



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1994 Salary Increase and Other Changes in Salary for Management/Confidential Employees and Other Employees excluded from Collective Bargaining Units	Bulletin No. P-816
	Date March 31, 1994

Chapter 497 - as amended by Chapter 842 - of the Laws of 1992, provides, effective April 1, 1994, the following for Management/Confidential employees and other employees excluded from collective bargaining units:

Revised Salary Schedule
4% Salary Increase
Location Pay Increase

The 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.

Performance Advances & Awards

Division of the Budget is issuing guidelines authorizing payment of April 1, 1994 Performance Advances and Awards for Management/Confidential employees and other employees excluded from collective bargaining units. OSC will be issuing instructions for these payments in a separate P-Bulletin.

April 1, 1994 Salary Schedule

The legislation provides a new April 1, 1994 Salary Schedule (attached) which reflects a 4% increase over the April 1993 schedule. For grades 603-617 OSC has listed the additional salaries which are \$750 and \$1500 above the job rates.

4% Salary Increase

1. Management/Confidential employees (NU 06), Unrepresented employees of the Division of Military & Naval Affairs (NU 46) and Employees of PERB (NU 66)

Effective April 1, 1994, these employees - including those in grade 668, N.S. (grade 600), and Trainees (grade 800) - are entitled to a 4% salary increase, rounded to the nearest whole dollar.

2. Correction Superintendents paid under Section 19 of the Correction Law (Grade 700)

The legislation provides new salary schedules effective April 1, 1994 as listed below:

- a. For facilities with an inmate population of 400 or more -

<u>Hiring Rate</u>	<u>Job Rate</u>
\$74,099	\$101,339

- b. For facilities with an inmate population of less than 400 -

<u>Hiring Rate</u>	<u>Job Rate</u>
\$57,489	\$72,807

3. Employees of the State Police whose salaries are provided for in Section 215.1(a) of the Executive Law (NU18)

Effective April 1, 1994, these employees are entitled to a 4% salary increase, rounded to the nearest whole dollar.

Location Pay

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

Monroe County - The amount remains unchanged at \$200 annually.

Salary Limitation

The Director of the Budget is issuing a Budget Bulletin that, for April 1, 1994, does not limit or withhold the 4% salary increase. Agencies who wish to withhold the increase from employee(s) should contact their Budget Examiner, as directed in the Budget Bulletin.

PAYMENT INSTRUCTIONS

Salary Increase

Agencies must prepare PR-75's for Correction Superintendents who are Grade 700 and employees with pay basis codes HRY, DLY or BIW. They will not be automatically increased.

For employees whose annual salary is identical to the Hiring Rate or the Job Rate of the salary grade of their position on the April 1993 salary schedule, the salary will be automatically increased to the corresponding Hiring Rate or Job Rate on the April 1, 1994 Salary Schedule.

For all other employees, and those in NS and Trainee positions, the salary will be automatically increased by 4%, rounded to the nearest whole dollar.

Workers' Compensation

For employees who are on any Workers' Compensation Program, the salary and location pay increases will be reflected on the tentative register for Payroll Period 1L. No agency action is required in Payroll Period 1L unless the salary is incorrect on the tentative.

However, for employees on the Workers' Compensation Leave with Percentage Supplement Program (identified as WC PT SUP on the Information Listing), the agency is required to submit an AC-2753 (Workers' Compensation Supplemental Payment Form) to increase the supplemental payment. The AC-2753 must be submitted in the payroll period in which a supplemental payment will be processed for a "disability" date beyond March 30, 1994 for Institution and April 6, 1994 for Administration. Refer to Bulletin P-782 (Page 4) for the processing of supplemental payment change transactions.

Tentative Salary Register and Man/Con Information Listing

After payrolls are processed for Institution #26L and Administration #27L, OSC will convert the computer records to reflect the automatic salary and location pay increases.

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

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, this listing should be carefully examined and any changes made by submission of a PR-75.

A "Man/Con Information Listing" will be prepared showing the increased salaries and location pay for annual salaried employees. Employees with pay basis codes HRY, DLY or BIW will be identified on this listing.

Employees who are on Workers' Compensation will also be identified according to the Workers' Compensation Program.

The tentative salary register and Man/Con Information Listing will be sent to you along with your regular salary register for Institution Period #26L and Administration #27L.

PR-75 Preparation

In preparing your payroll for Period #1L:

1. Prepare all PR-75 forms usually submitted for a normal period.
2. Submit any salary increase for Correction Superintendents.
3. To calculate the increased salary for any hourly or daily employees, 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.
4. To calculate the increased salary for any biweekly employees, multiply the current biweekly salary by 4% and add that amount to the current biweekly to arrive at the new increased biweekly salary.
5. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during the Period #1L.
6. 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
 - a. To increase or decrease an annual salary reported on the tentative payroll.
 - b. To report an increase for an employee who is paid on a biweekly basis.
2. 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?

For assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 474-1246.

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

For questions regarding Workers' Compensation contact the Workers' Compensation Unit at (518) 474-6004.

Attachment

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL
 NEGOTIATING UNITS 06, 46 & 66
 EFFECTIVE APRIL 1, 1994

<u>GRADE</u>	<u>HIRING RATE</u>	<u>JOB RATE</u>	<u>JOB RATE Plus \$750</u>	<u>JOB RATE Plus \$1500</u>
M/C 3	\$15,303	\$ 19,730	\$20,480	\$21,230
M/C 4	16,004	20,652	21,402	22,152
M/C 5	17,002	21,685	22,435	23,185
M/C 6	17,748	22,827	23,577	24,327
M/C 7	18,807	24,096	24,846	25,596
M/C 8	19,871	25,368	26,118	26,868
M/C 9	21,040	26,750	27,500	28,250
M/C 10	22,207	28,266	29,016	29,766
M/C 11	23,588	29,870	30,620	31,370
M/C 12	24,864	31,467	32,217	32,967
M/C 13	26,347	33,249	33,999	34,749
M/C 14	27,948	35,110	35,860	36,610
M/C 15	29,536	37,039	37,789	38,539
M/C 16	31,237	39,046	39,796	40,546
M/C 17	33,042	41,233	41,983	42,733
M/C 18	33,221	41,368		
M/C 19	35,033	43,551		
M/C 20	36,851	45,764		
M/C 21	38,871	48,158		
M/C 22	40,991	50,722		
M/C 23	43,123	54,028		
M 1	46,595	59,053		
M 2	51,738	65,560		
M 3	57,489	72,807		
M 4	63,650	80,480		
M 5	70,738	89,532		
M 6	78,387	98,749		
M 7	86,464	107,229		
M 8	72,808+			