



Office of the State Comptroller
PAYROLL BULLETIN

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| Subject September 1994 Deferred Lump Sum Payment | Bulletin No. P-824 |
| | Date August 10, 1994 |

These instructions apply to employees who, during the periods February 3 - March 30, 1994 (Institution) and February 10 - April 6, 1994 (Administration), held positions in the following negotiating units:

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| 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 (Excluded are elected officials and District Superintendents in the State Education Department) | (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) |
| Tug Hill Commission | (NU 79) |
| State University Construction Fund M/C | (NU 96) |
| Division of State Police - Commissioned & Non-Commissioned Officers | (NU 17) |
| M/C State Police | (NU 18) |
| BCI | (NU 62) |
| SUNY Alfred M/C | (NU 40) |
| SUNY Alfred Non-Professional | (NU 42) |

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, 1994 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 10L and 11C (01069 Payroll) for Administration payrolls (check dated September 7, 1994) and Period 11L for Institutions (check dated September 15, 1994).

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 26L(I), March 30, 1994, or 27L(A), April 6, 1994
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.

Employees who were in "RPD" status at the end of Period 26L(I) or 27L(A), 1994, are, if subsequently reinstated to employment, eligible for the payment.

Not eligible for the payment are employees who:

- were newly appointed or reappointed, permanently separated, deceased or retired between February 3-March 30, 1994(I) and February 10-April 6, 1994(A), or
- were in any negotiating unit other than listed above at the end of Period 26L(I) or 27L(A), 1994, or
- were paid on a fee basis or
- were inactive for all four payroll periods.

CALCULATION OF THE DEFER LSP PAYMENT

A. 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 part or all of the four pay periods.

To calculate the payment (except for certain 10-month Teachers), multiply the annual salary that was effective the last day of Period 26L, March 30, 1994 for Institutions and Period 27L, April 6, 1994 for Administration by the factor .006137 (multiplied by part-time percentage, if applicable).

To calculate the payment for 10-month Teachers who were on the payroll with a pay basis code of 10M, multiply the salary by the factor .007393.

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 27L, 1994. For all other negotiating units the calculations do not include additional salary differentials or any overtime worked during the four periods.

- Employees with a BIW pay basis code.

To calculate the payment, multiply the biweekly rate that was in effect the last day of Period 26L, March 30, 1994 for Institutions and Period 27L, April 6, 1994 for Administration, by the factor .16.

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 (other than miscellaneous "lost time" days) 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 or daily 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

Payrolls processed for Administration 9L and 10C and Institution Period 10L will automatically include the DEFER LSP amount in the employee's normal biweekly gross.

There will be no tentative salary registers for this payment.

Agencies will receive a 'DEFER LSP PAYMENT' listing of employees for whom OSC has calculated a DEFER LSP amount.

An asterisk(*) before the amount identifies employees with a status change, change in percentage or break in service during the eligibility periods. 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 were active at the end of Period 26L(I) and 27L(A), including those on a Workers' Compensation Program, the amount will be calculated using the employee's full or part-time percentage status and annual or biweekly salary as of the last day of Payroll Period 26L, March 30, 1994 for Institutions and Period 27L, April 6, 1994 for Administration agencies. These employees will appear on the listing with no message and the amount of the DEFER LSP.

For employees who transferred agencies after Period 26L(I) or 27L(A), the message INACTIVE will appear with the DEFER LSP amount on the listing of the Period 26L(I) or 27L(A) agency. The agency where employed in Period 26L(I) or 27L(A) is responsible for the payment. Agencies must submit PR-75s for these employees.

For employees who were active in Period 26L(I) and 27L(A) and who are currently inactive or on a leave of absence without pay, the message INACTIVE will appear with the DEFER LSP amount. Agencies must submit PR-75's for these employees.

For employees who are currently on a Workers' Compensation Program the message INACTIVE WC will appear with the DEFER LSP amount. Agencies must submit PR-75's for these employees.

Employees with pay basis codes HRY or DLY will appear on the listing with no rate and the 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 26L(I) and 27L(A) will not appear on the listing. A PR-75 must be submitted for eligible employees who return to active employment.

Additional Payment Information

For employees who transferred during the four payroll periods, the agency where employed during Period 26L(I) or 27L(A) is responsible for the total payment.

Employees who transferred from positions in an ineligible unit (Ex. NU 01, 61, 08) to an eligible unit during the four payroll periods are entitled to the full payment if in a position in an eligible unit in Period 26L(I) or 27L(A).

PREPARATION OF PR-75's

For agencies who process computer generated PR-75's, the projected DEFER LSP amount will appear in positions 1082-1085 in the master file.

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 10L/11C and Institution 11L to prevent paying the amount OSC has calculated.)

2. For employees with a pay basis code of HRY or DLY.
3. For employees who appear with the message INACTIVE or INACTIVE WC.
4. For employees who were on LWOP at the end of 26L(I) and 27L(A) who return to active employment.

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 - 94

50 Misc. Block B - enter the correct full DEFER LSP amount.
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 or DLY enter the total earnings paid for services rendered during the four pay periods multiplied by .04.

SALARY REGISTER, CHECK STUB AND MASTER FILE

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.

The actual amount of the DEFER LSP paid will appear in positions 1077-1080 in the master file.

WITHHOLDING TAXES

Taxes will be computed as stated in Payroll Bulletin P-813, dated March 25, 1994. Fixed taxes submitted on either an AC-1040 form or through the On-Line Deduction Processing System will not be processed for this payment.

CORRECTION OF A DEFER LSP

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.

ADJUSTMENTS AFTER THE DEFER LSP FOR OVERTIME, HOLIDAY PAY, STANDBY ON-CALL, HOSPITAL DUTY PAY AND EXTRA TIME

Employees who rendered service and received payment for Overtime, Holiday Pay, Standby on-call, Hospital Duty Pay, and Extra Time during the periods February 3 - March 30, 1994 (Institution) and February 10 - April 6, 1994 (Administration) are entitled to an adjustment which may be submitted in any period following payment of the DEFER LSP.

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(I) or Period 27L(A), 1994 salary. (For employees who are paid at an hourly or daily rate, 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 adjustment, deduct the original overtime payment(s).

HOLIDAY PAY

Employees who received Holiday Pay for working holidays during February 1994 are due an adjustment based on a revised daily rate determined from the Period 26L(I) or 27L(A), 1994 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(I) or 27L(A), 1994 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(I) or 27L(A), 1994 salary, increased by 4%.

PROCESSING OF ADJUSTMENTS

These adjustments, using the appropriate transaction code (ADJ OT, ADJ HOL, etc.), may be submitted in any Period following payment of the DEFER LSP. If multiple adjustments are submitted on a form, enter transaction code ADJ NET and explain the individual adjustments in the "Remarks" block on the PR-75 form.

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 Payroll Planning at (518) 474-1330.