



Office of the State Comptroller
PAYROLL BULLETIN

Subject December 1993 Deferred Lump Sum Payment Adjustments	Bulletin No. P-820
	Date May 26, 1994

THESE INSTRUCTIONS REPLACE THOSE IN BULLETIN P-810, DATED MARCH 14, 1994, AND ADD NEW DIRECTIONS REGARDING ADJUSTMENTS OF HOLIDAY PAY, STANDBY PAY, HOSPITAL DUTY PAY, AND EXTRA TIME PAYMENTS BASED ON THE DECEMBER 1993 DEFER LSP PAYMENT. INSTRUCTIONS ARE ALSO INCLUDED FOR THE RECALCULATION OF THE DECEMBER 1993 DEFER LSP TO 10-MONTH PS&T TEACHERS (PAY BASIS CODE 10M).

The Governor's Office of Employee Relations and the Division of the Budget have approved the recalculation of the overtime adjustment that was based on the December 1993 DEFER LSP. The adjustment will be recalculated as if the April 1, 1993 4% salary increase had been processed four payroll periods earlier. In addition, they have also approved adjustments for Holiday Pay, Standby on-call and Hospital Duty Pay, and Extra Time rendered and paid for during the periods January 28 - March 24, 1993 (Administration) and February 4 - March 31, 1993 (Institutions).

OVERTIME

To determine the annual salary (rounded to the nearest dollar) on which to calculate the revised overtime rate, apply the 4% raise to the last Period 26L, 1993 salary. For employees who are paid at an hourly or daily rate who are entitled to this adjustment, multiply the hourly rate by 2088 or the daily rate by 261 to arrive at an annual salary. Increase this annual salary by 4% and multiply by the overtime factor .00075. Multiply this amount by the number of overtime hours of service the employee rendered and received payment for during the period. To calculate the new adjustment, deduct the original overtime payment(s) plus any previous adjustment that was paid in accordance with Bulletin P-810.

HOLIDAY PAY

Employees who received Holiday Pay for working holidays during February 1993 are due an adjustment based on a revised daily rate determined from the Period 26L, 1993 salary, increased by 4%.

STANDBY ON-CALL PAY AND HOSPITAL DUTY PAY

Since the percentage for Standby on-call or Hospital Duty pay is based on the employee's daily rate of pay, adjustments should be processed for these differentials based on a revised daily rate determined from the Period 26L, 1993 salary, increased by 4%.

EXTRA TIME

Part-time employees who received payment for Extra Time rendered during the four payroll periods are entitled to an adjustment of the Extra Time based on a revised daily rate determined from the Period 26L, 1993 salary, increased by 4%.

10-MONTH PS&T TEACHERS

Chapter 79, Laws of 1994, provides for the recalculation of the December 1993 deferred lump sum payment for 10-month Teachers who were on the payroll during the required four payroll periods with a pay basis code of 10M. To calculate the adjustment, multiply the Period 26L, 1993 annual salary by the factor .007393, and deduct the original payment processed in December 1993.

PAYMENT OF THE ADJUSTMENTS

Agencies may immediately submit PR-75 forms with the appropriate transaction code (ADJ OT, ADJ HOL, etc.) to process the above adjustments. For adjustments for the 10-month Teachers, enter the transaction code ADJ SAL PA and explain in the Remarks Block on the PR-75 form. If multiple adjustments are submitted on a form, enter transaction code ADJ NET and explain the individual adjustments in the "Remarks" block of the PR-75 form.

NEED HELP?

If you have any questions, please contact Flint Warren at (518) 474-2766.