



Office of the State Comptroller
PAYROLL BULLETIN

Subject New Increment System for Certain Security Services/Supervisors Employees	Bulletin No. P-828
	Date September 28, 1994

A Judicial Order in an Article 75 proceeding has resulted in the payment of increments for certain employees who occupy positions in the Security Services (NU 01) and Security Supervisors (NU 61) negotiating units.

Payment of the increased salaries and retroactive adjustments to eligible employees will be processed, via agency PR-75 submission, in Period 15L, checks dated November 10, 1994 for Institutions and November 16, 1994 for Administration.

The settlement provides that for employees who, due to appointment or promotion, did not have 100 days of increment service during the 1990-91 fiscal year and, therefore, did not receive the 1991 lump sum payment and increment on April 1, 1992 (Bulletin P-743, September 22, 1992), but who had 100 days of service during the 1991-92 fiscal year, or any subsequent year, are entitled to receive an increment on April 1 immediately following the fiscal year in which the 100 days of service is rendered. There will no longer be a one-year deferral for payment of the increment for these employees.

Employees who received the 1991 lump sum payment and April 1, 1992 increment will remain in the one-year deferred increment system, unless promoted, in which instance the employee is then changed to the alternate system described above.

Payment of the increments and adjustments

At the end of Periods 11L (Administration) and 12L (Institution) OSC has produced an agency listing of active employees whose current base salary is below the job rate of their present grade; employees with increment codes 1X, 3X, 4X, 5X, 7X and 08 in their record. Agencies will receive this listing with this Bulletin.

Agencies must review these employees' records to determine who may be entitled to increment(s) or reconstructed salaries and retroactive adjustments. Agencies must then submit PR-75s in Period 15L to correct the salaries and process the adjustments.

Agencies must identify all other employees who have transferred between agencies, retired, died or permanently separated, laid-off, on a leave of absence without pay (including suspension or RPD status) or are no longer in negotiating unit 01 or 61 positions. PR-75s must be submitted to correct the salaries and process the adjustments for these (former) employees.

For all facilities within the Department of Correction Services, where employees have transferred between one or more facilities, the current facility will pay the entire adjustment. For all other agencies and facilities, where employees have transferred, each will be responsible for their own portion of the adjustment.

If possible, adjustments for overtime, holiday pay, pre-shift briefing pay, miscellaneous lost time days, etc. should be submitted in the same period with the salary adjustment.

Preparation of the PR-75 form

Submit these PR-75s using the transaction code COR FY SAL with the appropriate additional transaction codes as noted below. Enter the correct increment code for April 1, 1995. Block requirements are as follows:

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07	Transaction Code	- Enter COR FY SAL
12	Transaction Effective Date	- Enter the effective date of the last salary change.
22	Salary Rate	
23	Gross (Add)	
24	Normal (Deduct)	
27	Increment Code	- Enter the correct increment code for April 1, 1995.

Use PERF ADV as an additional code to report the payment of an increment.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due. If adjusting overtime, holiday pay, pre-shift briefing pay, etc., instead of ADJ SAL PA use the additional transaction code ADJ NET.

For employees who were removed in a previous calendar year, use the transaction code RESTORE PA.

Remarks Block - provide an explanation of your calculation.

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 or through the On-Line Deduction Processing System will not be processed for these payments.

Question?

Questions on salary or the information in this bulletin may be directed to Jim LaRoe of the Salary Determination Section at 518 486-3087.