



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  April 1, 1994 Performance Advances, Salary Increase and other changes in salary for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	Bulletin No.  P-812
	Date  March 24, 1994

Chapter 411/Laws of 1992, as amended by Chapter 842/Laws of 1992 and Chapter 11/Laws of 1993, which implement the Agreements for 1991-1995 between the State and Council 82 representing employees in the Security Services (NU 01) and Security Supervisors (NU 61) negotiating units provides, effective April 1, 1994, for the following:

Performance Advances  
Revised Salary Schedule  
4% Salary Increase  
Location Pay Increase  
Pre-Shift Briefing Pay  
Premium Overtime Increase (Supervisors Unit)  
Longevity Payments

The performance advances and increases will be processed in Period #1L, March 31 - April 13, 1994 (checks dated April 28, 1994) for Institution employees and April 7 - 20, 1994 (checks dated May 4, 1994) for Administration employees.

CONTRACT PROVISIONS

April 1, 1994 Performance Advances

Pursuant to the Agreement, an employee whose basic annual salary is below the job rate of his or her current position and who rendered 100 work days of service in such position during the 1992-93 fiscal year, is eligible for receipt of a performance advance on April 1, 1994.

April 1, 1994 Revised Salary Schedule

The revised April 1, 1994 Salary Schedule (Attachment A) was generally constructed by increasing the April 1, 1993 Hiring Rates, Job Rates, Performance Advances and 10, 15 and 20 year Longevity Amounts by 4%.

April 1, 1994 Salary Increase

The legislation 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 Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties - The amount of location pay in these areas has been increased to \$759 annually.

Monroe County - The amount remains unchanged at \$203 annually.

Pre-shift Briefing Pay

The rules for payment of Pre-shift briefing pay remain unchanged.

Premium Overtime

Security Supervisors Unit - Premium Overtime paid to employees who occupy the position of Forest Ranger III remains at 12% of annual salary. The not-to-exceed amount has been increased to \$5192.

Longevity Payments

Employees who complete 10, 15 or 20 years of continuous service in positions in the Units continue to remain eligible for receipt of longevity payments.

OSC has prepared a listing of employees with increment code 'X4' in their records. The listing is titled "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1994-95 (IC=X4)". The listing indicates those employees who, when the increment code was entered into the record, were projected to be eligible to receive a longevity payment during the 1994-95 fiscal year.

This listing will be sent to you with the payroll for Period #1L. Agencies must review this listing and when the employee completes the 10, 15 or 20-year service requirement, submit a PR-75 form to process the longevity increase.

PAYMENT INSTRUCTIONSPerformance Advances

OSC will automatically apply the performance advance, if due, from the April 1, 1993 Salary Schedule, attached to Bulletin P-760, dated March 5, 1993, based on the two-digit increment code in the record. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any. The definitions for the increment codes are shown in Attachment B.

Salary Increase

For employees whose annual salary is identical to the Hiring Rate, Performance Advance Step 1, 2, 3, 4, 5, the Job Rate or the Longevity Steps of the salary grade of their position on the April 1993 salary schedule, the salary will be automatically increased to the corresponding Hiring Rate, Performance Advance Step, Job Rate or Longevity Step on the April 1, 1994 Salary Schedule.

For employees whose graded-annual salary is not equal to any step on the April 1993 schedule, and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by 4%, rounded to the nearest whole dollar amount.

Pre-shift briefing pay

OSC will not increase the amount of pre-shift briefing pay for employees when the calculation based on current salary would result in a pre-shift briefing payment higher than \$48.00, but who are listed on the payroll at \$48.00.

For employees with pay basis code 8AN, the calculation for pre-shift briefing pay will be based on the employee's overtime rate X 2 hours (15 minutes per day for 8 days).

Tentative Salary Register and Information Listings

After payrolls are processed for Institution Period #26L and Administration Period #27L, OSC will convert the computer records to reflect the performance advances, salary, location pay and pre-shift briefing pay (NU 01 only) increases.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

A "Security NU 01 and 61 Information Listing" will be produced showing the increased salaries and location pay for annual salaried employees. Employees with pay basis codes HRY and DLY will be identified, but will not be automatically increased. Employees in NU 01 will show the increased Pre-Shift Briefing Pay amount.

The tentative salary register and Security Information Listing will be forwarded to you with your regular salary register for Institution Period #26L and Administration Period #27L.

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 salary change is submitted by the agency. Therefore, the listing should be carefully examined and any corrections made by submission of a PR-75.

PR-75 Preparation

In preparing your payroll for Period #1L:

1. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during the first payroll period. The increment codes reported should be the projected increment codes for 1995.
2. To calculate the increased salary for an hourly or daily employee, first 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.
3. 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. If applicable, use additional transaction code PERF ADV.
2. UNSAT PERF  
To report and, if applicable, reduce the salary for an employee who was rated "Unsatisfactory" for service rendered during the 1992-93 fiscal year.
3. CHG RATE  
To report an increase for an employee who is paid on an Hourly or Daily 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?

If you need assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 486-3066.

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

Attachments

OFFICE OF THE STATE COMPTROLLER  
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01  
 SECURITY SUPERVISORS NEGOTIATING UNIT 61  
 EFFECTIVE APRIL 1, 1994

SG	Perf. Adv.	Hiring Rate	Perf. Adv.			Perf. Adv.			Job Rate	Long Amount	10-yr.		15-yr.		(Long Max) 20-yr.	
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 1			Step 2	Step 1	Step 2	Step 1	Step 2	
101	620	14054	14674	15294	15914	16534	17154	17774	929	18703	18703	19632	19632	20561	20561	
102	654	14592	15246	15900	16554	17208	17862	18516	981	19497	19497	20478	20478	21459	21459	
103	682	15347	16029	16711	17393	18075	18757	19439	1024	20463	20463	21487	21487	22511	22511	
104	719	16072	16791	17510	18229	18948	19667	20386	1077	21463	21463	22540	22540	23617	23617	
105	755	16870	17625	18380	19135	19890	20645	21400	1133	22533	22533	23666	23666	24799	24799	
106	795	17793	18588	19383	20178	20973	21768	22563	1193	23756	23756	24949	24949	26142	26142	
107	827	18844	19671	20498	21325	22152	22979	23806	1240	25046	25046	26286	26286	27526	27526	
108	859	19948	20807	21666	22525	23384	24243	25102	1289	26391	26391	27680	27680	28969	28969	
109	899	21104	22003	22902	23801	24700	25599	26498	1348	27846	27846	29194	29194	30542	30542	
110	941	22346	23287	24228	25169	26110	27051	27992	1411	29403	29403	30814	30814	32225	32225	
111	981	23711	24692	25673	26654	27635	28616	29597	1472	31069	31069	32541	32541	34013	34013	
112	1025	25072	26097	27122	28147	29172	30197	31222	1537	32759	32759	34296	34296	35833	35833	
113	1068	26615	27683	28751	29819	30887	31955	33023	1602	34625	34625	36227	36227	37829	37829	
114	1119	28188	29307	30426	31545	32664	33783	34902	1678	36580	36580	38258	38258	39936	39936	
115	1166	29856	31022	32188	33354	34520	35686	36852	1749	38601	38601	40350	40350	42099	42099	
116	1218	31582	32800	34018	35236	36454	37672	38890	1827	40717	40717	42544	42544	44371	44371	
117	1282	33398	34680	35962	37244	38526	39808	41090	1923	43013	43013	44936	44936	46859	46859	
118	1348	35340	36688	38036	39384	40732	42080	43428	2022	45450	45450	47472	47472	49494	49494	
119	1406	37310	38716	40122	41528	42934	44340	45746	2109	47855	47855	49964	49964	52073	52073	
120	1473	39261	40734	42207	43680	45153	46626	48099	2208	50307	50307	52515	52515	54723	54723	
121	1534	41414	42948	44482	46016	47550	49084	50618	2300	52918	52918	55218	55218	57518	57518	
122	1624	43666	45290	46914	48538	50162	51786	53410	2435	55845	55845	58280	58280	60715	60715	
123	1671	46069	47740	49411	51082	52753	54424	56095	2506	58601	58601	61107	61107	63613	63613	
124	1733	48600	50333	52066	53799	55532	57265	58998	2599	61597	61597	64196	64196	66795	66795	
125	1808	51352	53160	54968	56776	58584	60392	62200	2710	64910	64910	67620	67620	70330	70330	

## INCREMENT CODES FOR SECURITY SERVICES/SUPERVISORS

1(+year) An employee whose salary is below the job rate for his or her grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.

For example, code 14 would mean that a performance advance is due in April and a longevity payment is due in the 1994-'95 fiscal year.

2(+year) An employee whose base salary is at or above the job rate of his or her position, is receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.

3(+year) An employee whose salary is below the job rate for his or her grade, not entitled to a performance advance the following April 1, but has sufficient service in the current year to be entitled to the deferred performance advance thereafter.

or

An employee whose salary is at the job rate, or the job rate and receiving one longevity payment. The next longevity payment for 10 or 15 years is due in the year indicated.

4(+year) with FIS salary An employee receiving longevity pay whose base salary is below the job rate of his or her current position, and who is entitled to a performance advance in April and next longevity payment in the year indicated.

5(+year) with FIS salary An employee who is receiving two longevity payments whose base salary is below the job rate of the current position, and who is entitled to a performance advance in April and 20-year longevity payment in the year indicated.

The following increment code, '6', designates those employees who are receiving the salary of a higher grade due to abolishment of their positions prior to October 1971.

6(+year) An employee whose base salary is at or above the job rate of the abolished position and who is entitled to longevity pay in the year designated by the second digit.

69 An employee whose base salary is at or above the job rate of the abolished position and who is receiving all longevity payments.

7(+year)      An employee whose salary is below the job rate for his or her grade, who is not receiving any longevity payments and who does not have sufficient service in the current year to be entitled to the next two April 1 performance advances, but is expected to accrue 100 work days of service during the next fiscal year and thereafter be entitled to the deferred performance advance. Longevity payment is due in the year indicated.

Miscellaneous codes that indicate when all longevity payments have been processed or a promotion calculation is due to the employee.

08 with      An employee whose base salary is below the job rate for his  
FIS salary      or her grade, is entitled to a performance advance in April,  
but who has received all longevity payments.

or

An employee who has been promoted during the current fiscal year, who has insufficient service in the higher grade to qualify for the next two April 1 performance advances in the higher grade, but who is entitled to a reconstructed promotion salary based on a deferred performance advance in the lower grade and a repromotion to the higher grade.

99      An employee whose salary reflects all performance advances and longevity payments due.