



Office of the State Comptroller
PAYROLL BULLETIN

Subject October 1, 1994 1-1/4% (non-compounded) Salary Increase	Bulletin No. P-829
	Date September 30, 1994

The salary increase legislation, which implements the 1991-95 agreements between the State and various negotiating units and Management/Confidential employees, provides for an October 1, 1994 salary increase of 1-1/4%, new Salary Schedules and an increase in Location Pay. In the Security Supervisors unit, there is also an increase in the maximum amount of Premium Overtime pay.

The information in this Bulletin applies to employees in the following units:

Security Services	(NU 01)
Security Supervisors	(NU 61)
Administrative Services	(NU 02)
Operational Services	(NU 03)
Institutional Services	(NU 04)
Division of Military & Naval Affairs	(NU 47)
Professional, Scientific & Technical Services	(NU 05)
Rent Regulation Services	(NU 67)
Management/Confidential, including Correction Superintendents	(NU 06)
M/C State Police	(NU 18)
M/C Military & Naval Affairs	(NU 46)
PERB	(NU 66)

The increase is 1.201% (1-1/4% non-compounded), applied to employee's salaries as of September 28, 1994 (Institutions) and October 5, 1994 (Administration) and will be processed in Period 14L, September 29 - October 12, 1994, checks dated October 27, 1994 (Institutions), and October 6 - 19, 1994, checks dated November 2, 1994 (Administration).

October 1, 1994 Salary Schedules

The various legislation provides for new October 1, 1994 Salary Schedules which reflect 5-1/4% increases over the April 1993 Schedules. For grades 603-617 on the Management/Confidential Schedule, OSC has listed the additional salaries which are \$750 and \$1500 above the job rates. Copies of the Schedules are attached.

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

The M/C legislation provides new salary schedules effective October 1, 1994 as listed below:

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

<u>Hiring Rate</u>	<u>Job Rate</u>
\$74,990	\$102,557

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

<u>Hiring Rate</u>	<u>Job Rate</u>
\$58,180	\$ 73,682

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties - The amount of Location Pay in these areas has been increased to \$768.

Monroe County - The amounts remain unchanged at \$200 or \$203 annually.

Premium Overtime - (NU 61)

For employees who occupy the position of Forest Ranger III, the not-to-exceed amount of Premium Overtime pay has been increased to \$5,254.

Salary Limitation - M/C Positions

The Director of the Budget has issued a Budget Bulletin that, for October 1, 1994, does not limit or withhold the 1-1/4% increase. Agencies that wish to withhold the increase on an individual employee basis should contact their Budget Examiner, as directed in the Budget Bulletin.

PAYMENT INSTRUCTIONS

For employees whose annual salary is identical to the Hiring Rate, Job Rate or one of the interim steps on the respective April 1, 1994 schedule, the salary will be increased to the Hiring Rate, Job Rate or corresponding interim step on the October 1, 1994 schedule. For employees in positions in the Security Services or Supervisors units whose salary is identical to one of the Longevity Steps of the salary grade of their position on the April 1, 1994 schedule, the increase will be to the corresponding Longevity Step on the October 1, 1994 schedule.

For all other employees, and those in NS and Trainee positions, the September 28(I) or October 5(A), 1994 salary will be automatically multiplied by 1.201%, rounded to the nearest whole dollar. This result is then added to the September 28 (I) or October 5(A), 1994 salary.

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 14L. Agency action is required only as follows:

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 September 28, 1994 for Institutions and October 5, 1994 for Administration. Refer to Bulletin P-782 (Page 4) for the processing of supplemental payment change transactions.

Pre-shift briefing pay (NU 01)

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

Tentative Salary Register and Information Listings

After payrolls are processed for Period 13L, OSC will convert the computer records to reflect the automatic salary and location pay increases and, the increased Pre-Shift Briefing pay for NU 01. Grade 700 Correction Superintendents and employees with pay basis codes HRY, DLY or BIW will not be automatically increased.

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 14L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 reporting a salary change is submitted by the agency. Therefore, the tentative should be carefully examined and any changes made by submission of a PR-75.

Information Listings will be prepared showing the increased salary and location pay for annual salaried employees. For employees in NU 01, the listing will also show the increased Pre-shift Briefing Pay amount. 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. Correction Superintendents, grade 700, will not be identified on the Information Listing.

The tentative salary register and Information Listing will be sent to you with your regular salary register for Period 13L.

The projected salary will appear in positions 687-691 in the payroll master file.

PR-75 Preparation

In preparing your payroll for Period 14L:

Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during Period 14L.

Prepare a PR-75 form to increase the salary of a Grade 700 Correction Superintendent. Use the transaction code COR FY SAL to report this increase.

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. Multiply this annual by 1.201% rounded to the nearest whole dollar, to arrive at the amount of the increase. Add the increase to the annual salary to arrive at a new annual rate. Then divide the new annual by 2088 or 261 to determine the increased hourly or daily amount. Use the transaction code CHG RATE to report the increase for these employees.

To calculate the increased salary for a biweekly employee, multiply the current biweekly rate by the factor 1.201%. Add the resulting increase to the current biweekly salary. Use the transaction code COR FY SAL to report the increase for these employees.

The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative payroll.

PR-76 Preparation

The normal amount of "Previous Payroll" on the PR-76 should be the amount shown on the tentative payroll.

Need Help?

Questions on the tentative payroll and Information Listing may be referred to the Payroll Planning Unit at (518) 486-3065.

Questions on the salary increase may be referred to the Salary Determination Section at (518) 486-3088.

Questions on Workers' Compensation Programs may be referred to the Workers' Compensation Unit at (518) 474-6004.

Attachments

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

SG	Perf. Adv.	Hiring Rate	Perf. Advance					Job Rate	Long Amount	10-yr.		15-yr.		(Long Max) 20-yr.	
			Step 1	Step 2	Step 3	Step 4	Step 5			Long Step	Long Step	Long Step	Long Step		
101	627	14222	14849	15476	16103	16730	17357	17984	940	18924	19864	20804	21719	22783	
102	662	14768	15430	16092	16754	17416	18078	18740	993	19733	20726	21719	22783		
103	690	15532	16222	16912	17602	18292	18982	19672	1037	20709	21746	22783			
104	727	16265	16992	17719	18446	19173	19900	20627	1090	21717	22807	23897			
105	764	17073	17837	18601	19365	20129	20893	21657	1146	22803	23949	25095			
106	804	18007	18811	19615	20419	21223	22027	22831	1207	24038	25245	26452			
107	837	19070	19907	20744	21581	22418	23255	24092	1255	25347	26602	27857			
108	869	20188	21057	21926	22795	23664	24533	25402	1304	26706	28010	29314			
109	909	21357	22266	23175	24084	24993	25902	26811	1364	28175	29539	30903			
110	953	22615	23568	24521	25474	26427	27380	28333	1428	29761	31189	32617			
111	993	23996	24989	25982	26975	27968	28961	29954	1489	31443	32932	34421			
112	1037	25374	26411	27448	28485	29522	30559	31596	1556	33152	34708	36264			
113	1081	26935	28016	29097	30178	31259	32340	33421	1621	35042	36663	38284			
114	1133	28527	29660	30793	31926	33059	34192	35325	1698	37023	38721	40419			
115	1180	30215	31395	32575	33755	34935	36115	37295	1770	39065	40835	42605			
116	1233	31961	33194	34427	35660	36893	38126	39359	1849	41208	43057	44906			
117	1298	33799	35097	36395	37693	38991	40289	41587	1946	43533	45479	47425			
118	1364	35765	37129	38493	39857	41221	42585	43949	2046	45995	48041	50087			
119	1423	37758	39181	40604	42027	43450	44873	46296	2134	48430	50564	52698			
120	1490	39733	41223	42713	44203	45693	47183	48673	2234	50907	53141	55375			
121	1552	41912	43464	45016	46568	48120	49672	51224	2328	53552	55880	58208			
122	1643	44191	45834	47477	49120	50763	52406	54049	2464	56513	58977	61441			
123	1691	46623	48314	50005	51696	53387	55078	56769	2537	59306	61843	64380			
124	1754	49184	50938	52692	54446	56200	57954	59708	2630	62338	64968	67598			
125	1829	51969	53798	55627	57456	59285	61114	62943	2743	65686	68429	71172			

OFFICE OF STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SCHEDULE
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 AND DIVISION OF MILITARY AND NAVAL AFFAIRS UNIT 47
 EFFECTIVE OCTOBER 1, 1994

SALARY GRADE	INCR. AMT.	HIRING RATE	JOB						LONG		LONG STEP AMOUNT	
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RATE	STEP 1		STEP 2
1	496	14080	14576	15072	15568	16064	16560	17056	17552	18302	19052	750
2	519	14642	15161	15680	16199	16718	17237	17756	18275	19025	19775	750
3	543	15402	15945	16488	17031	17574	18117	18660	19203	19953	20703	750
4	574	16102	16676	17250	17824	18398	18972	19546	20120	20870	21620	750
5	602	16901	17503	18105	18707	19309	19911	20513	21115	21865	22615	750
6	625	17880	18505	19130	19755	20380	21005	21630	22255	23005	23755	750
7	656	18902	19558	20214	20870	21526	22182	22838	23494	24244	24994	750
8	681	20002	20683	21364	22045	22726	23407	24088	24769	25519	26269	750
9	713	21151	21864	22577	23290	24003	24716	25429	26142	26892	27642	750
10	746	22395	23141	23887	24633	25379	26125	26871	27617	28367	29117	750
11	786	23729	24515	25301	26087	26873	27659	28445	29231	29981	30731	750
12	813	25123	25936	26749	27562	28375	29188	30001	30814	31564	32314	750
13	847	26649	27496	28343	29190	30037	30884	31731	32578	33328	34078	750
14	885	28225	29110	29995	30880	31765	32650	33535	34420	35170	35920	750
15	921	29898	30819	31740	32661	33582	34503	35424	36345	37095	37845	750
16	964	31608	32572	33536	34500	35464	36428	37392	38356	39106	39856	750
17	1017	33420	34437	35454	36471	37488	38505	39522	40539	41289	42039	750
18	1064	35386	36450	37514	38578	39642	40706	41770	42834	43584	44334	750
19	1117	37316	38433	39550	40667	41784	42901	44018	45135	45885	46635	750
20	1160	39299	40459	41619	42779	43939	45099	46259	47419	48169	48919	750
21	1214	41439	42653	43867	45081	46295	47509	48723	49937	50687	51437	750
22	1270	43693	44963	46233	47503	48773	50043	51313	52583	53333	54083	750
23	1325	46061	47386	48711	50036	51361	52686	54011	55336	56086	56836	750
24	1371	48601	49972	51343	52714	54085	55456	56827	58198	58948	59698	750
25	1432	51321	52753	54185	55617	57049	58481	59913	61345	62095	62845	750

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND
 TECHNICAL SERVICES NEGOTIATING UNIT 05
 EFFECTIVE OCTOBER 1, 1994

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	13463	17659	600
2	13996	18349	622
3	14711	19230	646
4	15398	20111	674
5	16157	21195	720
6	17056	22274	746
7	18046	23463	774
8	19073	24682	802
9	20171	25984	831
10	21349	27418	867
11	22607	29073	924
12	23910	30596	956
13	25336	32291	994
14	26827	34257	1062
15	28380	36083	1101
16	30005	38002	1143
17	31723	40101	1197
18	33555	41764	1173
19	35404	43956	1222
20	37249	46158	1273
21	39257	48557	1329
22	41399	51087	1384
23	43620	53711	1442
24	45976	56455	1497
25	48546	59473	1561
26	51136	62506	1625
27	53937	65906	1710
28	56808	69243	1777
29	59817	72731	1845
30	62975	76364	1913
31	66364	80254	1985
32	69926	84282	2051
33	73761	88592	2119
34	77723	93068	2193
35	81785	97623	2263
36	85926	102307	2341
37	90467	107358	2413
38	84361		

OFFICE OF 1 TATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR RENT REGULATIONS SERVICES UNIT 67
 EFFECTIVE OCTOBER 1, 1994

SG	HIRING		JOB										LONG	
	AMOUNT	RATE	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	RATE	STEP 1	STEP 2	ADVANCE	LONG	
1	496	14080	14576	15072	15568	16064	16560	17056	17552	18402	19252	850	850	
2	519	14642	15161	15680	16199	16718	17237	17756	18275	19125	19975	850	850	
3	543	15402	15945	16488	17031	17574	18117	18660	19203	20053	20903	850	850	
4	574	16102	16676	17250	17824	18398	18972	19546	20120	20970	21820	850	850	
5	602	16901	17503	18105	18707	19309	19911	20513	21115	21965	22815	850	850	
6	625	17880	18505	19130	19755	20380	21005	21630	22255	23105	23955	850	850	
7	656	18902	19558	20214	20870	21526	22182	22838	23494	24344	25194	850	850	
8	681	20002	20683	21364	22045	22726	23407	24088	24769	25619	26469	850	850	
9	713	21151	21864	22577	23290	24003	24716	25429	26142	26992	27842	850	850	
10	746	22395	23141	23887	24633	25379	26125	26871	27617	28467	29317	850	850	
11	786	23729	24515	25301	26087	26873	27659	28445	29231	30081	30931	850	850	
12	813	25123	25936	26749	27562	28375	29188	30001	30814	31664	32514	850	850	
13	847	26649	27496	28343	29190	30037	30884	31731	32578	33428	34278	850	850	
14	885	28225	29110	29995	30880	31765	32650	33535	34420	35270	36120	850	850	
15	921	29898	30819	31740	32661	33582	34503	35424	36345	37195	38045	850	850	
16	964	31608	32572	33536	34500	35464	36428	37392	38356	39206	40056	850	850	
17	1017	33420	34437	35454	36471	37488	38505	39522	40539	41389	42239	850	850	
18	1172	33555	34727	35899	37071	38243	39415	40587	41759	42609	43459	850	850	
19	1222	35404	36626	37848	39070	40292	41514	42736	43958	44808	45658	850	850	
20	1274	37249	38523	39797	41071	42345	43619	44893	46167	47017	47867	850	850	
21	1328	39257	40585	41913	43241	44569	45897	47225	48553	49403	50253	850	850	
22	1385	41399	42784	44169	45554	46939	48324	49709	51094	51944	52794	850	850	
23	1442	43620	45062	46504	47946	49388	50830	52272	53714	54564	55414	850	850	
24	1498	45976	47474	48972	50470	51968	53466	54964	56462	57312	58162	850	850	
25	1561	48546	50107	51668	53229	54790	56351	57912	59473	60323	61173	850	850	
26	1624	51136	52760	54384	56008	57632	59256	60880	62504	63354	64204	850	850	
27	1709	53937	55646	57355	59064	60773	62482	64191	65900	66750	67600	850	850	
28	1778	56808	58586	60364	62142	63920	65698	67476	69254	70104	70954	850	850	
29	1845	59817	61662	63507	65352	67197	69042	70887	72732	73582	74432	850	850	
30	1913	62975	64888	66801	68714	70627	72540	74453	76366	77216	78066	850	850	
31	1985	66364	68349	70334	72319	74304	76289	78274	80259	81109	81959	850	850	
32	2051	69926	71977	74028	76079	78130	80181	82232	84283	85133	85983	850	850	

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL
 NEGOTIATING UNITS 06, 46 & 66
 EFFECTIVE OCTOBER 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	\$15,486	\$ 19,967	\$20,717	\$21,467
M/C 4	16,196	20,901	21,651	22,401
M/C 5	17,206	21,946	22,696	23,446
M/C 6	17,961	23,101	23,851	24,601
M/C 7	19,033	24,385	25,135	25,885
M/C 8	20,110	25,673	26,423	27,173
M/C 9	21,293	27,071	27,821	28,571
M/C 10	22,474	28,606	29,356	30,106
M/C 11	23,872	30,229	30,979	31,729
M/C 12	25,163	31,845	32,595	33,345
M/C 13	26,664	33,648	34,398	35,148
M/C 14	28,284	35,532	36,282	37,032
M/C 15	29,891	37,484	38,234	38,984
M/C 16	31,613	39,515	40,265	41,015
M/C 17	33,439	41,728	42,478	43,228
M/C 18	33,620	41,865		
M/C 19	35,455	44,074		
M/C 20	37,294	46,314		
M/C 21	39,338	48,737		
M/C 22	41,483	51,331		
M/C 23	43,641	54,677		
M 1	47,155	59,763		
M 2	52,360	66,347		
M 3	58,180	73,682		
M 4	64,415	81,448		
M 5	71,588	90,608		
M 6	79,329	99,936		
M 7	87,503	108,518		
M 8	73,683+			