuously occupied the same position without any break in service must have been at the maximum salary of the grade on April 1, 1989 to qualify for the 5-year longevity and April 1, 1984 for the 10-year longevity. For employees who have had breaks in service, any service prior to the above dates during which the employee was receiving a salary equal to or in excess of the maximum can be counted towards the 5 or 10 year requirement.
2. Employees who received a performance advance to bring their salary to the Job rate on July 1, 1979 or July 1, 1980 who were active on the payroll for the entire period from April 1 to June 30, 1979 or 1980 receive credit for that 3 months.
3. Employees who occupied a higher grade position at any time in the past receive credit for all service during which they earned a salary which was equal to or above the maximum of the grade of the position which they occupied on March 31, 1994.
4. Employees who were receiving a salary equal to or above the maximum of the grade who upon promotion to a higher grade received a salary equal to or above the maximum of the new grade receive credit for all service in the promotion position and the prior position during which they were receiving a salary equal to or above the maximum of the lower grade.
5. Employees who were promoted from a position which, subsequent to April 1, 1987 was reallocated, who were receiving a salary equal to or above the job rate of their former lower grade position and following the reallocation, their former and current positions are allocated to the same grade and their salary in the promoted position is at the job rate, receive combined credit for all service following the promotion and for all service in the previous position during which their salary was equal to or above the job rate of the lower grade.
6. Employees who were receiving a salary equal to or above the maximum salary of the grade whose positions have been reallocated, whose resulting salary was below the job rate of the new grade but whose salary on March 31, 1994 is at the job rate, receive credit for all service subsequent to the reallocation and for all service in the position prior to reallocation during which their salary was equal to or above the maximum salary of the lower grade.
7. Former Institution Teachers whose positions were reclassified to Developmental Specialist and who were receiving a salary equal to or above the maximum salary of the lower grade, whose salary following reclassification was below the job rate of the new grade, but whose salary on March 31, 1994 is at the job rate receive credit for all service subsequent to the reclassification and for all service prior to the reclassification during which their salary was equal to or greater than the maximum of the lower grade.

8. Employees who previously held the position of Pharmacist I who were receiving a salary equal to or above the job rate of grade 17, whose salary on promotion to the newly-established position of Pharmacist II fell below the job rate of grade 18, but whose salary on March 31, 1994 is at the job rate of grade 18, receive credit for all grade 18 service subsequent to the promotion and for all service during which their salary was equal to or above the maximum of grade 17.
9. Institutions Teachers paid over 10 months (pay basis code 10M) are not on the payroll in July and August. However, these employees receive credit for a full year of continuous service if they were on the payroll for 10 months. Their service will be reduced only for periods when they were not paid between September 1 and June 30.

The following employees will become eligible for the Longevity LSP upon processing of the Performance Advances in Period #1L, 1994.

Employees who are occupying positions that have been reallocated in recent years, whose salary was equal to or above the Job rate of the lower grade and whose salary, upon application of the April 1, 1994 Performance Advances, reaches the Job rate of the reallocated grade, are entitled to the credit described in Rule 6 on Page 2 of this Bulletin. (These employees are increment code '01' and OSC will automatically enter '94' as the maximum year on the payroll. When processing the Longevity LSP, enter the correct maximum year on the PR-75 form.)

The following employees will become eligible for the Longevity LSP during 1994-95:

1. Employees who otherwise qualify but are on an approved leave of absence without pay or on a preferred list on March 31, 1994 and who return from such leave between April 1, 1994 and March 31, 1995 are eligible for the payment. There is no minimum service requirement following the employee's return to active payroll status.
2. Demotion after March 31, 1994.

Employees who are not eligible for the payment become eligible if they return to a lower grade position between April 1, 1994 and March 31, 1995 in which they would otherwise have been eligible if they had been in the lower grade position on March 31, 1994 and remain in the lower grade position for at least 6 payroll periods and

- a. the promotion was temporary and the employee has been reinstated to his or her previous position or appointed to another lower grade qualifying position

OR

- b. the promotion was permanent, but the demotion occurred
 1. in lieu of layoff
 2. voluntarily during the probationary period
 3. as a result of failure of a probationary period.

Employees demoted as a result of disciplinary action or who take a voluntary demotion from a permanent position after the completion of the probationary period are not eligible for the payment.

Determining Maximum Salaries

In 1980 and 1981 for all grades and 1986 and 1987 for grades 001-017 the job rates on the PS&T Salary Schedules were increased by an amount greater than the percentage increases. These increases do not affect eligibility for the longevity LSP for employees who were receiving a salary at or above the job rate prior to the effective dates of the new schedules and who advanced to the new job rate on the date they were next eligible for a performance advance.

Also, due to the percentage method of salary increases and rounding of the Salary Schedules, some employees who were at the maximum or job rate have at times received salaries that were slightly lower than the actual maximum or job rate. These employees are considered to be at the maximum and receive credit for all such service. Attached to this Bulletin is a list of the "Maximums" (Attachment A) which an employee must have been receiving in order to be considered to be at the maximum for April 1980, April 1979, April 1978, October 1977 and April 1977.

Amount of Longevity Lump Sum Payment

The longevity lump sum payment is a one-time lump sum payment which is included as salary for retirement purposes. It is also included in the calculation of overtime compensation (refer to "OVERTIME COMPENSATION", Part III, Page 1 of your Salary Manual). The amount of the longevity payment for 1994 is to be included in the calculation of overtime compensation that is earned from April 26, 1994 through April 24, 1995.

The amount of the longevity payment is \$1,250 for 5 years at the job rate or \$2,500 for 10 years at job rate or a pro-rated amount, as appropriate, as described below.

1. Employees who are full-time on March 31, 1994 and full-time employees who are on leave with partial pay or on Voluntary Reduction in Work Schedule (VRWS) receive the full payment.
2. Employees who are part-time on March 31, 1994 receive a pro-rated payment based upon their part-time percentage on March 31.
3. Part-time employees who, on March 31, 1994, are on leave with partial pay receive a pro-rated payment based upon their regular part-time percentage prior to the leave.

Preparation for Payment

Agencies will receive listings of employees who OSC has determined are eligible for the longevity LSP. The listing will show the amount of the longevity LSP based on the employee's full or part-time percentage status as of March 31, 1994. Review the listing carefully, especially for employees who are ineligible because they received "unsatisfactory" ratings between January 1 and December 31, 1993.

Corrections to the preliminary listing should be submitted on the form which is attached to this Bulletin (Attachment B). (Duplicate this form if you need additional copies.) For employees who do not appear on the listing or for whom you disagree with the OSC determination, enter the correct amount on the form. If the employee is not entitled to the payment, enter '0' in the appropriate column.

You must also add employees in N.S. positions which are equated to grades who are eligible. If the equated grade is not listed on the Budget Certificate, you must submit available documentation along with the correction sheet.

For employees who transferred between agencies, the agency where the employee is eligible on March 31, 1994 is responsible for the payment.

These corrections should be submitted as soon as possible and must be received no later than Friday, April 15, 1994. Submit corrections to the following address:

Office of the State Comptroller
Payroll Planning Unit - 8th Floor
A. E. Smith State Office Building
Albany, New York 12236

PR-76 Transmittal

Prepare a PR-76 Transmittal. Enter PS&T Longevity LSP at the top, leave the certification total blank, and sign the agency payroll certification. Submit the transmittal along with your corrections, if any. If a PR-76 Transmittal is not received in time for payment, the checks will not be released.

Payment and Withholding Taxes

The longevity payment will be paid in a single, separate check dated April 26, 1994. The checks and registers will be distributed the week of April 25. Deductions will be taken for Federal, State, New York City and Yonkers City taxes, Social Security/Medicare, retirement normal contributions, garnishees and Federal levies. Taxes will be computed using an annualized tax method, rather than on a weekly or biweekly tax table as in previous years.

Fixed taxes submitted on either an AC-1040 form or through the On-Line Deduction Processing System will not be processed for this payment.

On the pay stub, the payment will appear in the ADDTL SAL INFO block and will be identified with the code 'LLS'.

Payments to be made after the Special Payroll

Use transaction code LONG LSP to report the longevity lump sum payment for employees who will be paid by PR-75 instead of the Special payroll. If applicable, use the additional transaction code COR INC CD to correct the two-digit maximum year on the payroll.

The block requirements for this code are as follows:

Group 3
Class B

Block Requirements: 01 through 06
07 Transaction Code - enter LONG LSP. 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 - Year of Payment '94'.
50 Misc Block B - amount of Payment to be included in Block 23

Remarks: If the employee is part-time on March 31, 1994, enter the PT% used to calculate the amount of the payment.

If LONG LSP is reported on the PR-75, a special tax routine will be used for the calculation of taxes.

Need Help ?

Questions on the information in this Bulletin may be directed to the Salary Determination Section at (518) 486-3096.

MAXIMUM SALARIES

	<u>APRIL 77</u> <u>MAX SALARY</u>	<u>OCT 77</u> <u>MAX SALARY</u>	<u>APRIL 78</u> <u>MAX SALARY</u>	<u>APRIL 79</u> <u>MAX SALARY</u>	<u>APRIL 80</u> <u>MAX SALARY</u>
1	6681	6936	7920	7801	7960
2	6959	7223	7590	8123	8285
3	7315	7594	7980	8539	8695
4	7666	7960	8362	8951	9105
5	8047	8357	8783	9397	9550
6	8486	8811	9257	9905	10055
7	8951	9292	9763	10447	10610
8	9447	9808	10302	11025	11175
9	9968	10347	10871	11632	11785
10	10536	10941	11495	12300	12450
11	11139	11561	12144	12997	13160
12	11750	12200	12815	13715	13870
13	12430	12903	13553	14504	14660
14	13136	13637	14326	15329	15530
15	13870	14400	15127	16180	16380
16	14637	15193	15957	17077	17280
17	15466	16057	16866	18048	18255
18	16345	16966	17821	19069	19275
19	17224	17882	18783	20095	20295
20	18106	18794	19740	21120	21320
21	19059	19787	20783	22238	22440
22	20071	20837	21885	23419	23620
23	21123	21929	23032	24645	24845
24	22214	23061	24221	25917	26120
25	23420	24312	25532	27322	27525
26	24632	25570	26854	28735	28940
27	25913	26903	28255	30230	30480
28	27243	28283	29704	31784	32035
29	28645	29737	31230	33410	33660
30	30086	31233	32799	35098	35355
31	31632	32837	34485	36901	37165
32	33254	34524	36257	38795	39045
33	34975	36310	38131	40802	41055
34	36766	38165	40080	42886	43145
35	38586	40054	42062	45008	45265
36	40452	41994	44100	47187	47445
37	42476	44094	46305	49547	49800

