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 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04 and 47)  
 Effective April 7, 2016 (Admin.) and March 31, 2016 (Inst.)

SG	HR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	Job Rate	Increment
1	23391	24180	24969	25758	26547	27336	28125	28914	789
2	24284	25112	25940	26768	27596	28424	29252	30080	828
3	25496	26361	27226	28091	28956	29821	30686	31551	865
4	26609	27525	28441	29357	30273	31189	32105	33021	916
5	27882	28841	29800	30759	31718	32677	33636	34595	959
6	29442	30439	31436	32433	33430	34427	35424	36421	997
7	31070	32116	33162	34208	35254	36300	37346	38392	1046
8	32822	33907	34992	36077	37162	38247	39332	40417	1085
9	34651	35785	36919	38053	39187	40321	41455	42589	1134
10	36633	37822	39011	40200	41389	42578	43767	44956	1189
11	38758	40007	41256	42505	43754	45003	46252	47501	1249
12	40975	42267	43559	44851	46143	47435	48727	50019	1292
13	43406	44758	46110	47462	48814	50166	51518	52870	1352
14	45918	47326	48734	50142	51550	52958	54366	55774	1408
15	48584	50051	51518	52985	54452	55919	57386	58853	1467
16	51305	52840	54375	55910	57445	58980	60515	62050	1535
17	54193	55815	57437	59059	60681	62303	63925	65547	1622
18	57324	59018	60712	62406	64100	65794	67488	69182	1694
19	60395	62173	63951	65729	67507	69285	71063	72841	1778
20	63555	65402	67249	69096	70943	72790	74637	76484	1847
21	66963	68897	70831	72765	74699	76633	78567	80501	1934
22	70553	72575	74597	76619	78641	80663	82685	84707	2022
23	74325	76435	78545	80655	82765	84875	86985	89095	2110
24	78371	80555	82739	84923	87107	89291	91475	93659	2184
25	82702	84983	87264	89545	91826	94107	96388	98669	2281

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 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04 and 47)  
 Effective April 6, 2017 (Admin.) and March 30, 2017 (Inst.)

SG	HR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	Job Rate	Increment
1	23859	24664	25469	26274	27079	27884	28689	29494	805
2	24770	25615	26460	27305	28150	28995	29840	30685	845
3	26006	26888	27770	28652	29534	30416	31298	32180	882
4	27141	28075	29009	29943	30877	31811	32745	33679	934
5	28440	29418	30396	31374	32352	33330	34308	35286	978
6	30031	31048	32065	33082	34099	35116	36133	37150	1017
7	31691	32758	33825	34892	35959	37026	38093	39160	1067
8	33478	34585	35692	36799	37906	39013	40120	41227	1107
9	35344	36501	37658	38815	39972	41129	42286	43443	1157
10	37366	38579	39792	41005	42218	43431	44644	45857	1213
11	39533	40807	42081	43355	44629	45903	47177	48451	1274
12	41795	43113	44431	45749	47067	48385	49703	51021	1318
13	44274	45653	47032	48411	49790	51169	52548	53927	1379
14	46836	48272	49708	51144	52580	54016	55452	56888	1436
15	49556	51052	52548	54044	55540	57036	58532	60028	1496
16	52331	53897	55463	57029	58595	60161	61727	63293	1566
17	55277	56931	58585	60239	61893	63547	65201	66855	1654
18	58470	60198	61926	63654	65382	67110	68838	70566	1728
19	61603	63417	65231	67045	68859	70673	72487	74301	1814
20	64826	66710	68594	70478	72362	74246	76130	78014	1884
21	68302	70275	72248	74221	76194	78167	80140	82113	1973
22	71964	74026	76088	78150	80212	82274	84336	86398	2062
23	75812	77964	80116	82268	84420	86572	88724	90876	2152
24	79938	82166	84394	86622	88850	91078	93306	95534	2228
25	84356	86683	89010	91337	93664	95991	98318	100645	2327

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 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04 and 47)  
 Effective April 5, 2018 (Admin.) and March 29, 2018 (Inst.)

SG	HR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	Job Rate	Increment
1	24336	25157	25978	26799	27620	28441	29262	30083	821
2	25265	26127	26989	27851	28713	29575	30437	31299	862
3	26526	27426	28326	29226	30126	31026	31926	32826	900
4	27684	28637	29590	30543	31496	32449	33402	34355	953
5	29009	30007	31005	32003	33001	33999	34997	35995	998
6	30632	31669	32706	33743	34780	35817	36854	37891	1037
7	32325	33413	34501	35589	36677	37765	38853	39941	1088
8	34148	35277	36406	37535	38664	39793	40922	42051	1129
9	36051	37231	38411	39591	40771	41951	43131	44311	1180
10	38113	39350	40587	41824	43061	44298	45535	46772	1237
11	40324	41623	42922	44221	45520	46819	48118	49417	1299
12	42631	43975	45319	46663	48007	49351	50695	52039	1344
13	45159	46566	47973	49380	50787	52194	53601	55008	1407
14	47773	49238	50703	52168	53633	55098	56563	58028	1465
15	50547	52073	53599	55125	56651	58177	59703	61229	1526
16	53378	54975	56572	58169	59766	61363	62960	64557	1597
17	56383	58070	59757	61444	63131	64818	66505	68192	1687
18	59639	61402	63165	64928	66691	68454	70217	71980	1763
19	62835	64685	66535	68385	70235	72085	73935	75785	1850
20	66123	68045	69967	71889	73811	75733	77655	79577	1922
21	69668	71680	73692	75704	77716	79728	81740	83752	2012
22	73403	75506	77609	79712	81815	83918	86021	88124	2103
23	77328	79523	81718	83913	86108	88303	90498	92693	2195
24	81537	83810	86083	88356	90629	92902	95175	97448	2273
25	86043	88417	90791	93165	95539	97913	100287	102661	2374

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 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04 and 47)  
 Effective April 4, 2019 (Admin.) and March 28, 2019 (Inst.)

SG	HR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	Job Rate	Increment
1	24823	25660	26497	27334	28171	29008	29845	30682	837
2	25770	26649	27528	28407	29286	30165	31044	31923	879
3	27057	27975	28893	29811	30729	31647	32565	33483	918
4	28238	29210	30182	31154	32126	33098	34070	35042	972
5	29589	30607	31625	32643	33661	34679	35697	36715	1018
6	31245	32303	33361	34419	35477	36535	37593	38651	1058
7	32972	34082	35192	36302	37412	38522	39632	40742	1110
8	34831	35983	37135	38287	39439	40591	41743	42895	1152
9	36772	37976	39180	40384	41588	42792	43996	45200	1204
10	38875	40137	41399	42661	43923	45185	46447	47709	1262
11	41130	42455	43780	45105	46430	47755	49080	50405	1325
12	43484	44855	46226	47597	48968	50339	51710	53081	1371
13	46062	47497	48932	50367	51802	53237	54672	56107	1435
14	48728	50222	51716	53210	54704	56198	57692	59186	1494
15	51558	53115	54672	56229	57786	59343	60900	62457	1557
16	54446	56075	57704	59333	60962	62591	64220	65849	1629
17	57511	59232	60953	62674	64395	66116	67837	69558	1721
18	60832	62630	64428	66226	68024	69822	71620	73418	1798
19	64092	65979	67866	69753	71640	73527	75414	77301	1887
20	67445	69406	71367	73328	75289	77250	79211	81172	1961
21	71061	73113	75165	77217	79269	81321	83373	85425	2052
22	74871	77016	79161	81306	83451	85596	87741	89886	2145
23	78875	81114	83353	85592	87831	90070	92309	94548	2239
24	83168	85486	87804	90122	92440	94758	97076	99394	2318
25	87764	90185	92606	95027	97448	99869	102290	104711	2421

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 SALARY GRADE SCHEDULE FOR CSEA UNITS (02, 03, 04 and 47)  
 Effective April 2, 2020 (Admin.) and March 26, 2020 (Inst.)

SG	HR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	Job Rate	Increment
1	25319	26173	27027	27881	28735	29589	30443	31297	854
2	26285	27182	28079	28976	29873	30770	31667	32564	897
3	27598	28534	29470	30406	31342	32278	33214	34150	936
4	28803	29794	30785	31776	32767	33758	34749	35740	991
5	30181	31219	32257	33295	34333	35371	36409	37447	1038
6	31870	32949	34028	35107	36186	37265	38344	39423	1079
7	33631	34763	35895	37027	38159	39291	40423	41555	1132
8	35528	36703	37878	39053	40228	41403	42578	43753	1175
9	37507	38735	39963	41191	42419	43647	44875	46103	1228
10	39653	40940	42227	43514	44801	46088	47375	48662	1287
11	41953	43304	44655	46006	47357	48708	50059	51410	1351
12	44354	45752	47150	48548	49946	51344	52742	54140	1398
13	46983	48447	49911	51375	52839	54303	55767	57231	1464
14	49703	51227	52751	54275	55799	57323	58847	60371	1524
15	52589	54177	55765	57353	58941	60529	62117	63705	1588
16	55535	57197	58859	60521	62183	63845	65507	67169	1662
17	58661	60416	62171	63926	65681	67436	69191	70946	1755
18	62049	63883	65717	67551	69385	71219	73053	74887	1834
19	65374	67299	69224	71149	73074	74999	76924	78849	1925
20	68794	70794	72794	74794	76794	78794	80794	82794	2000
21	72482	74575	76668	78761	80854	82947	85040	87133	2093
22	76368	78556	80744	82932	85120	87308	89496	91684	2188
23	80453	82737	85021	87305	89589	91873	94157	96441	2284
24	84831	87195	89559	91923	94287	96651	99015	101379	2364
25	89519	91988	94457	96926	99395	101864	104333	106802	2469

**PEF SALARY SCHEDULE**

EFFECTIVE April 7 , 2016 (ADMIN)

EFFECTIVE March 31, 2016 (INST)

<b>SG</b>	<b>HIRING RATE</b>	<b>JOB RATE</b>	<b>ADVANCE AMOUNT</b>	<b>JOB RATE ADVANCE</b>
1	\$22,407	\$28,914	\$930	\$927
2	\$23,257	\$30,080	\$975	\$973
3	\$24,395	\$31,551	\$1,023	\$1,018
4	\$25,490	\$33,021	\$1,073	\$1,093
5	\$26,697	\$34,595	\$1,129	\$1,124
6	\$28,129	\$36,421	\$1,184	\$1,188
7	\$29,708	\$38,392	\$1,233	\$1,286
8	\$31,344	\$40,417	\$1,276	\$1,417
9	\$33,090	\$42,589	\$1,323	\$1,561
10	\$34,967	\$44,956	\$1,381	\$1,703
11	\$36,971	\$47,501	\$1,471	\$1,704
12	\$39,044	\$50,019	\$1,522	\$1,843
13	\$41,317	\$52,870	\$1,583	\$2,055
14	\$43,690	\$55,774	\$1,691	\$1,938
15	\$46,162	\$58,853	\$1,753	\$2,173
16	\$48,752	\$62,050	\$1,820	\$2,378
17	\$51,488	\$65,547	\$1,907	\$2,617
18	\$54,406	\$69,182	\$1,868	\$3,568
19	\$57,354	\$72,841	\$1,946	\$3,811
20	\$60,290	\$76,484	\$2,027	\$4,032
21	\$63,487	\$80,501	\$2,116	\$4,318
22	\$66,900	\$84,707	\$2,205	\$4,577
23	\$70,438	\$89,095	\$2,296	\$4,881
24	\$74,190	\$93,659	\$2,385	\$5,159
25	\$78,283	\$98,669	\$2,486	\$5,470
26	\$82,407	\$101,577	\$2,587	\$3,648
27	\$86,866	\$106,993	\$2,724	\$3,783
28	\$91,442	\$112,307	\$2,830	\$3,885
29	\$96,235	\$117,862	\$2,938	\$3,999
30	\$101,264	\$123,647	\$3,047	\$4,101
31	\$106,661	\$129,843	\$3,161	\$4,216
32	\$112,332	\$136,259	\$3,267	\$4,325
33	\$118,442	\$143,122	\$3,375	\$4,430
34	\$124,751	\$150,251	\$3,492	\$4,548
35	\$131,219	\$157,505	\$3,604	\$4,662
36	\$137,814	\$164,967	\$3,728	\$4,785
37	\$145,047	\$173,012	\$3,844	\$4,901
38	\$135,322			

**PEF SALARY SCHEDULE**

EFFECTIVE April 6, 2017 (ADMIN)

EFFECTIVE March 30, 2017 (INST)

<b>SG</b>	<b>HIRING RATE</b>	<b>JOB RATE</b>	<b>ADVANCE AMOUNT</b>	<b>JOB RATE ADVANCE</b>
1	\$22,855	\$29,494	\$949	\$945
2	\$23,722	\$30,685	\$994	\$999
3	\$24,883	\$32,180	\$1,043	\$1,039
4	\$26,000	\$33,679	\$1,094	\$1,115
5	\$27,231	\$35,286	\$1,152	\$1,143
6	\$28,692	\$37,150	\$1,208	\$1,210
7	\$30,302	\$39,160	\$1,257	\$1,316
8	\$31,971	\$41,227	\$1,302	\$1,444
9	\$33,752	\$43,443	\$1,349	\$1,597
10	\$35,666	\$45,857	\$1,409	\$1,737
11	\$37,710	\$48,451	\$1,501	\$1,735
12	\$39,825	\$51,021	\$1,552	\$1,884
13	\$42,143	\$53,927	\$1,614	\$2,100
14	\$44,564	\$56,888	\$1,725	\$1,974
15	\$47,085	\$60,028	\$1,788	\$2,215
16	\$49,727	\$63,293	\$1,857	\$2,424
17	\$52,518	\$66,855	\$1,945	\$2,667
18	\$55,494	\$70,566	\$1,906	\$3,636
19	\$58,501	\$74,301	\$1,985	\$3,890
20	\$61,496	\$78,014	\$2,068	\$4,110
21	\$64,757	\$82,113	\$2,159	\$4,402
22	\$68,238	\$86,398	\$2,249	\$4,666
23	\$71,847	\$90,876	\$2,342	\$4,977
24	\$75,674	\$95,534	\$2,432	\$5,268
25	\$79,849	\$100,645	\$2,536	\$5,580
26	\$84,055	\$103,609	\$2,639	\$3,720
27	\$88,603	\$109,133	\$2,779	\$3,856
28	\$93,271	\$114,553	\$2,886	\$3,966
29	\$98,160	\$120,219	\$2,997	\$4,077
30	\$103,289	\$126,120	\$3,108	\$4,183
31	\$108,794	\$132,440	\$3,224	\$4,302
32	\$114,579	\$138,984	\$3,332	\$4,413
33	\$120,811	\$145,984	\$3,442	\$4,521
34	\$127,246	\$153,256	\$3,562	\$4,638
35	\$133,843	\$160,655	\$3,676	\$4,756
36	\$140,570	\$168,266	\$3,802	\$4,884
37	\$147,948	\$176,472	\$3,921	\$4,998
38	\$138,028			

**PEF SALARY SCHEDULE**  
 EFFECTIVE April 5, 2018 (ADMIN)  
 EFFECTIVE March 29, 2018 (INST)

<b>SG</b>	<b>HIRING RATE</b>	<b>JOB RATE</b>	<b>ADVANCE AMOUNT</b>	<b>JOB RATE ADVANCE</b>
1	\$23,312	\$30,083	\$968	\$963
2	\$24,196	\$31,299	\$1,014	\$1,019
3	\$25,381	\$32,826	\$1,064	\$1,061
4	\$26,520	\$34,355	\$1,116	\$1,139
5	\$27,776	\$35,995	\$1,175	\$1,169
6	\$29,266	\$37,891	\$1,232	\$1,233
7	\$30,908	\$39,941	\$1,283	\$1,335
8	\$32,610	\$42,051	\$1,328	\$1,473
9	\$34,427	\$44,311	\$1,376	\$1,628
10	\$36,379	\$46,772	\$1,437	\$1,771
11	\$38,464	\$49,417	\$1,531	\$1,767
12	\$40,622	\$52,039	\$1,583	\$1,919
13	\$42,986	\$55,008	\$1,647	\$2,140
14	\$45,455	\$58,028	\$1,759	\$2,019
15	\$48,027	\$61,229	\$1,824	\$2,258
16	\$50,722	\$64,557	\$1,894	\$2,471
17	\$53,568	\$68,192	\$1,984	\$2,720
18	\$56,604	\$71,980	\$1,944	\$3,712
19	\$59,671	\$75,785	\$2,024	\$3,970
20	\$62,726	\$79,577	\$2,109	\$4,197
21	\$66,052	\$83,752	\$2,202	\$4,488
22	\$69,603	\$88,124	\$2,294	\$4,757
23	\$73,284	\$92,693	\$2,389	\$5,075
24	\$77,187	\$97,448	\$2,481	\$5,375
25	\$81,446	\$102,661	\$2,587	\$5,693
26	\$85,736	\$105,681	\$2,692	\$3,793
27	\$90,375	\$111,316	\$2,834	\$3,937
28	\$95,136	\$116,844	\$2,944	\$4,044
29	\$100,123	\$122,623	\$3,057	\$4,158
30	\$105,355	\$128,642	\$3,170	\$4,267
31	\$110,970	\$135,089	\$3,288	\$4,391
32	\$116,871	\$141,764	\$3,399	\$4,499
33	\$123,227	\$148,904	\$3,511	\$4,611
34	\$129,791	\$156,321	\$3,633	\$4,732
35	\$136,520	\$163,868	\$3,750	\$4,848
36	\$143,381	\$171,631	\$3,879	\$4,976
37	\$150,907	\$180,001	\$3,999	\$5,100
38	\$140,789			

OFFICE OF THE STATE COMPTROLLER  
 BUREAU OF STATE PAYROLL SERVICES  
 PARTITY INCREASE SALARY GRADE SCHEDULE FOR MANAGEMENT CONFIDENTIAL UNITS (06, 46, and 66)  
 EFFECTIVE JUNE 25, 2015 (Institution) and JULY 2, 2015 (Administration)

<b>SG</b>	<b>Advance Amount</b>	<b>Hiring Rate</b>	<b>Job Rate</b>
603	1,111	23,927	30,588
604	1,166	24,983	31,977
605	1,175	26,482	33,528
606	1,274	27,606	35,248
607	1,327	29,198	37,156
608	1,379	30,800	39,071
609	1,432	32,560	41,150
610	1,520	34,315	43,433
611	1,575	36,396	45,844
612	1,656	38,316	48,249
613	1,731	40,546	50,929
614	1,796	42,955	53,731
615	1,882	45,345	56,632
616	1,959	47,901	59,653
617	2,054	50,618	62,942
618	2,044	50,887	63,146
619	2,136	53,616	66,429
620	2,236	56,349	69,761
621	2,330	59,388	73,364
622	2,440	62,580	77,218
623	2,735	65,788	82,195
661	3,125	71,009	89,758
662	3,466	78,752	99,545
663	3,842	87,404	110,451
664	4,221	96,672	121,997
665	4,713	107,340	135,616
666	5,107	118,847	149,486
667	5,207	131,002	162,244
668		110,453	

OFFICE OF THE STATE COMPTROLLER  
 BUREAU OF STATE PAYROLL SERVICES  
 PARTITY INCREASE SALARY GRADE SCHEDULE FOR MANAGEMENT CONFIDENTIAL UNITS (06, 46, and 66)  
 EFFECTIVE March 31, 2016 (Institution) and April 07, 2016 (Administration)

<b>SG</b>	<b>Advance Amount</b>	<b>Hiring Rate</b>	<b>Job Rate</b>
603	1,133	24,406	31,200
604	1,189	25,483	32,617
605	1,198	27,012	34,199
606	1,300	28,158	35,953
607	1,353	29,782	37,899
608	1,406	31,416	39,852
609	1,461	33,211	41,973
610	1,551	35,001	44,302
611	1,607	37,124	46,761
612	1,689	39,082	49,214
613	1,766	41,357	51,948
614	1,832	43,814	54,806
615	1,919	46,252	57,765
616	1,998	48,859	60,846
617	2,096	51,630	64,201
618	2,084	51,905	64,409
619	2,179	54,688	67,758
620	2,280	57,476	71,156
621	2,376	60,576	74,831
622	2,489	63,832	78,762
623	2,790	67,104	83,839
661	3,188	72,429	91,553
662	3,535	80,327	101,536
663	3,918	89,152	112,660
664	4,306	98,605	124,437
665	4,807	109,487	138,328
666	5,209	121,224	152,476
667	5,312	133,622	165,489
668		112,662	

<b>GRADE</b>	<b>Advance Amount</b>	<b>Hiring Rate</b>	<b>Job Rate</b>
603	\$1,202	\$25,900	\$33,110
604	\$1,262	\$27,043	\$34,613
605	\$1,271	\$28,665	\$36,292
606	\$1,379	\$29,881	\$38,154
607	\$1,436	\$31,605	\$40,219
608	\$1,492	\$33,339	\$42,291
609	\$1,550	\$35,244	\$44,542
610	\$1,645	\$37,143	\$47,014
611	\$1,705	\$39,396	\$49,623
612	\$1,792	\$41,475	\$52,226
613	\$1,873	\$43,888	\$55,128
614	\$1,944	\$46,495	\$58,160
615	\$2,036	\$49,083	\$61,300
616	\$2,120	\$51,849	\$64,570
617	\$2,223	\$54,791	\$68,131
618	\$2,212	\$55,082	\$68,351
619	\$2,312	\$58,036	\$71,905
620	\$2,420	\$60,994	\$75,511
621	\$2,521	\$64,284	\$79,412
622	\$2,641	\$67,739	\$83,583
623	\$2,960	\$71,211	\$88,971
661	\$3,382	\$76,863	\$97,157
662	\$3,751	\$85,244	\$107,751
663	\$4,158	\$94,609	\$119,555
664	\$4,569	\$104,640	\$132,054
665	\$5,101	\$116,189	\$146,795
666	\$5,528	\$128,643	\$161,809
667	\$5,636	\$141,800	\$175,618
668		\$119,558+	

**OFFICE OF THE NEW YORK STATE COMPTROLLER  
BUREAU OF STATE PAYROLL SERVICES  
SALARY GRADE SCHEDULE FOR MANAGEMENT CONFIDENTIAL UNITS (06, 46, AND 66) EFFECTIVE March 28,  
2019 (Institution) and April 4, 2019 (Administration)**

<b>GRADE</b>	<b>ADVANCE AMOUNT</b>	<b>HIRING RATE</b>	<b>JOB RATE</b>
603	\$1,263	\$27,216	\$34,792
604	\$1,326	\$28,417	\$36,371
605	\$1,336	\$30,122	\$38,136
606	\$1,449	\$31,399	\$40,092
607	\$1,509	\$33,210	\$42,263
608	\$1,568	\$35,033	\$44,439
609	\$1,629	\$37,034	\$46,805
610	\$1,729	\$39,030	\$49,403
611	\$1,791	\$41,398	\$52,144
612	\$1,883	\$43,583	\$54,879
613	\$1,969	\$46,117	\$57,929
614	\$2,043	\$48,857	\$61,114
615	\$2,140	\$51,576	\$64,414
616	\$2,228	\$54,483	\$67,850
617	\$2,336	\$57,575	\$71,593
618	\$2,324	\$57,880	\$71,823
619	\$2,429	\$60,985	\$75,559
620	\$2,542	\$64,093	\$79,347
621	\$2,649	\$67,550	\$83,446
622	\$2,775	\$71,181	\$87,829
623	\$3,110	\$74,829	\$93,491
M 1	\$3,554	\$80,768	\$102,093
M 2	\$3,942	\$89,574	\$113,225
M 3	\$4,369	\$99,415	\$125,629
M 4	\$4,801	\$109,956	\$138,763
M 5	\$5,360	\$122,092	\$154,253
M 6	\$5,809	\$135,179	\$170,030
M 7	\$5,923	\$149,004	\$184,540
M 8		\$125,632+	

**NYSCOPBA SALARY SCHEDULE**  
**Effective March 26, 2009 (Institutional) and**  
**Effective April 2, 2009 (Administrative)**

2009

SG	Hiring Rate	Perf.	Perf.	Perf.	Perf.	Perf.	Job Rate	Perf. Adv.	10 Yr.	15 Yr.	20 Yr.	Long Max.
		Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5			Long Step	Long Step	Long Step	Long Step
1	23,964	24,896	25,828	26,760	27,692	28,624	29,556	932	31,203	32,652	35,268	36,718
2	24,775	25,757	26,739	27,721	28,703	29,685	30,667	982	32,408	33,942	36,631	38,164
3	25,908	26,933	27,958	28,983	30,008	31,033	32,058	1,025	33,874	35,473	38,217	39,816
4	26,994	28,075	29,156	30,237	31,318	32,399	33,480	1,081	35,519	37,072	39,889	41,441
5	28,191	29,325	30,459	31,593	32,727	33,861	34,995	1,134	37,005	38,773	41,666	43,435
6	29,576	30,771	31,966	33,161	34,356	35,551	36,746	1,195	38,863	40,727	43,703	45,566
7	31,153	32,395	33,637	34,879	36,121	37,363	38,605	1,242	40,806	42,743	45,782	47,717
8	32,812	34,102	35,392	36,682	37,972	39,262	40,552	1,290	42,840	44,852	47,957	49,970
9	34,547	35,894	37,241	38,588	39,935	41,282	42,629	1,347	45,021	47,123	50,309	52,413
10	36,413	37,829	39,245	40,661	42,077	43,493	44,909	1,416	47,414	49,618	52,888	55,094
11	38,463	39,937	41,411	42,885	44,359	45,833	47,307	1,474	49,914	52,211	55,562	57,859
12	40,505	42,044	43,583	45,122	46,661	48,200	49,739	1,539	52,469	54,869	58,312	60,713
13	42,821	44,427	46,033	47,639	49,245	50,851	52,457	1,606	55,300	57,800	61,333	63,831
14	45,183	46,867	48,551	50,235	51,919	53,603	55,287	1,684	58,265	60,885	64,518	67,138
15	47,684	49,435	51,186	52,937	54,688	56,439	58,190	1,751	61,292	64,021	67,748	70,477
16	50,277	52,107	53,937	55,767	57,597	59,427	61,257	1,830	64,498	67,350	71,186	74,038
17	53,002	54,931	56,860	58,789	60,718	62,647	64,576	1,929	67,987	70,989	74,954	77,956
18	55,918	57,941	59,964	61,987	64,010	66,033	68,056	2,023	71,642	74,800	78,899	82,055
19	58,873	60,987	63,101	65,215	67,329	69,443	71,557	2,114	75,301	78,595	82,813	86,107
20	61,805	64,015	66,225	68,435	70,645	72,855	75,065	2,210	78,982	82,430	86,780	90,229
21	65,034	67,337	69,640	71,943	74,246	76,549	78,852	2,303	82,935	86,530	91,007	94,600
22	68,416	70,855	73,294	75,733	78,172	80,611	83,050	2,439	87,369	91,167	95,826	99,625
23	72,024	74,533	77,042	79,551	82,060	84,569	87,078	2,509	91,528	95,443	100,199	104,114
24	75,823	78,425	81,027	83,629	86,231	88,833	91,435	2,602	96,045	100,103	104,987	109,045
25	79,954	82,668	85,382	88,096	90,810	93,524	96,238	2,714	101,046	105,279	110,309	114,543

**NYSCOPBA SALARY SCHEDULE**  
**Effective March 25, 2010 (Institutional) and**  
**Effective April 1, 2010 (Administrative)**

2010

SG	Hiring Rate	Perf.	Perf.	Perf.	Perf.	Perf.	Job Rate	Perf. Adv.	10 Yr.	15 Yr.	20 Yr.	Long Max.
		Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5			Long Step	Long Step	Long Step	Long Step
1	24,923	25,892	26,861	27,830	28,799	29,768	30,737	969	32,450	33,957	36,677	38,185
2	25,766	26,787	27,808	28,829	29,850	30,871	31,892	1,021	33,703	35,298	38,095	39,689
3	26,944	28,010	29,076	30,142	31,208	32,274	33,340	1,066	35,229	36,892	39,745	41,408
4	28,074	29,198	30,322	31,446	32,570	33,694	34,818	1,124	36,939	38,554	41,483	43,097
5	29,319	30,498	31,677	32,856	34,035	35,214	36,393	1,179	38,483	40,322	43,331	45,171
6	30,759	32,002	33,245	34,488	35,731	36,974	38,217	1,243	40,419	42,357	45,452	47,390
7	32,399	33,691	34,983	36,275	37,567	38,859	40,151	1,292	42,440	44,455	47,615	49,627
8	34,124	35,466	36,808	38,150	39,492	40,834	42,176	1,342	44,556	46,648	49,877	51,971
9	35,929	37,330	38,731	40,132	41,533	42,934	44,335	1,401	46,823	49,009	52,322	54,510
10	37,870	39,343	40,816	42,289	43,762	45,235	46,708	1,473	49,313	51,605	55,006	57,300
11	40,002	41,535	43,068	44,601	46,134	47,667	49,200	1,533	51,911	54,300	57,785	60,174
12	42,125	43,726	45,327	46,928	48,529	50,130	51,731	1,601	54,570	57,066	60,647	63,144
13	44,534	46,204	47,874	49,544	51,214	52,884	54,554	1,670	57,511	60,111	63,785	66,383
14	46,990	48,741	50,492	52,243	53,994	55,745	57,496	1,751	60,593	63,318	67,096	69,821
15	49,591	51,412	53,233	55,054	56,875	58,696	60,517	1,821	63,743	66,581	70,457	73,295
16	52,288	54,191	56,094	57,997	59,900	61,803	63,706	1,903	67,077	70,043	74,032	76,998
17	55,122	57,128	59,134	61,140	63,146	65,152	67,158	2,006	70,705	73,828	77,951	81,073
18	58,155	60,259	62,363	64,467	66,571	68,675	70,779	2,104	74,508	77,793	82,056	85,338
19	61,228	63,427	65,626	67,825	70,024	72,223	74,422	2,199	78,316	81,742	86,128	89,554
20	64,277	66,576	68,875	71,174	73,473	75,772	78,071	2,299	82,145	85,731	90,255	93,842
21	67,635	70,030	72,425	74,820	77,215	79,610	82,005	2,395	86,251	89,990	94,646	98,383
22	71,153	73,690	76,227	78,764	81,301	83,838	86,375	2,537	90,867	94,817	99,662	103,613
23	74,905	77,514	80,123	82,732	85,341	87,950	90,559	2,609	95,187	99,259	104,205	108,276
24	78,856	81,562	84,268	86,974	89,680	92,386	95,092	2,706	99,886	104,107	109,186	113,406
25	83,152	85,975	88,798	91,621	94,444	97,267	100,090	2,823	105,090	109,493	114,724	119,127

**NYSCOPBA SALARY SCHEDULE**  
**Effective April 3, 2014 (Institutional) and**  
**Effective March 27, 2014 (Administrative)**

2014

		Perf.	Perf.	Perf.	Perf.	Perf.			10 Yr.	15 Yr.	20 Yr.	Long Max.
SG	Hiring Rate	Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5	Job Rate	Perf. Adv.	Long Step	Long Step	Long Step	Long Step
1	25,421	26,410	27,399	28,388	29,377	30,366	31,355	989	33,102	34,639	37,414	38,952
2	26,281	27,323	28,365	29,407	30,449	31,491	32,533	1,042	34,380	36,007	38,860	40,486
3	27,483	28,570	29,657	30,744	31,831	32,918	34,005	1,087	35,932	37,628	40,538	42,234
4	28,635	29,782	30,929	32,076	33,223	34,370	35,517	1,147	37,680	39,328	42,315	43,962
5	29,905	31,108	32,311	33,514	34,717	35,920	37,123	1,203	39,255	41,131	44,200	46,077
6	31,374	32,642	33,910	35,178	36,446	37,714	38,982	1,268	41,228	43,205	46,362	48,338
7	33,047	34,365	35,683	37,001	38,319	39,637	40,955	1,318	43,290	45,345	48,568	50,621
8	34,806	36,175	37,544	38,913	40,282	41,651	43,020	1,369	45,448	47,581	50,875	53,011
9	36,648	38,077	39,506	40,935	42,364	43,793	45,222	1,429	47,760	49,989	53,369	55,601
10	38,627	40,130	41,633	43,136	44,639	46,142	47,645	1,503	50,302	52,640	56,109	58,449
11	40,802	42,366	43,930	45,494	47,058	48,622	50,186	1,564	52,951	55,388	58,943	61,379
12	42,968	44,601	46,234	47,867	49,500	51,133	52,766	1,633	55,662	58,208	61,860	64,407
13	45,425	47,128	48,831	50,534	52,237	53,940	55,643	1,703	58,659	61,311	65,059	67,709
14	47,930	49,716	51,502	53,288	55,074	56,860	58,646	1,786	61,805	64,584	68,438	71,218
15	50,583	52,440	54,297	56,154	58,011	59,868	61,725	1,857	65,016	67,910	71,864	74,759
16	53,334	55,275	57,216	59,157	61,098	63,039	64,980	1,941	68,418	71,444	75,513	78,538
17	56,224	58,270	60,316	62,362	64,408	66,454	68,500	2,046	72,118	75,303	79,509	82,693
18	59,318	61,464	63,610	65,756	67,902	70,048	72,194	2,146	75,998	79,348	83,697	87,044
19	62,453	64,696	66,939	69,182	71,425	73,668	75,911	2,243	79,883	83,377	87,851	91,346
20	65,563	67,908	70,253	72,598	74,943	77,288	79,633	2,345	83,788	87,446	92,061	95,719
21	68,988	71,431	73,874	76,317	78,760	81,203	83,646	2,443	87,977	91,791	96,540	100,352
22	72,576	75,164	77,752	80,340	82,928	85,516	88,104	2,588	92,686	96,715	101,657	105,687
23	76,403	79,064	81,725	84,386	87,047	89,708	92,369	2,661	97,090	101,243	106,288	110,440
24	80,433	83,193	85,953	88,713	91,473	94,233	96,993	2,760	101,883	106,188	111,369	115,673
25	84,815	87,695	90,575	93,455	96,335	99,215	102,095	2,880	107,195	111,686	117,022	121,513

**NYSCOPBA SALARY SCHEDULE**  
**Effective April 2, 2015 (Institutional) and**  
**Effective March 26, 2015 (Administrative)**

2015

		Perf.	Perf.	Perf.	Perf.	Perf.			10 Yr.	15 Yr.	20 Yr.	Long Max.
SG	Hiring Rate	Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5	Job Rate	Perf. Adv.	Long Step	Long Step	Long Step	Long Step
1	25,929	26,938	27,947	28,956	29,965	30,974	31,983	1,009	33,765	35,333	38,163	39,732
2	26,807	27,870	28,933	29,996	31,059	32,122	33,185	1,063	35,069	36,728	39,639	41,297
3	28,033	29,142	30,251	31,360	32,469	33,578	34,687	1,109	36,653	38,382	41,351	43,081
4	29,208	30,378	31,548	32,718	33,888	35,058	36,228	1,170	38,434	40,115	43,162	44,842
5	30,503	31,730	32,957	34,184	35,411	36,638	37,865	1,227	40,040	41,953	45,084	46,998
6	32,001	33,295	34,589	35,883	37,177	38,471	39,765	1,294	42,056	44,072	47,293	49,308
7	33,708	35,052	36,396	37,740	39,084	40,428	41,772	1,344	44,154	46,250	49,537	51,631
8	35,502	36,898	38,294	39,690	41,086	42,482	43,878	1,396	46,355	48,530	51,890	54,069
9	37,381	38,839	40,297	41,755	43,213	44,671	46,129	1,458	48,718	50,991	54,439	56,716
10	39,400	40,933	42,466	43,999	45,532	47,065	48,598	1,533	51,308	53,693	57,231	59,618
11	41,618	43,213	44,808	46,403	47,998	49,593	51,188	1,595	54,008	56,494	60,120	62,605
12	43,827	45,493	47,159	48,825	50,491	52,157	53,823	1,666	56,777	59,374	63,099	65,697
13	46,334	48,071	49,808	51,545	53,282	55,019	56,756	1,737	59,832	62,537	66,360	69,063
14	48,889	50,711	52,533	54,355	56,177	57,999	59,821	1,822	63,043	65,878	69,809	72,644
15	51,595	53,489	55,383	57,277	59,171	61,065	62,959	1,894	66,316	69,268	73,301	76,254
16	54,401	56,381	58,361	60,341	62,321	64,301	66,281	1,980	69,788	72,874	77,025	80,110
17	57,348	59,435	61,522	63,609	65,696	67,783	69,870	2,087	73,560	76,809	81,099	84,347
18	60,504	62,693	64,882	67,071	69,260	71,449	73,638	2,189	77,518	80,935	85,371	88,785
19	63,702	65,990	68,278	70,566	72,854	75,142	77,430	2,288	81,481	85,045	89,609	93,174
20	66,874	69,266	71,658	74,050	76,442	78,834	81,226	2,392	85,464	89,195	93,903	97,634
21	70,368	72,860	75,352	77,844	80,336	82,828	85,320	2,492	89,738	93,628	98,472	102,360
22	74,028	76,668	79,308	81,948	84,588	87,228	89,868	2,640	94,542	98,651	103,692	107,803
23	77,931	80,645	83,359	86,073	88,787	91,501	94,215	2,714	99,030	103,266	108,412	112,647
24	82,042	84,857	87,672	90,487	93,302	96,117	98,932	2,815	103,920	108,311	113,596	117,986
25	86,511	89,449	92,387	95,325	98,263	101,201	104,139	2,938	109,341	113,922	119,365	123,945

**Effective March 29, 2018 (Institutional) and Effective April 5, 2018 (Administrative)**

2%

SG	Hiring	Perf. Advance	Job Rate	Perf. Adv.	10 Yr. Long	15 Yr.	20 Yr.	Long Max.				
	Rate	Step 1	Step 2	Step 3	Step 4	Step 5			Step	Long Step	Long Step	Long Step
1	27,517	28,588	29,659	30,730	31,801	32,872	33,943	1,071	35,834	37,498	40,502	42,166
2	28,448	29,576	30,704	31,832	32,960	34,088	35,216	1,128	37,215	38,976	42,065	43,824
3	29,749	30,926	32,103	33,280	34,457	35,634	36,811	1,177	38,897	40,732	43,883	45,719
4	30,996	32,238	33,480	34,722	35,964	37,206	38,448	1,242	40,789	42,573	45,806	47,589
5	32,370	33,673	34,976	36,279	37,582	38,885	40,188	1,303	42,496	44,526	47,848	49,880
6	33,960	35,333	36,706	38,079	39,452	40,825	42,198	1,373	44,630	46,769	50,188	52,326
7	35,771	37,197	38,623	40,049	41,475	42,901	44,327	1,426	46,856	49,079	52,567	54,789
8	37,675	39,157	40,639	42,121	43,603	45,085	46,567	1,482	49,197	51,504	55,069	57,382
9	39,670	41,217	42,764	44,311	45,858	47,405	48,952	1,547	51,700	54,111	57,771	60,187
10	41,812	43,439	45,066	46,693	48,320	49,947	51,574	1,627	54,449	56,981	60,736	63,268
11	44,165	45,858	47,551	49,244	50,937	52,630	54,323	1,693	57,316	59,953	63,802	66,439
12	46,510	48,278	50,046	51,814	53,582	55,350	57,118	1,768	60,252	63,009	66,962	69,718
13	49,170	51,014	52,858	54,702	56,546	58,390	60,234	1,844	63,499	66,369	70,426	73,294
14	51,881	53,814	55,747	57,680	59,613	61,546	63,479	1,933	66,898	69,907	74,079	77,087
15	54,754	56,764	58,774	60,784	62,794	64,804	66,814	2,010	70,376	73,509	77,789	80,923
16	57,731	59,832	61,933	64,034	66,135	68,236	70,337	2,101	74,059	77,334	81,739	85,013
17	60,858	63,074	65,290	67,506	69,722	71,938	74,154	2,216	78,070	81,518	86,071	89,517
18	64,207	66,531	68,855	71,179	73,503	75,827	78,151	2,324	82,269	85,895	90,602	94,225
19	67,602	70,031	72,460	74,889	77,318	79,747	82,176	2,429	86,475	90,256	95,100	98,884
20	70,967	73,506	76,045	78,584	81,123	83,662	86,201	2,539	90,698	94,658	99,655	103,613
21	74,675	77,320	79,965	82,610	85,255	87,900	90,545	2,645	95,233	99,361	104,502	108,629
22	78,559	81,361	84,163	86,965	89,767	92,569	95,371	2,802	100,330	104,692	110,041	114,404
23	82,702	85,581	88,460	91,339	94,218	97,097	99,976	2,879	105,085	109,581	115,042	119,537
24	87,064	90,051	93,038	96,025	99,012	101,999	104,986	2,987	110,280	114,939	120,547	125,206
25	91,806	94,924	98,042	101,160	104,278	107,396	110,514	3,118	116,034	120,897	126,673	131,532

**Effective March 28, 2019 (Institutional) and Effective April 4, 2019 (Administrative)**

2%

SG	Hiring	Perf. Advance	Job Rate	Perf. Adv.	10 Yr.	15 Yr.	20 Yr.	Long Max.				
	Rate	Step 1	Step 2	Step 3	Step 4	Step 5			Long Step	Long Step	Long Step	Long Step
1	28,067	29,160	30,253	31,346	32,439	33,532	34,625	1,093	36,554	38,251	41,315	43,012
2	29,017	30,168	31,319	32,470	33,621	34,772	35,923	1,151	37,962	39,758	42,909	44,703
3	30,344	31,545	32,746	33,947	35,148	36,349	37,550	1,201	39,678	41,549	44,763	46,636
4	31,616	32,883	34,150	35,417	36,684	37,951	39,218	1,267	41,606	43,426	46,723	48,542
5	33,017	34,346	35,675	37,004	38,333	39,662	40,991	1,329	43,345	45,416	48,804	50,877
6	34,639	36,040	37,441	38,842	40,243	41,644	43,045	1,401	45,526	47,707	51,195	53,376
7	36,486	37,941	39,396	40,851	42,306	43,761	45,216	1,455	47,796	50,063	53,621	55,887
8	38,429	39,941	41,453	42,965	44,477	45,989	47,501	1,512	50,184	52,537	56,173	58,532
9	40,463	42,041	43,619	45,197	46,775	48,353	49,931	1,578	52,734	55,193	58,926	61,391
10	42,648	44,308	45,968	47,628	49,288	50,948	52,608	1,660	55,541	58,123	61,953	64,536
11	45,048	46,775	48,502	50,229	51,956	53,683	55,410	1,727	58,463	61,153	65,079	67,768
12	47,440	49,243	51,046	52,849	54,652	56,455	58,258	1,803	61,455	64,267	68,299	71,110
13	50,153	52,034	53,915	55,796	57,677	59,558	61,439	1,881	64,769	67,697	71,835	74,760
14	52,919	54,891	56,863	58,835	60,807	62,779	64,751	1,972	68,238	71,308	75,563	78,631
15	55,849	57,899	59,949	61,999	64,049	66,099	68,149	2,050	71,782	74,978	79,344	82,540
16	58,886	61,029	63,172	65,315	67,458	69,601	71,744	2,143	75,540	78,881	83,374	86,714
17	62,075	64,335	66,595	68,855	71,115	73,375	75,635	2,260	79,629	83,146	87,790	91,305
18	65,491	67,862	70,233	72,604	74,975	77,346	79,717	2,371	83,917	87,616	92,417	96,112
19	68,954	71,432	73,910	76,388	78,866	81,344	83,822	2,478	88,207	92,064	97,004	100,864
20	72,386	74,976	77,566	80,156	82,746	85,336	87,926	2,590	92,513	96,552	101,649	105,686
21	76,169	78,867	81,565	84,263	86,961	89,659	92,357	2,698	97,139	101,349	106,593	110,803
22	80,130	82,988	85,846	88,704	91,562	94,420	97,278	2,858	102,336	106,785	112,241	116,692
23	84,356	87,293	90,230	93,167	96,104	99,041	101,978	2,937	107,189	111,775	117,345	121,930
24	88,805	91,852	94,899	97,946	100,993	104,040	107,087	3,047	112,487	117,239	122,959	127,711
25	93,642	96,822	100,002	103,182	106,362	109,542	112,722	3,180	118,352	123,313	129,204	134,160

**OFFICE OF THE STATE COMPTROLLER  
BUREAU OF STATE PAYROLL SERVICES  
NYSCOPBA NON-ARBITRATION ELIGIBLE (BU21) SALARY SCHEDULE**

**Effective March 29, 2018 (Institutional) and Effective April 5, 2018 (Administrative)**

2%

	Hiring	Perf. Advance	Job Rate	Perf. Adv.	10 Yr. Long Step	15 Yr. Long Step	20 Yr. Long Step	Long Max. 25 Yr. Long Step				
SG	Rate	Step 1	Step 2	Step 3	Step 4	Step 5						
1	26,867	27,909	28,951	29,993	31,035	32,077	33,119	1,042	35,001	36,656	39,646	41,301
2	27,774	28,872	29,970	31,068	32,166	33,264	34,362	1,098	36,352	38,103	41,175	42,926
3	29,042	30,188	31,334	32,480	33,626	34,772	35,918	1,146	37,994	39,822	42,957	44,785
4	30,256	31,463	32,670	33,877	35,084	36,291	37,498	1,207	39,828	41,599	44,822	46,593
5	31,593	32,859	34,125	35,391	36,657	37,923	39,189	1,266	41,485	43,503	46,812	48,831
6	33,143	34,479	35,815	37,151	38,487	39,823	41,159	1,336	43,578	45,707	49,110	51,241
7	34,904	36,292	37,680	39,068	40,456	41,844	43,232	1,388	45,746	47,960	51,435	53,645
8	36,759	38,201	39,643	41,085	42,527	43,969	45,411	1,442	48,022	50,324	53,871	56,172
9	38,697	40,204	41,711	43,218	44,725	46,232	47,739	1,507	50,468	52,874	56,515	58,917
10	40,782	42,364	43,946	45,528	47,110	48,692	50,274	1,582	53,135	55,653	59,392	61,911
11	43,072	44,718	46,364	48,010	49,656	51,302	52,948	1,646	55,927	58,551	62,380	65,002
12	45,356	47,075	48,794	50,513	52,232	53,951	55,670	1,719	58,790	61,531	65,464	68,210
13	47,943	49,739	51,535	53,331	55,127	56,923	58,719	1,796	61,966	64,825	68,858	71,717
14	50,582	52,465	54,348	56,231	58,114	59,997	61,880	1,883	65,283	68,278	72,429	75,424
15	53,377	55,335	57,293	59,251	61,209	63,167	65,125	1,958	68,667	71,788	76,049	79,167
16	56,274	58,321	60,368	62,415	64,462	66,509	68,556	2,047	72,260	75,522	79,899	83,160
17	59,323	61,479	63,635	65,791	67,947	70,103	72,259	2,156	76,159	79,587	84,119	87,549
18	62,578	64,842	67,106	69,370	71,634	73,898	76,162	2,264	80,260	83,867	88,552	92,163
19	65,880	68,243	70,606	72,969	75,332	77,695	80,058	2,363	84,337	88,103	92,920	96,686
20	69,157	71,628	74,099	76,570	79,041	81,512	83,983	2,471	88,460	92,397	97,371	101,311
21	72,769	75,345	77,921	80,497	83,073	85,649	88,225	2,576	92,893	96,999	102,113	106,218
22	76,546	79,273	82,000	84,727	87,454	90,181	92,908	2,727	97,843	102,182	107,504	111,845
23	80,577	83,382	86,187	88,992	91,797	94,602	97,407	2,805	102,491	106,965	112,398	116,874
24	84,823	87,734	90,645	93,556	96,467	99,378	102,289	2,911	107,557	112,194	117,773	122,412
25	89,440	92,474	95,508	98,542	101,576	104,610	107,644	3,034	113,140	117,976	123,721	128,557

**OFFICE OF THE STATE COMPTROLLER  
BUREAU OF STATE PAYROLL SERVICES  
NYSCOPBA NON-ARBITRATION ELIGIBLE (BU21) SALARY SCHEDULE**

**Effective March 28, 2019 (Institutional) and Effective April 4, 2019 (Administrative)**

2%

SG	Hiring	Perf. Advance	Job Rate	Perf. Adv.	10 Yr.	15 Yr.	20 Yr.	Long Max.				
	Rate	Step 1	Step 2	Step 3	Step 4	Step 5			Long Step	Long Step	Long Step	Long Step
1	27,404	28,467	29,530	30,593	31,656	32,719	33,782	1,063	35,702	37,390	40,440	42,128
2	28,329	29,449	30,569	31,689	32,809	33,929	35,049	1,120	37,079	38,865	41,998	43,784
3	29,623	30,792	31,961	33,130	34,299	35,468	36,637	1,169	38,755	40,619	43,817	45,681
4	30,861	32,092	33,323	34,554	35,785	37,016	38,247	1,231	40,624	42,430	45,717	47,524
5	32,225	33,516	34,807	36,098	37,389	38,680	39,971	1,291	42,313	44,371	47,746	49,806
6	33,806	35,169	36,532	37,895	39,258	40,621	41,984	1,363	44,451	46,623	50,094	52,268
7	35,602	37,018	38,434	39,850	41,266	42,682	44,098	1,416	46,662	48,921	52,465	54,719
8	37,494	38,965	40,436	41,907	43,378	44,849	46,320	1,471	48,983	51,331	54,949	57,296
9	39,471	41,008	42,545	44,082	45,619	47,156	48,693	1,537	51,477	53,931	57,645	60,095
10	41,598	43,212	44,826	46,440	48,054	49,668	51,282	1,614	54,200	56,769	60,582	63,152
11	43,933	45,612	47,291	48,970	50,649	52,328	54,007	1,679	57,046	59,722	63,628	66,302
12	46,263	48,016	49,769	51,522	53,275	55,028	56,781	1,753	59,963	62,759	66,771	69,572
13	48,902	50,734	52,566	54,398	56,230	58,062	59,894	1,832	63,206	66,122	70,236	73,152
14	51,594	53,515	55,436	57,357	59,278	61,199	63,120	1,921	66,591	69,646	73,880	76,935
15	54,445	56,442	58,439	60,436	62,433	64,430	66,427	1,997	70,040	73,223	77,569	80,750
16	57,399	59,487	61,575	63,663	65,751	67,839	69,927	2,088	73,705	77,032	81,497	84,823
17	60,509	62,708	64,907	67,106	69,305	71,504	73,703	2,199	77,681	81,178	85,800	89,299
18	63,830	66,139	68,448	70,757	73,066	75,375	77,684	2,309	81,864	85,543	90,322	94,005
19	67,198	69,608	72,018	74,428	76,838	79,248	81,658	2,410	86,023	89,864	94,777	98,619
20	70,540	73,061	75,582	78,103	80,624	83,145	85,666	2,521	90,233	94,248	99,322	103,341
21	74,224	76,852	79,480	82,108	84,736	87,364	89,992	2,628	94,753	98,941	104,158	108,345
22	78,077	80,859	83,641	86,423	89,205	91,987	94,769	2,782	99,803	104,228	109,657	114,085
23	82,189	85,050	87,911	90,772	93,633	96,494	99,355	2,861	104,541	109,104	114,646	119,211
24	86,519	89,488	92,457	95,426	98,395	101,364	104,333	2,969	109,706	114,436	120,127	124,858
25	91,229	94,324	97,419	100,514	103,609	106,704	109,799	3,095	115,405	120,338	126,198	131,130

SECURITY SUPERVISORS SALARY SCHEDULE – CORRECTION LIEUTENANT  
 ARBITRATION ELIGIBLE ONLY

Effective March 26, 2009 (Institutional) and  
 Effective April 2, 2009(Administrative)

SG	Hiring Rate	Perf.	Perf.	Perf.	Perf.	Perf.	Job Rate	Perf. Adv.	10 Yr.	15 Yr.	20 Yr.	Long Max.
		Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5			Long Step	Long Step	Long Step	Long Step
1	24,429	25,361	26,293	27,225	28,157	29,089	30,021	932	31,413	32,806	35,505	36,897
2	25,239	26,221	27,203	28,185	29,167	30,149	31,131	982	32,604	34,077	36,856	38,331
3	26,371	27,395	28,419	29,443	30,467	31,491	32,515	1,024	34,052	35,589	38,430	39,969
4	27,459	28,538	29,617	30,696	31,775	32,854	33,933	1,079	35,550	37,165	40,087	41,702
5	28,655	29,790	30,925	32,060	33,195	34,330	35,465	1,135	37,166	38,865	41,872	43,572
6	30,042	31,236	32,430	33,624	34,818	36,012	37,206	1,194	38,997	40,787	43,886	45,678
7	31,618	32,862	34,106	35,350	36,594	37,838	39,082	1,244	40,944	42,805	45,974	47,836
8	33,277	34,568	35,859	37,150	38,441	39,732	41,023	1,291	42,958	44,894	48,132	50,069
9	35,013	36,359	37,705	39,051	40,397	41,743	43,089	1,346	45,113	47,134	50,464	52,486
10	36,876	38,292	39,708	41,124	42,540	43,956	45,372	1,416	47,492	49,610	53,034	55,155
11	38,928	40,401	41,874	43,347	44,820	46,293	47,766	1,473	49,972	52,179	55,692	57,899
12	40,971	42,508	44,045	45,582	47,119	48,656	50,193	1,537	52,502	54,814	58,426	60,734
13	43,286	44,893	46,500	48,107	49,714	51,321	52,928	1,607	55,333	57,738	61,449	63,854
14	45,647	47,331	49,015	50,699	52,383	54,067	55,751	1,684	58,270	60,791	64,615	67,136
15	48,148	49,900	51,652	53,404	55,156	56,908	58,660	1,752	61,284	63,912	67,839	70,463
16	50,741	52,571	54,401	56,231	58,061	59,891	61,721	1,830	64,465	67,209	71,256	73,998
17	53,468	55,396	57,324	59,252	61,180	63,108	65,036	1,928	67,923	70,807	75,000	77,886
18	56,382	58,406	60,430	62,454	64,478	66,502	68,526	2,024	71,560	74,598	78,936	81,972
19	59,337	61,451	63,565	65,679	67,793	69,907	72,021	2,114	75,189	78,356	82,830	85,997
20	62,270	64,479	66,688	68,897	71,106	73,315	75,524	2,209	78,840	82,155	86,774	90,090
21	65,499	67,802	70,105	72,408	74,711	77,014	79,317	2,303	82,774	86,227	90,987	94,442
22	68,881	71,321	73,761	76,201	78,641	81,081	83,521	2,440	87,175	90,830	95,787	99,442
23	72,486	74,996	77,506	80,016	82,526	85,036	87,546	2,510	91,311	95,077	100,145	103,910
24	76,287	78,891	81,495	84,099	86,703	89,307	91,911	2,604	95,813	99,715	104,924	108,826
25	80,418	83,133	85,848	88,563	91,278	93,993	96,708	2,715	100,778	104,844	110,221	114,290

SECURITY SUPERVISORS SALARY SCHEDULE – CORRECTION LIEUTENANT  
ARBITRATION ELIGIBLE ONLY

Effective March 25, 2010 (Institutional) and  
Effective April 1, 2010 (Administrative)

SG	Hiring Rate	Perf.	Perf.	Perf.	Perf.	Perf.	Job Rate	Perf.	10 Yr.	15 Yr.	20 Yr.	Long Max.
		Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5		Adv.	Long Step	Long Step	Long Step	Long Step
1	25,406	26,375	27,344	28,313	29,282	30,251	31,220	969	32,668	34,116	36,923	38,371
2	26,249	27,270	28,291	29,312	30,333	31,354	32,375	1,021	33,907	35,439	38,329	39,863
3	27,426	28,491	29,556	30,621	31,686	32,751	33,816	1,065	35,414	37,013	39,968	41,568
4	28,557	29,679	30,801	31,923	33,045	34,167	35,289	1,122	36,971	38,650	41,689	43,369
5	29,801	30,982	32,163	33,344	34,525	35,706	36,887	1,181	38,656	40,423	43,550	45,318
6	31,244	32,486	33,728	34,970	36,212	37,454	38,696	1,242	40,559	42,420	45,643	47,507
7	32,883	34,177	35,471	36,765	38,059	39,353	40,647	1,294	42,583	44,519	47,815	49,751
8	34,608	35,951	37,294	38,637	39,980	41,323	42,666	1,343	44,678	46,692	50,059	52,074
9	36,414	37,814	39,214	40,614	42,014	43,414	44,814	1,400	46,919	49,021	52,484	54,587
10	38,351	39,824	41,297	42,770	44,243	45,716	47,189	1,473	49,394	51,597	55,157	57,363
11	40,485	42,017	43,549	45,081	46,613	48,145	49,677	1,532	51,971	54,267	57,920	60,215
12	42,610	44,209	45,808	47,407	49,006	50,605	52,204	1,599	54,605	57,010	60,766	63,167
13	45,017	46,688	48,359	50,030	51,701	53,372	55,043	1,671	57,544	60,045	63,905	66,406
14	47,473	49,224	50,975	52,726	54,477	56,228	57,979	1,751	60,599	63,221	67,198	69,819
15	50,074	51,896	53,718	55,540	57,362	59,184	61,006	1,822	63,735	66,468	70,552	73,281
16	52,771	54,674	56,577	58,480	60,383	62,286	64,189	1,903	67,043	69,897	74,105	76,957
17	55,607	57,612	59,617	61,622	63,627	65,632	67,637	2,005	70,639	73,639	78,000	81,001
18	58,637	60,742	62,847	64,952	67,057	69,162	71,267	2,105	74,422	77,582	82,093	85,251
19	61,710	63,909	66,108	68,307	70,506	72,705	74,904	2,199	78,199	81,492	86,145	89,439
20	64,761	67,058	69,355	71,652	73,949	76,246	78,543	2,297	81,992	85,439	90,243	93,692
21	68,119	70,514	72,909	75,304	77,699	80,094	82,489	2,395	86,084	89,675	94,626	98,219
22	71,636	74,174	76,712	79,250	81,788	84,326	86,864	2,538	90,664	94,465	99,621	103,422
23	75,385	77,996	80,607	83,218	85,829	88,440	91,051	2,611	94,967	98,883	104,154	108,070
24	79,338	82,046	84,754	87,462	90,170	92,878	95,586	2,708	99,644	103,702	109,120	113,178
25	83,635	86,459	89,283	92,107	94,931	97,755	100,579	2,824	104,812	109,040	114,633	118,864

SECURITY SUPERVISORS SALARY SCHEDULE - CORRECTION LIEUTENANT  
 ARBITRATION ELIGIBLE ONLY  
 Effective April 3, 2014 (Institutional) and  
 Effective March 27, 2014 (Administrative)

SG	Hiring Rate	Perf.	Perf.	Perf.	Perf.	Perf.	Job Rate	Perf.	10 Yr.	15 Yr.	20 Yr.	Long Max.
		Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5		Adv.	Long Step	Long Step	Long Step	Long Step
1	25,914	26,902	27,890	28,878	29,866	30,854	31,842	988	33,319	34,796	37,659	39,136
2	26,774	27,816	28,858	29,900	30,942	31,984	33,026	1,042	34,589	36,151	39,099	40,664
3	27,975	29,061	30,147	31,233	32,319	33,405	34,491	1,086	36,121	37,752	40,766	42,398
4	29,128	30,273	31,418	32,563	33,708	34,853	35,998	1,145	37,714	39,426	42,526	44,240
5	30,397	31,602	32,807	34,012	35,217	36,422	37,627	1,205	39,431	41,234	44,423	46,227
6	31,869	33,136	34,403	35,670	36,937	38,204	39,471	1,267	41,371	43,269	46,557	48,458
7	33,541	34,861	36,181	37,501	38,821	40,141	41,461	1,320	43,436	45,410	48,772	50,747
8	35,300	36,670	38,040	39,410	40,780	42,150	43,520	1,370	45,572	47,627	51,061	53,116
9	37,142	38,570	39,998	41,426	42,854	44,282	45,710	1,428	47,857	50,001	53,533	55,678
10	39,118	40,621	42,124	43,627	45,130	46,633	48,136	1,503	50,385	52,632	56,263	58,513
11	41,295	42,858	44,421	45,984	47,547	49,110	50,673	1,563	53,013	55,355	59,081	61,422
12	43,462	45,093	46,724	48,355	49,986	51,617	53,248	1,631	55,697	58,150	61,981	64,430
13	45,917	47,622	49,327	51,032	52,737	54,442	56,147	1,705	58,698	61,249	65,186	67,737
14	48,422	50,208	51,994	53,780	55,566	57,352	59,138	1,786	61,810	64,485	68,541	71,215
15	51,075	52,934	54,793	56,652	58,511	60,370	62,229	1,859	65,013	67,800	71,966	74,750
16	53,826	55,767	57,708	59,649	61,590	63,531	65,472	1,941	68,383	71,294	75,586	78,495
17	56,719	58,764	60,809	62,854	64,899	66,944	68,989	2,045	72,051	75,111	79,559	82,620
18	59,810	61,957	64,104	66,251	68,398	70,545	72,692	2,147	75,910	79,133	83,735	86,956
19	62,944	65,187	67,430	69,673	71,916	74,159	76,402	2,243	79,763	83,122	87,868	91,228
20	66,056	68,399	70,742	73,085	75,428	77,771	80,114	2,343	83,632	87,148	92,048	95,566
21	69,481	71,924	74,367	76,810	79,253	81,696	84,139	2,443	87,806	91,469	96,519	100,184
22	73,069	75,658	78,247	80,836	83,425	86,014	88,603	2,589	92,479	96,356	101,615	105,492
23	76,893	79,556	82,219	84,882	87,545	90,208	92,871	2,663	96,865	100,860	106,236	110,230
24	80,925	83,687	86,449	89,211	91,973	94,735	97,497	2,762	101,636	105,775	111,302	115,441
25	85,308	88,189	91,070	93,951	96,832	99,713	102,594	2,881	106,912	111,224	116,929	121,245

SECURITY SUPERVISORS SALARY SCHEDULE - CORRECTION LIEUTENANT  
 ARBITRATION ELIGIBLE ONLY  
 Effective April 2, 2015 (Institutional) and  
 Effective March 26, 2015 (Administrative)

SG	Hiring Rate	Perf.	Perf.	Perf.	Perf.	Perf.	Job Rate	Perf.	10 Yr.	15 Yr.	20 Yr.	Long Max.
		Advance Step 1	Advance Step 2	Advance Step 3	Advance Step 4	Advance Step 5		Adv.	Long Step	Long Step	Long Step	Long Step
1	26,432	27,440	28,448	29,456	30,464	31,472	32,480	1,008	33,987	35,493	38,413	39,920
2	27,309	28,372	29,435	30,498	31,561	32,624	33,687	1,063	35,281	36,875	39,881	41,478
3	28,535	29,643	30,751	31,859	32,967	34,075	35,183	1,108	36,846	38,509	41,584	43,248
4	29,711	30,879	32,047	33,215	34,383	35,551	36,719	1,168	38,469	40,216	43,378	45,126
5	31,005	32,234	33,463	34,692	35,921	37,150	38,379	1,229	40,219	42,058	45,311	47,151
6	32,506	33,798	35,090	36,382	37,674	38,966	40,258	1,292	42,196	44,132	47,486	49,425
7	34,212	35,558	36,904	38,250	39,596	40,942	42,288	1,346	44,303	46,316	49,745	51,760
8	36,006	37,403	38,800	40,197	41,594	42,991	44,388	1,397	46,481	48,577	52,080	54,176
9	37,885	39,342	40,799	42,256	43,713	45,170	46,627	1,457	48,817	51,004	54,606	56,794
10	39,900	41,433	42,966	44,499	46,032	47,565	49,098	1,533	51,392	53,684	57,388	59,683
11	42,121	43,715	45,309	46,903	48,497	50,091	51,685	1,594	54,072	56,461	60,261	62,649
12	44,331	45,995	47,659	49,323	50,987	52,651	54,315	1,664	56,813	59,315	63,223	65,721
13	46,835	48,574	50,313	52,052	53,791	55,530	57,269	1,739	59,871	62,473	66,489	69,091
14	49,390	51,212	53,034	54,856	56,678	58,500	60,322	1,822	63,047	65,776	69,913	72,641
15	52,097	53,993	55,889	57,785	59,681	61,577	63,473	1,896	66,313	69,155	73,405	76,244
16	54,903	56,883	58,863	60,843	62,823	64,803	66,783	1,980	69,752	72,721	77,099	80,066
17	57,853	59,939	62,025	64,111	66,197	68,283	70,369	2,086	73,492	76,613	81,150	84,273
18	61,006	63,196	65,386	67,576	69,766	71,956	74,146	2,190	77,428	80,716	85,410	88,695
19	64,203	66,491	68,779	71,067	73,355	75,643	77,931	2,288	81,359	84,785	89,626	93,054
20	67,377	69,767	72,157	74,547	76,937	79,327	81,717	2,390	85,305	88,892	93,890	97,478
21	70,871	73,363	75,855	78,347	80,839	83,331	85,823	2,492	89,563	93,300	98,451	102,189
22	74,530	77,171	79,812	82,453	85,094	87,735	90,376	2,641	94,330	98,284	103,648	107,603
23	78,431	81,147	83,863	86,579	89,295	92,011	94,727	2,716	98,801	102,876	108,359	112,433
24	82,544	85,361	88,178	90,995	93,812	96,629	99,446	2,817	103,668	107,890	113,527	117,749
25	87,014	89,953	92,892	95,831	98,770	101,709	104,648	2,939	109,052	113,451	119,270	123,672

CSEA (BU 02, 03, 04, 47)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Implemented April 2010
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</i></p>	<p><u>April Cycle:</u>  <b>0001</b> – due performance advance in April  <b>0003</b> – not due performance advance in April  <b>0004</b> – due promotion recalculation/FIS (lower grade is April cycle)  <u>October Cycle:</u>  <b>1001</b> – due performance advance in October  <b>1003</b> – not due performance advance in October  <b>1004</b> – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or Leave without pay (except Military Leave or Workers' Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from PEF and employee received an LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 )</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1500 lump sum in April or October after 5 years at job rate (prior to April 2019 was \$1250)</p> <p>Longevity pay \$3000 lump sum in April or October after 10 years at job rate (prior to April 2019 was \$2500)</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year for April LLS or 9/30/XX each year for October LLS</p> <p>Effective date of payment is 4/1/XX or 10/01/XX based on LLS payment cycle</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p>Once LLS is received on a particular cycle, the cycle cannot change.</p> <p><i>Note: Employees who have a minimum of 5 years at job rate in April 2010 were established on the April cycle regardless of if they attained job rate on the October performance advance cycle. Refer to Payroll Bulletin #970.</i></p>

## PEF (BU 05)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS)
<p>Must complete a full year of service in grade</p> <p>Performance advance is paid the following April or October (whichever comes first)</p> <p>April Cycle – Anniversary Date 10/2/XX – 04/01/XX</p> <p>October Cycle – Anniversary Date 04/02/XX – 10/01/XX</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</i></p>	<p><u>April Cycle:</u>  <b>0001</b> – due performance advance in April  <b>0003</b> – not due performance advance in April  <b>0004</b> – due promotion recalculation/FIS (lower grade is April cycle)</p> <p><u>October Cycle:</u>  <b>1001</b> – due performance advance in October  <b>1003</b> – not due performance advance in October  <b>1004</b> – due promotion recalculation/FIS (lower grade is October cycle)</p>	<p>First date in current grade (or any higher grade) extended by any full pay periods on Sick Leave Pay or Leave without pay (except Military Leave or Workers' Compensation Leave) or time served in a lower grade</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the promotion is from PEF and employee received an LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 )</i></p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Longevity pay \$1250 lump sum each April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum each April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p>

MANAGEMENT CONFIDENTIAL (BU 06, 46, 66, 79)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS) Implemented April 2010
<p>Must complete 13 full pay periods in grade within the current fiscal year (4/1/XX-3/31/XX)</p> <p>Performance advances paid in April only</p> <p>All MC employees are rated on 4/1</p> <p><u>How to calculate a FIS:</u> Add performance advance of lower grade to lower graded salary (not to exceed job rate) and apply promotion percentage</p>	<p><b>0001</b> – due performance advance in April <b>0003</b> – not due performance advance in April <b>0004</b> – due promotion recalculation/FIS (lower grade is on April cycle)</p> <p><i>Note: \$10 in FIS field denotes a promotion recalculation is due in the lower grade in CSEA or PEF in October (Use proper increment code for M/C position based on appointment date) Not paid automatically - Agency must submit a Job Request</i></p>	<p>Because rated on 04/01, adjusting the anniversary date is not necessary. If employee will not have 13 full pay periods in the fiscal year, submit a Data Change to change the Increment Code to 0003.</p>	<p>Use percentage method as follows (always round up):</p> <p><b>1. Promotions <i>within</i> grades M-1 through M-7:</b> Percentage is 3% for each M-grade promoted. Example: Grade M-1 to M-2 = 4.5% (1.5% for promotion and 3% for each M-grade)</p> <p><b>2. Promotion <i>into</i> grades M-1 through M-7 <i>from</i> numerical grade</b> When coming from a numerical grade into an M-grade, give 1.5% for promotion, 1.5% for each numeric grade &amp; 3% for each M-grade. Example: Grade 622 to M-1 = 6% (1.5% promotional increase, 1.5% for grade 622 to 623, 3% for grade 623 to M-1)</p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p> <p><i>Note: If the promotion is <u>from</u> PEF and employee received an LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04 )</i></p>	<p>Grades 603 – 617 only</p> <p>Longevity pay \$1500 lump sum each April after 5 years at job rate (prior to April 2019 was \$1250)</p> <p>Longevity pay \$3000 lump sum each April after 10 years at job rate (prior to April 2019 was \$2500)</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX each year</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based in April only based on increment code</p> <p>Employees working less than 100% receive the prorated amount</p> <p><i>Note: No October payment cycle.</i></p>

## SECURITY (BU 01, 21, 31, 61, 91)

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LGP)
<p>Must have 100 work days within the fiscal year (4/1-3/31)</p> <p>Each day on sick leave at half pay is counted as half a workday</p> <p>Performance advances are paid in April only</p> <p><u>How to calculate a FIS:</u>  <i>Subtract any longevity pay that employee is holding, add an performance advance of lower grade to lower graded salary (not to exceed job rate), apply promotion percentage add longevity amounts of new grade</i></p>	<p><b>001X</b> – Below job rate – due performance advance in April and not holding longevity in salary</p> <p><b>300X</b> – Below job rate, not holding longevity in salary (<i>not due performance advance in April – less than 100 days</i>)</p> <p><b>006X</b> – At job rate, not holding longevity pay</p> <p><b>004X</b> – Below job rate – holding 1 longevity</p> <p><b>003X</b> – At job rate holding 1 longevity</p> <p><b>005X</b> – Below job rate – holding 2 longevity payments</p> <p><b>002X</b> – At job rate, holding 2 longevity payments</p> <p><b>007X</b> – Below job rate, holding 3 longevity payments</p> <p><b>008X</b> – At job rate, holding 3 longevity payments</p> <p><b>9900</b> – Below job rate, holding 4 longevity payments</p> <p><b>0099</b> – At job rate, holding 4 longevity payments</p> <p><b>0008</b> Due promotion recalculation/FIS (may or may not be holding longevity pay)</p> <p><b>6900</b> – Downward Reallocation (may or may not be holding longevity pay)</p>	<p>First date in Security bargaining unit minus any time off of the payroll on leave without pay (except Military Leave or Workers' Compensation Leave)</p> <p>Does not change upon position change within Security bargaining units</p>	<p>Use percentage method (always round up)</p> <p>Subtract any longevity pay that the employee is currently holding, apply the % and add longevity amounts of new grade</p> <p><i>Note: If movement is between bargaining units with a different raise percentage in the fiscal year of movement, refer to Payroll Bulletin #702.</i></p>	<p>Due first longevity after 10 years of service in a Security BU</p> <p>Due second longevity after 15 years of service in a Security BU</p> <p>Due third longevity after 20 years of service in a Security BU</p> <p>Due fourth longevity after 25 years of service in a Security BU</p> <p>Payable the beginning of the pay period following the completion of 10, 15, 20 or 25 years in a Security BU</p> <p><i>Note: If longevity rating date falls on the first day of the pay period, it is payable on that date.</i></p>

## 21P and CAL – Institutional Teachers

PERFORMANCE ADVANCE	INCREMENT CODE	ANNIVERSARY DATE	PROMOTION	LONGEVITY PAY (LLS)
<p>Paid in September only</p> <p>Must have 150 workdays in grade</p> <p>CAL – Between 9/1/XX &amp; 6/30/XX – paid 09/01/XX</p> <p>21P – Per agency contract dates – paid on Contract Begin Date</p> <p><i>How to calculate a FIS: Add performance advance of lower grade to lower graded salary - not to exceed job rate, add PEF LLS (if one was received in lower grade) and apply promotion percentage</i></p>	<p><b>0001</b> – due performance advance in September</p> <p><b>0003</b> – not due performance advance in September</p> <p><b>0004</b> – due promotion recalculation/FIS in September (lower grade is 21P or CAL also)</p> <p><b>Job Rate</b> – fiscal year following the September job rate was reached (19XX – 20XX) Example: To job rate 09/01/2012 would be 2013</p>	<p>Because these employees are rated on at the end of the academic year, the Anniversary Date is not used by OSC for a specific purpose.</p> <p>No need to adjust for periods of leave - Adjust in Increment Code if employee will have less than 150 days worked</p>	<p>Use percentage method (always round up)</p> <p>1.5% for promotion and 1.5% for each grade promoted</p> <p><i>Note: If the employee received a PEF LLS payment (\$1250, \$2500 or prorated amount) in the lower grade, it should be added to the lower grade salary prior to applying the percentage. (Began 9/14/04)</i></p>	<p>Longevity pay \$1250 lump sum in April after 5 years at job rate</p> <p>Longevity pay \$2500 lump sum in April after 10 years at job rate</p> <p>Employee must be an incumbent of an eligible position (graded or equated to a grade) on 3/31/XX</p> <p>Effective date of payment is 4/1/XX</p> <p>System will pay automatically based on increment code</p>

## OTHER VALID INCREMENT CODES

INCREMENT CODE	FUNCTION
<b>7777</b>	<b>For CSEA or PEF only:</b> Used to withhold longevity due to unsatisfactory rating. <b>For Security:</b> Used to withhold a performance advance if employee is holding longevity.
<b>2222</b>	<b>For Any BU.</b> Composite salary (salary is a combination of 2 different positions).
<b>XX10</b>	<b>For CSEA and PEF only:</b> Employee reached job rate on the October cycle (XX represents the last two digits of the year that they reached job rate). Note: For CSEA per Payroll Bulletin 970 increment codes 0010, 0110, 0210, 0310, and 0410 were converted to a fiscal year to indicate Longevity Lump Sum should be processed on the April payment cycle.
<b>0402</b>	<b>For Man Con:</b> Employees who had performance advances or raises withheld in April 2002 (No longer a valid increment code).
<b>19XX or 20XX</b>	<b>For CSEA, PEF and Man Con only:</b> Fiscal year the employee reached job rate in their current grade (XX represents the last two digits of the year the employee reached job rate).
<b>1000</b>	<b>For CSEA and HOS:</b> created to indicate job rate credit minimum of 10 years (October 2004 or earlier) for employees who were previously established on the October LLS payment cycle at the time of appointment to a lower graded position.
<b>0069</b>	<b>For Non Security Bargaining Units only:</b> ( <i>Security BUs use 6900</i> ) Indicates position was downward reallocated. Employee retains salary of higher grade and all future payments (performance advances, job rate, longevity pay, etc.) are those of the higher grade as long as employee remains in position.

	<b>CSEA</b>	<b>M/C</b>	<b>DC-37 - RRSU</b>	<b>PEF</b>	<b>NYSCOPBA - Security Services</b>		<b>PBANYS-APSU</b>	<b>Council 82 - Security Supervisors</b>	
	<b>BU 02,03,04</b>	<b>BU 06,46,66</b>	<b>BU 67</b>	<b>BU 05</b>	<b>BU 01 (Arb)</b>	<b>BU 21 (Non-Arb)</b>	<b>BU 31</b>	<b>BU 61 (Arb)</b>	<b>BU 91 (Non-Arb)</b>
	<b>CSE</b>	<b>MAC</b>	<b>HOS</b>	<b>PST</b>	<b>SCO</b>	<b>SCN</b>	<b>SES</b>	<b>SEC</b>	<b>SSU</b>
2011	0%	0%	0%	0%	0%	\$2075 (SED \$1,000, UA8 \$1,075)	\$2625 (SED \$1,550, CA1/ UA1 \$1,075)	0%	\$1,075 (UA1)
2012	0%	0%	0%	0%	0%	0%	0%	0%	0%
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%
2014	2%	2%	2%	2%	2%	2%	2%	2%	2%
2015	2%	April - 2% & July 2% Parity*	2%	2%	2%	2%	No Contract	2%	2%
2016	2%	2% Parity* & 2%	2%	2%	2%	2%	No Contract	No Contract	No Contract
2017	2%	2% Parity* & 2%	2%	2%	2%	2%	No Contract	No Contract	No Contract
2018	2%	1% Parity* & 2%	2%	2%	2%	2%	No Contract	No Contract	No Contract
2019	2%	2%	2%	No Contract	2%	2%	No Contract	No Contract	No Contract

\*M/C Parity Increase - Limitations apply if an employee salary has 2009 and 2010 increases paid to Unions and exceeds job rate of their M/C grade - refer to Payroll Bulletins

<b>Longevity Lump Sum (LLS)</b>								
	<b>CSEA</b>	<b>MC</b>	<b>Rent Regs</b>	<b>PEF</b>				
<b>FY</b>	\$1250/\$2500	\$1250/\$2500	\$1250/\$2500	\$1250/\$2500				
2011	5/10 year	5/10 year	5/10 year	5/10 year		FY'11	03/31/2011 A	
2012	5/10 year	5/10 year	5/10 year	5/10 year			04/07/2011 I	
2013	5/10 year	5/10 year	5/10 year	5/10 year		FY'12	03/29/2012 A	
2014	5/10 year	5/10 year	5/10 year	5/10 year			04/05/2012 I	
2015	5/10 year	5/10 year	5/10 year	5/10 year		FY'13	03/28/2013 A	
2016	5/10 year	5/10 year	5/10 year	5/10 year			04/04/2013 I	
2017	5/10 year	5/10 year	5/10 year	5/10 year		FY'14	03/27/2014 A	
2018	5/10 year	5/10 year	5/10 year	5/10 year			04/03/2014 I	
	\$1500/\$3000*	\$1500/\$3000*	\$1500/\$3000*	No Change		FY'15	03/26/2015 A	
2019	5/10 year	5/10 year	5/10 year	5/10 year**			04/02/2015 I	
						FY'16	04/07/2016 A	
							03/31/2016 I	
						FY'17	04/06/2017 A	
							03/30/2017 I	
						FY'18	04/05/2018 A	
							03/29/2018 I	
						FY'19	04/04/2019 A	
							03/28/2019 I	
*LLS rates changed to \$1500/\$3000								
**Successor agreement needed:								
PEF - to pay newly eligible April 2020 and forward								
M/C - Need DOB approval to pay each year								



		Promotion to BU other than M/C													
		24	25	26	27	28	29	30	31	32	33	34	35	36	37
Promotion from M/C	661			4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0	19.5	21.0
	662					4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0	16.5	18.0
	663							4.5	6.0	7.5	9.0	10.5	12.0	13.5	15.0
	664									4.5	6.0	7.5	9.0	10.5	12.0
	665											4.5	6.0	7.5	9.0
	666													4.5	6.0
	667														

		Promotion to M/C						
		661	662	663	664	665	666	667
Promotion from BU other than M/C	20	9.0	12.0	15.0	18.0	21.0	22.5	27.0
	21	7.5	10.5	13.5	16.5	19.5	21.0	25.5
	22	6.0	9.0	12.0	15.0	18.0	19.5	24.0
	23	4.5	7.5	10.5	13.5	16.5	18.0	22.5
	24		4.5	7.5	10.5	13.5	16.5	19.5
	25		4.5	7.5	10.5	13.5	16.5	19.5
	26			4.5	7.5	10.5	13.5	16.5
	27			4.5	7.5	10.5	13.5	16.5
	28				4.5	7.5	10.5	13.5
	29				4.5	7.5	10.5	13.5
	30					4.5	7.5	10.5
	31					4.5	7.5	10.5
	32						4.5	7.5
	33						4.5	7.5
	34							4.5
	35							4.5
	36							
37								

		Promotion to M/C						
		661	662	663	664	665	666	667
Promotion from M/C	661		4.5	7.5	10.5	13.5	16.5	19.5
	662			4.5	7.5	10.5	13.5	16.5
	663				4.5	7.5	10.5	13.5
	664					4.5	7.5	10.5
	665						4.5	7.5
	666							4.5
	667							



<b>Basic CSEA TO CSEA Promotion Sheet</b>
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<b>Promotion Calculation</b>	
Current Salary	
promotion %	
Total	
Promote Calc (Round Up)	
Enter Hiring Rate of Grade Promoting to	

<b>Is hiring rate better?</b>
<b>Yes-- Use hiring rate</b>
<b>No --Use promotional calc</b>

<b>FIS</b>	
<b>**If at Job rate of lower grade no FIS calc needed**</b>	
Current salary	
Performance Advance from current grade <b>**Not to Exceed job rate**</b>	
Sum	
promotion %	
Total	
Final FIS Calc (Round Up)	

<b>Is hiring rate greater than FIS?</b>	
<b>Yes</b>	No FIS due
<b>No</b> Enter FIS amount	

Anniversary Date = Date of Appointment	
Increment Code based on April or October cycle?	

<b>April Cycle: (10/02/XX-4/01/XX)</b>	
No FIS Due	<b>0003</b>
FIS Due <i>**Based on increment code of lower grade coming from</i>	<b>0004 OR 1004</b>
If final Salary is at or Above Job rate <i>*Can go above job rate when applying promotion percentage</i>	<b>20XX</b> <b>XX=Fiscal year (i.e. 2019 for fiscal year 2019)</b>

<b>October Cycle: (4/02/XX-10/01/XX)</b>	
No FIS Due	<b>1003</b>
FIS Due <i>**Based on increment code of lower grade coming from</i>	<b>0004 OR 1004</b>
If final Salary is at or Above Job rate <i>*Can go above job rate when applying promotion percentage</i>	<b>XX10</b> <b>XX=Fiscal year (i.e. 1910 for fiscal year 2019)</b>



# Governor's Office of Employee Relations

ANDREW M. CUOMO  
Governor

MICHAEL N. VOLFORTE  
Director

February 1, 2018

Mr. Ross D. Hanna  
Chief Negotiator  
The Civil Service Employees Association, Inc.  
143 Washington Avenue  
Albany, New York 12210

**RE: Article 7  
Treatment of Employees Moving from  
NS Positions to Salary Graded Positions**

Dear Mr. Hanna:

This letter confirms the understandings reached by the parties during negotiations of the 2016-2021 State/CSEA Agreements regarding employee moves from positions designated as "NS" (Non-Statutorily paid or unallocated to a salary grade) to statutorily graded positions. The provisions herein shall apply retroactively to April 1, 2003 per OSC Payroll Bulletin 835 issued December 18, 2008.

Scenario 1: (NS to SG Promotions) When an employee who occupies a position designated as "NS" as defined above moves to an annual salaried position which is allocated to a salary grade, the hiring rate of which is greater than the annual rate of compensation then received by such employee in the "NS" position, such employee shall be eligible for the salary placement provisions found in Article 7.12 of the collective bargaining agreements between the State of New York and the Administrative (ASU), Operational (OSU), Institutional (ISU) and the Division of Military and Naval Affairs (DMNA) after first crediting NS service pursuant to Scenario 3 below\*. Accordingly, by virtue and reference of this side letter, such employee shall receive the salary treatment benefit provided in Section 131.5(a)(ii) or 131.5(b)(ii) of the Civil Service Law, as applicable. We note that paragraph (b) cited above relates to seasonal positions.

Scenario 2: (NS Annual Salaried to SG Laterals or Demotions) When an employee who occupies a position designated as "NS" as defined above and receives an annual salary in such "NS" position, be it equated to a grade or otherwise, moves to an annual salaried position which is allocated to a salary grade, the hiring rate of which is equal to or lower than the annual rate of compensation then received by such employee in the "NS" position, the salary to be paid to that employee shall be established in accordance with Section 131.5(c) of the Civil Service Law (i.e., traditional salary reconstruction). However, upon ratification of the agreement to which this side

letter is attached, the State shall seek introduction and passage of legislation which would amend Section 131.5(c) of the Civil Service Law to remove current provisions that restrict the resultant salary of an employee having moved from an NS to a graded position to not exceed the salary which had previously been received in the NS position. Provisions of Section 131.5(a)(i) or 131.5(b)(i) of the Civil Service Law shall not apply.

Scenario 3: When an employee who occupies a position designated as “NS” as defined above and receives an hourly or per diem rate of pay in such “NS” position, moves to an annual salaried position which is allocated to a salary grade, the hiring rate of which is equal to or lower than the “hourly-converted-to-annual” rate of compensation then received by such employee in the “NS” position, the salary to be paid to that employee shall be established as follows:

- Identify the date on which the employee first achieved an “hourly-converted-to-annual” salary in the NS position which equaled or exceeded the then hiring rate of the graded position that the employee is being appointed to;
- Calculate the total number of hours that the employee served in such hourly or per diem NS position at a rate equal to or greater than the hiring rate of the graded position (excluding hours served at a rate lower than the hiring rate of the graded position); and then
- First such employee shall be placed at the hiring rate of the annual salaried allocated position. Such employee’s salary shall then be reconstructed consistent with the step advancement system in place for that salary grade to a level commensurate with his/her qualifying years of service (years served) in the previous “NS” hourly position or positions held immediately prior to appointment to the annual salaried allocated position (e.g., 3 years of service would result in reconstruction at step 3 of the salary grade). For purposes of the above, years of service shall be credited based on the summation of hours actually worked in accordance with the hourly computation described in the preceding paragraph, divided by the number of hours in a full work year (2,088), rounded to the nearest whole year (e.g., 4,000 worked hours divided by 2,088 hours per year equals 2 years of service rounded). Provisions of Section 131.5(a)(i) or 131.5(b)(i) of the Civil Service Law shall not apply.
- However, in accordance with the Master Arbitrator’s consent award regarding the Class Action (Follett, et al) arbitration, effective November 1, 2010 employees represented by the Union in Non-Statutory positions who moved to a Graded Position in any bargaining unit on or after April 1, 2003, who have service in a NS annual or hourly position in the titles of: Calculations Clerk 1, Cleaner, Clerk 1 and 2, Cook, Data Entry machine Operator, Food Service Worker 1 and 2, Janitor, Keyboard Specialist 1, Mail and Supply Clerk, Maintenance Assistant, Maintenance Assistant Mechanic, Maintenance Assistant Parks, Painter, Photographer 1 and Principal Clerk, shall be credited for that service as if such

service was at least equal to the hiring rate of the graded position for those respective titles.

\*Incorporating Scenario 3 into Scenario 1 calculation is effective October 1, 2019.

Sincerely,

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Michael N. Volforte, Director  
Governor's Office of Employee Relations

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Ross D. Hanna, Chief Negotiator  
Civil Service Employees Association, Inc.

Office of the State Comptroller  
 BUREAU OF STATE PAYROLL SERVICES  
 ADMINISTRATION PAYROLL CALENDAR  
 APRIL 1, 2018 – APRIL 30, 2019  
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NEW FISCAL YEAR...2019-2020

Period No.	APRIL 2018	OCTOBER 2018	Period No.																																																																																																		
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APRIL 2019						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Payday is the Wednesday following two weeks after the end date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

**H = HOLIDAY**

ADMINISTRATION AGENCIES 2018-2019  
 ON A LAG BASIS  
 (Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 5 – April 11	May 2
No. 2 April 19 – May 2	May 16
No. 3 May 3 – May 16	May 30
No. 4 May 17 – May 30	June 13
No. 5 May 31 – June 13	June 27
No. 6 June 14 – June 27	July 11
No. 7 June 28 – July 11	July 25
No. 8 July 12 – July 25	August 8
No. 9 July 26 – August 8	August 22
No. 10 August 9 – August 22	September 5
No. 11 August 23 – September 5	September 19
No. 12 September 6 – September 19	October 3
No. 13 September 20 – October 3	October 17
No. 14 October 4 – October 17	October 31
No. 15 October 18 – October 31	November 14
No. 16 November 1 – November 14	November 28
No. 17 November 15 – November 28	December 12
No. 18 November 29 – December 12	December 26
No. 19 December 13 – December 26	January 9
No. 20 December 27 – January 9	January 23
No. 21 January 10 – January 23	February 6
No. 22 January 24 – February 6	February 20
No. 23 February 7 – February 20	March 6
No. 24 February 21 – March 6	March 20
No. 25 March 7 – March 20	April 3
No. 26 March 21 – April 3	April 17



Office of the State Comptroller  
 BUREAU OF STATE PAYROLL SERVICES  
 ADMINISTRATION PAYROLL CALENDAR  
 APRIL 1, 2019 – APRIL 30, 2020  
 LAG

NEW FISCAL YEAR...2020-2021

Period No.	APRIL 2019	OCTOBER 2019	Period No.
26	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 H 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	13
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			15
2	MAY 2019	NOVEMBER 2019	
3	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 H 28 29 30 31	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 H 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 H 29 30	16
4			17
5	JUNE 2019	DECEMBER 2019	
6	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 H 26 27 28 29 30 31	18
7			19
8	JULY 2019	JANUARY 2020	
9	SUN MON TUE WED THU FRI SAT 1 2 3 H 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SUN MON TUE WED THU FRI SAT 1 2 3 4 H 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	20
10			21
11	AUGUST 2019	FEBRUARY 2020	
12	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 H 18 19 20 21 22 23 24 25 26 27 28 29	22
			23
	SEPTEMBER 2019	MARCH 2020	
	SUN MON TUE WED THU FRI SAT 1 H 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	24
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Period No.

APRIL 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
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ADMINISTRATION AGENCIES 2019-2020  
 ON A LAG BASIS  
 (Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 April 4 – April 7	May 1
No. 2 April 18 – May 1	May 15
No. 3 May 2 – May 15	May 29
No. 4 May 16 – May 29	June 12
No. 5 May 30 – June 12	June 26
No. 6 June 13 – June 26	July 10
No. 7 June 27 – July 10	July 24
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No. 22 January 23 – February 5	February 19
No. 23 February 6 – February 19	March 4
No. 24 February 20 – March 4	March 18
No. 25 March 5 – March 18	April 1
No. 26 March 19 – April 1	April 15



Office of the State Comptroller  
**BUREAU OF STATE PAYROLL SERVICES**  
**INSTITUTION PAYROLL CALENDAR**  
**APRIL 1, 2018 – APRIL 30, 2019**  
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**NEW FISCAL YEAR...2019-2020**

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Payday is the Thursday following two weeks after the end date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

**H = HOLIDAY**

**INSTITUTION AGENCIES 2018-2019**  
**ON A LAG BASIS**

(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 March 29 – April 11	April 26
No. 2 April 12 – April 25	May 10
No. 3 April 26 – May 9	May 24
No. 4 May 10 – May 23	June 7
No. 5 May 24 – June 6	June 21
No. 6 June 7 – June 20	July 5
No. 7 June 21 – July 4	July 19
No. 8 July 5 – July 18	August 2
No. 9 July 19 – August 1	August 16
No. 10 August 2 – August 15	August 30
No. 11 August 16 – August 29	September 13
No. 12 August 30 – September 12	September 27
No. 13 September 13 – September 26	October 11
No. 14 September 27 – October 10	October 25
No. 15 October 11 – October 24	November 8
No. 16 October 25 – November 7	November 21
No. 17 November 8 – November 21	December 6
No. 18 November 22 – December 5	December 20
No. 19 December 6 – December 19	January 3
No. 20 December 20 – January 2	January 17
No. 21 January 3 – January 16	January 31
No. 22 January 17 – January 30	February 14
No. 23 January 31 – February 13	February 28
No. 24 February 14 – February 27	March 14
No. 25 February 28 – March 13	March 28
No. 26 March 14 – March 27	April 11



Office of the State Comptroller  
 BUREAU OF STATE PAYROLL SERVICES  
**INSTITUTION PAYROLL CALENDAR**  
 APRIL 1, 2019 – APRIL 30, 2020  
**LAG**

**NEW FISCAL YEAR...2020-2021**

Period No.	APRIL 2019	OCTOBER 2019	Period No.																																																																																																		
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Payday is the Thursday following the ending date of the payroll period. When a payday falls on a holiday, the check will be dated the previous day.

○ = PAYROLL PERIOD ENDING DATE

**H = HOLIDAY**

**INSTITUTION AGENCIES 2019-2020**  
**ON A LAG BASIS**

(Refer to Payroll Bulletins for Submission Dates)

PAYROLL PERIOD	CHECK DATES
No. 1 March 28 – April 10	April 25
No. 2 April 11 – April 24	May 9
No. 3 April 25 – May 8	May 23
No. 4 May 9 – May 22	June 6
No. 5 May 23 – June 5	June 20
No. 6 June 6 – June 19	July 3
No. 7 June 20 – July 3	July 18
No. 8 July 4 – July 17	August 1
No. 9 July 18 – July 31	August 15
No. 10 August 1 – August 14	August 29
No. 11 August 15 – August 28	September 12
No. 12 August 29 – September 11	September 26
No. 13 September 12 – September 25	October 10
No. 14 September 26 – October 9	October 24
No. 15 October 10 – October 23	November 7
No. 16 October 24 – November 6	November 21
No. 17 November 7 – November 20	December 5
No. 18 November 21 – December 4	December 19
No. 19 December 5 – December 18	January 2
No. 20 December 19 – January 1	January 16
No. 21 January 2 – January 15	January 30
No. 22 January 16 – January 29	February 13
No. 23 January 30 – February 12	February 27
No. 24 February 13 – February 26	March 12
No. 25 February 27 – March 11	March 26
No. 26 March 12 – March 25	April 9



TOP CONTROL-D REPORTS FOR SALARY DETERMINATION

<b>JOB NAME</b>	<b>REPORT NAME</b>	<b>DESCRIPTION</b>	<b>WHEN POSTED</b>
NHRP704	MASS INCREMENT PAYMENT REPORT	IDENTIFIES EMPLOYEES WHO RECEIVED THE AUTOMATIC SALARY INCREASE, PERFORMANCE ADVANCE OR PROMOTION RECALCULATION	AFTER PROCESSING
NHRP708	INCREMENT PAY EXCEPTION REPORT	IDENTIFIES EMPLOYEES WHO DID NOT RECEIVE AN AUTOMATIC PERFORMANCE ADVANCE OR PROMOTION RECALCULATION OR INCREMENT CODE UPDATE	APPROXIMATELY TWO WEEKS PRIOR TO PROCESSING AND IMMEDIATELY AFTER PROCESSING
NHRP709	MASS SALARY INCREASE EXCEPTION REPORT	PRELIMINARY LISTING OF EMPLOYEES WHO APPEAR INELIGIBLE TO RECEIVE SALARY INCREASE	APPROXIMATELY TWO WEEKS PRIOR TO PROCESSING AND IMMEDIATELY AFTER PROCESSING
NPAY756	EMPLOYEES ELIGIBLE FOR LONGEVITY PAYMENTS	PRELIMINARY REPORT OF EMPLOYEES WHO APPEAR TO BE ELIGIBLE FOR LLS PAYMENT	APPROXIMATELY ONE MONTH PRIOR TO PROCESSING
NPAY770	ONE TIME PAYMENT REPORT	IDENTIFIES EMPLOYEES WHO RECEIVE LLS PAYMENT	AFTER PROCESSING OF LLS PAYMENT AND IMMEDIATELY AFTER PROCESSING
NPAY776	CONSOLIDATED CORRECTION SHEET REPORT	IDENTIFIES CHANGES MADE TO SUBMITTED TRANSACTIONS	WEEKLY





# Payroll Bulletin

Office of the State Comptroller  
Bureau of State Payroll Services

**Date: October 22, 2004**

**Bulletin Number: 503**

**Subject** Calculating Base Salary for PEF Employees Who Have Been Promoted

**Purpose** To provide agencies with the new procedure for calculating promotions for PEF employees who have earned Longevity Lump Sum Payments.

**Affected Employees** Employees represented by the Public Employees Federation (PEF) who are promoted on 9/14/04 and after.

**Effective Date(s)** Date of Contract Ratification, September 14, 2004.

**Background** Article 7.10(a) of the collective bargaining agreement between the State of New York and the Public Employees Federation (PEF) and Chapter 419 of the Laws of 2004 provide for a new procedure for calculating promotions for PEF employees.

Employees promoted or otherwise advanced to a higher salary grade on September 14, 2004 and after will be paid at the Hiring Rate of the higher grade or will receive a percentage increase in base pay determined as indicated below, whichever results in a higher salary.

For purposes of this section, "base pay" shall now include any Performance Awards received during the 12-month period immediately preceding the promotion.

**Eligibility** This provision applies to any eligible PEF employee who is promoted to another PEF position or to a position represented by any other bargaining unit that is subject to Section 130 and Section 131.2a of Civil Service Law.

The provision does **not** apply when an employee from another bargaining unit is promoted to a PEF position.

**Procedure for Calculating Salary Upon Promotion** To calculate the salary of a PEF employee upon promotion, the agency must:

1. Combine any Performance Awards that the employee may have received during the 12-month period prior to the promotion with the employee's current lower graded salary. The result is the employee's base pay.

2. Apply the percentage increase for the promotion to the base pay.

For a Promotion of:	Apply an Increase of:
One grade	3.0%
Two grades	4.5%
Three grades	6.0%
Four grades	7.5%
Five grades	9.0%

3. Compare the resulting salary to the Hiring Rate of the new grade to determine the higher salary.

4. Submit the higher salary to OSC.

**Agency Action  
Beginning Pay  
Period 20L**

Agencies must begin using the new method of calculating promotional salaries beginning in **Pay Period 20L**.

For PEF employees who were promoted on or after 9/14/04, the agency must recalculate the promotional salary using the new method of calculation and submit a Pay Change Request beginning in Pay Period 20L using the Action/Reason codes of **Pay Rate Change/CSL** (Correct Salary) if necessary. The agency must also insert an explanation for the salary correction in the Status Reason block.

**Query**

A new Query will be created for agencies to use to help identify employees who may need to have their salaries recalculated. The Query title and date of availability will be posted on the PayServ and Query Bulletin Boards prior to Pay Period 20.

**Questions**

Questions regarding this bulletin may be directed to the Salary Determination mailbox.



# Payroll Bulletin

Office of the State Comptroller  
Bureau of State Payroll Services

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Date: November 7, 2006

Bulletin Number: 682

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- Subject** Implementation of New Method of Calculating Salaries for Employees upon Movement from Management/Confidential Non-Statutory (N/S) Positions to Graded Positions
- Purpose** To provide agencies with information and procedures regarding the calculation of affected employees' salaries and the processing of necessary salary corrections.
- Affected Employees** Non-Statutory employees deemed Management/Confidential who moved to graded positions since April 1, 2003 or who move to graded positions in the future.
- Note:** Employees represented by CSEA will be addressed separately in a later bulletin after clarification and direction from the Governor's Office of Employee Relations regarding eligibility and method of salary calculation.
- Background** Pursuant to Chapter 103 of the Laws of 2005 which amends Civil Service Law Section 131.5 and clarifies the computation of salaries for certain employees who move from unallocated or Non-Statutory (N/S) positions to statutorily graded positions. The legislation calls for a new option for calculating salaries for affected employees in addition to the methods of determining salaries that already exist.
- Effective Date(s)** The new method of calculating salaries for affected Management Confidential employees is effective April 1, 2003.
- Agencies may begin submitting transactions for eligible employees beginning in Pay Period 18L (Institution), paychecks dated 12/21/06 and Pay Period 19L (Administration), paychecks dated 1/10/07.
- Eligibility** To be eligible for the new method of calculation, employees must be in an M/C non-statutory Annual or Hourly position immediately prior to moving to a graded position. Employees must continuously occupy the same unallocated (N/S) position:
- in the same title;
  - within the same agency/appointing authority;
  - within the same negotiation unit;
  - at the same salary or equated salary grade level (excluding normal performance advances and general salary increases);
  - in continuously Active paid status (Active, paid Sick Leave, Workers' Comp Leave, Military or Military Stipend Leave);
  - for a minimum of one (1) calendar year (excluding seasonal employees - see information regarding Long Term Seasonal Employees below);
  - on a full-time basis, and
  - with no reduction/change in the percentage of time worked during the above-mentioned calendar year.

Employees on an approved Voluntary Reduction in Work Schedule are considered to be qualified as continuously occupying a position.

Termination or resignation from an unallocated Non-Statutory position with a subsequent reappointment to the same position on a later date constitutes a break in continuous pay status and the employee would not qualify for the new salary calculation method.

Discretionary salary adjustments approved by the Division of Budget (BDA adjustments) must not have been implemented within one (1) calendar year immediately prior to movement from an N/S to a graded position and disqualify an employee for consideration of the new salary calculation method. Such discretionary salary adjustments constitute a new salary and the one (1) year continuous salary requirement would not be met. Civil Service Law Section 131.5 b addresses Management/Confidential employees who are Long Term Seasonal employees (defined as having served at least 1,500 hours in pay status during each of the previous two years). The calculation method described below should be applied when determining the salary for these employees when the employee moves to a graded position.

**Method of  
Calculation under  
CS Law Section  
131.5**

The following procedures should be used as an option when calculating the salary of employees moving from an unallocated N/S position to a graded position that meets all of the above eligibility criteria and where the hiring rate of the graded position that the employee is moving to is greater than the employee's current unallocated N/S salary.

**Promotions from "Equated to Grade" Positions**

- If the unallocated N/S position that the incumbent is moving from has been equated to a grade by the Division of Budget, then the grade equation shall be used as the starting grade of the promotion calculation. For example, an employee who is equated to a grade 15 and moves to a grade 18 position would be eligible to receive a 6.0% promotion percentage on their unallocated N/S equated to grade salary. If an employee is in a position that is equated to a grade but the unallocated N/S salary is outside the range of the equated grade's Hiring Rate or Job Rate, this method must not be used to calculate the employee's new salary. Instead, the "Movement from Not to Exceed Positions" method described below must be used.

**Lateral Movement from "Equated Grade" Positions**

- If the incumbent is moving from an N/S position with an equated grade to a graded position with the same grade, the N/S salary can be retained upon movement to the grade.

**Demotions from "Equated Grade" Positions**

- If the incumbent is moving from an N/S position with an equated grade to a lower graded position, the salary should be calculated using the higher grade service to build the salary in the lower grade or the incumbent's current N/S salary not to exceed the Job Rate of the lower grade.

**Movement from "Not To Exceed" Positions**

- If the unallocated N/S position that an employee is moving from is outside the range of the equated grade or has not been equated to a grade by the Division of the Budget, and the employee has been paid with a "not to exceed" authorization level, the starting grade level for the promotion calculation is determined by assigning the unallocated N/S salary to the highest grade level where the salary reaches Hiring Rate on the salary schedule of the bargaining unit from which the incumbent is moving. The promotion percentage between this starting grade level and the grade level to which the employee is moving must be determined and then the appropriate promotion percentage must be applied to the unallocated N/S salary.

**Movement from an Hourly Position**

- When an employee moves from an Hourly N/S position to a graded position, the hourly rate must be converted to an annual rate by multiplying the hourly rate by 2088. The annual rate can then be used to calculate the employee's new salary using the appropriate scenario above.

**Note:** Employees who are moving from bargaining units other than M/C are not eligible for this new method of calculation and must be calculated using the existing methods as stated in Part 1 of the OSC Salary Manual. Employees who are moving from CSEA will be addressed in a future bulletin upon clarification and direction from GOER regarding eligibility and salary calculation methods.

***OSC Actions***

Following the release of this Bulletin, OSC will provide agencies with a listing of employees who meet the above eligibility criteria for agency review. Employees who appear on the listing have met the initial eligibility but need to be reviewed to determine whether the new calculation option is higher than the calculation previously paid.

***Agency Actions***

Beginning in Pay Periods 18L (Institution) and 19L (Administration), agencies may begin submitting salary corrections effective 4/1/03 or later for employees identified by OSC as meeting the required eligibility and whose salary calculation under the new option is higher than the calculation previously paid.

If agencies identify employees who may meet the requirements but do not appear on the list from OSC, the agency should send an email to [SalaryDetermination@osc.state.ny.us](mailto:SalaryDetermination@osc.state.ny.us) prior to submitting the salary correction to ensure that the employee is eligible. Agencies must submit Pay Change Requests using the Action/Reason codes **PAY/CSL (Pay Rate Change/Correct Salary)** for all affected rows on the employee's Job Data history.

Agencies must include a summary of how the requested salary calculation was reached in the Remarks section of the Pay Change Request.

Beginning in Pay Periods 18L (Institution) and 19L (Administration), agencies may begin using the new method of calculation, if appropriate, for current and future position changes that meet the above eligibility criteria.

***Questions***

Questions regarding this bulletin may be directed to the Payroll Audit mailbox.





# Payroll Bulletin

Office of the State Comptroller  
Bureau of State Payroll Services

Date: February 22, 2007

Bulletin Number: 702

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<b>Subject</b>	Recalculation of Salary When There Is Movement Between Bargaining Units with Differing Raises
<b>Purpose</b>	To provide agencies with information and procedures regarding the calculation of affected employees' salaries.
<b>Affected Employees</b>	Employees who move between bargaining units with different raise percentages in the fiscal year in which the movement occurred.
<b>Effective Date(s)</b>	Immediately.
<b>Background</b>	Pursuant to Section 130 of the Civil Service Law and Chapter 317 of the Laws of 1995, when an employee has movement between bargaining units in a fiscal year where the percentage increases for the bargaining units differ, the salary in the new position is recalculated, exclusive of any performance advance already paid during the fiscal year, to reflect the general salary increase that the employee would have received had the employee been in the new bargaining unit at the beginning of the fiscal year.
<b>Calculation Instructions and Examples</b>	<p>Only raises that differ in the <b>current</b> fiscal year in which the movement occurred affect the recalculation. If the employee is being promoted, the raise that was received in the <b>prior</b> bargaining unit must be removed before applying a promotion percentage and the raise percentage from the new bargaining unit if applicable. If the movement is a lateral (same grade), then the raise received in the <b>prior</b> bargaining unit is removed and the raise that the employee would have received if the employee were in the <b>new</b> bargaining unit when the raises were paid is applied.</p>

- **The employee is entitled to retain any performance advance that was paid during the fiscal year minus the raise.**

For example:

An employee is promoted on February 25, 2006 to a position in a different bargaining unit. The new bargaining unit received a 3% raise on April 1, 2005. The employee's **prior** bargaining unit received a 2.75% raise on April 1, 2005. In addition to the raise, the employee received a performance advance in his current grade. The employee's new salary is calculated by dividing his current salary by 1.0275. The resulting salary contains the performance advance without the raise. The next step is to apply the percentage for the promotion and the 3% raise that was in effect for the **new** bargaining unit on April 1, 2005.

- **The new bargaining unit into which the employee is moving received a raise but the prior bargaining unit did not receive a raise.**

For example:

An employee is promoted on June 30, 2006 to a position in a different bargaining unit. The new bargaining unit received a 3% increase on April 1, 2006. The employee's **prior** bargaining unit did not receive a raise on April 1, 2006. The

employee's new salary is calculated by applying the percentage for the promotion and the 3% raise that was in effect for the **new** bargaining unit on April 1, 2006.

- **The new bargaining unit into which the employee is moving received a different increase than the prior bargaining unit**

**Lateral Movement examples:**

**Underpayment:**

An employee moves **laterally** on September 15, 2006 to a position in a different bargaining unit. The new bargaining unit received a 3% raise on April 1, 2006. The employee's **prior** bargaining unit received a 2% raise on April 1, 2006. The employee's new salary is calculated by removing the 2% raise from his salary in the **prior** position and applying the 3% raise earned in the **new** bargaining unit.

**Overpayment:**

An employee moves **laterally** on October 31, 2005 to a position in a different bargaining unit. The prior bargaining unit received a 2.75% raise on April 1, 2005. The employee's **new** bargaining unit did not receive a raise on April 1, 2005. The employee's new salary is calculated by removing the 2.75% raise from his salary in the **prior** position. Since the new bargaining unit did not receive a raise on April 1, 2005, the new salary will be lower than the previous salary, resulting in an overpayment (which is not recoverable). A general comment will be entered by OSC stating that the overpayment will not be recovered and retro will be turned off.

**Promotion example:**

An employee is **promoted** on April 18, 2007 to a position in a different bargaining unit. The **prior** bargaining unit received an \$800 raise on April 1, 2007. The employee's **new** bargaining unit received a 3% raise on April 1, 2007. The new salary is calculated by removing the April 1, 2007 \$800 raise from the employee's salary, applying the promotion percentage and then applying the 3% raise for April 1, 2007 for the **new** bargaining unit.

**OSC Actions**

The Salary Determination Unit has made the necessary salary corrections for many of the employees who moved between bargaining units in Executive Branch agencies during the 2003-07 contract period and will continue to correct salaries of Executive Branch agency employees until all are completed.

Overpayments resulting from salary corrections of this type are not recoverable.

**Agency Actions**

Non-Executive agencies must submit any necessary corrections of salaries based on the above procedures using the Action/Reason of **Pay Rt Change/CSL** (Correct Salary). Agencies must also enter a General Comment explaining the correction.

**Questions**

Questions regarding this bulletin may be directed to the Payroll Audit mailbox.



# Payroll Bulletin

Office of the State Comptroller  
Bureau of State Payroll Services

Date: December 18, 2008

Bulletin Number: 835

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<b>Subject</b>	Revised Method of Calculating Salaries for Employees Upon Movement From a Civil Service Employees Association (CSEA) Non-Statutory (N/S) Position to a Graded Position in Any Bargaining Unit
<b>Purpose</b>	To provide agencies with information and procedures regarding the revised calculation of affected employees' salaries and the processing of necessary salary corrections.
<b>Affected Employees</b>	Non-Statutory employees represented by CSEA who move to a graded position in any bargaining unit effective on or after April 1, 2003.
<b>Background</b>	Pursuant to Chapter 103 of the Laws of 2005 which amends Civil Service Law, Section 131.5 and the N/S to Grade side letter to the 2007-2011 CSEA agreement, OSC is issuing instructions for the revised method of calculating salaries for affected employees retroactive to April 1, 2003. This revised method is in addition to the Civil Service Law, Section 131.5 rules still in existence. The side letter to the 2007-2011 CSEA agreement expires on March 31, 2011.
<b>Effective Date(s)</b>	<p>The revised method of calculating salaries for affected employees is effective April 1, 2003.</p> <p>Agencies may begin to submit transactions for eligible employees on September 4, 2008 for Pay Period 12L, paychecks dated 9/25/08 (Institution) and 10/1/08 (Administration).</p>
<b>Eligibility Criteria</b>	<p>To be eligible for the revised method of calculation, an employee must have been in a CSEA N/S annual or hourly position immediately prior to moving to a graded position.</p> <p>N/S service in any of the following will not be considered as creditable service when reconstructing the employee's salary:</p> <ul style="list-style-type: none"><li>• Office of Court Administration</li><li>• City University of New York (CUNY)</li><li>• Thruway Authority</li><li>• Teachers' Retirement System</li><li>• Dormitory Authority</li><li>• State University of New York Grade 980s</li><li>• Legislative Payrolls</li><li>• Judicial Payroll</li><li>• Pay Basis Codes of FEE and BIW</li></ul>
<b>General Information</b>	The methodology contained in Section 131.5(c) of the Civil Service Law still may be used to calculate the salary for employees who move from an N/S to a graded position if it results in a higher salary than the methodology contained in the N/S to Grade side letter to the 2007-2011 CSEA agreement.

In addition, this Section has been amended to remove provisions that restrict the resultant salary of an employee having moved from an N/S to a graded position from exceeding the salary which previously had been received in the N/S position. However, the resultant salary cannot exceed the job rate of the graded position.

The methodology contained in the Long Term Seasonal side letter and the rules effective September 2004 still may be used to calculate the salary for Parks and Environmental Conservation N/S employees represented by CSEA who moved to a graded CSEA position between April 1, 2003 and March 31, 2007 if it results in a higher salary than the methodology contained in the N/S to Grade side letter to the 2007-2011 CSEA agreement.

**Revised  
Method of  
Calculation**

**Determine Type of Appointment (Promotion, Demotion, Lateral)**

Agencies must use the CSEA N/S position in effect **immediately prior** to the move to the graded position to determine the type of appointment. If the position is:

- Annual N/S Equated to Grade – Compare the equated grade of the N/S position to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.
- Annual N/S Not Equated to Grade – Use the N/S salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the CSEA salary schedule in effect on the appointment date to the graded position and compare it to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.
- Hourly N/S – Convert the hiring rate of the graded position from the CSEA salary schedule in effect on the appointment date (regardless of the graded position's bargaining unit) to an hourly rate by dividing by 2088. Compare the resultant hourly rate to the employee's hourly rate immediately prior to the move to the graded position to determine if the appointment is a promotion, demotion or lateral.

**Revised Method of Calculation Based on Type of Appointment**

**Promotion**

From any CSEA N/S position

- Annual N/S Equated to Grade – Using the employee's equated grade apply the appropriate promotion percentage provided in Article 7.10 to the employee's N/S salary. The employee may be eligible for a promotion recalculation.
- Annual N/S Not Equated to Grade – After assigning a grade as explained above, apply the appropriate promotion percentage provided in Article 7.10 to the employee's N/S salary.
- Hourly N/S – Convert the employee's hourly rate immediately prior to the move to the graded position to an annual salary by multiplying by 2088. Use this salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the CSEA salary schedule. Apply the appropriate promotion percentage provided in Article 7.10 to the employee's 'hourly converted to annual' salary.

A new anniversary date and increment code will be determined based on the effective date of the promotion.

**Lateral and Demotion**

From a CSEA Annual N/S Position

- Equated to Grade - Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position.

- Not Equated to Grade – Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position.

Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.

If the employee is eligible, longevity payments should be included in the reconstruction.

The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.

The anniversary date will determine which performance advance cycle and increment code should be used.

#### From a CSEA Hourly N/S Position

- Use only those hours paid where the employee's hourly rate is at least equal to the hiring rate of the graded position. In order to determine if the employee's hourly rate is equal to or above the hiring rate, divide the hiring rate of the graded position from the CSEA salary schedule for the applicable year by 2088 and compare to the employee's hourly rate for the same year.
- Do not include hours paid as overtime when reporting creditable hours.
- Hourly employees for whom hours have not been reported during the last year will be considered to have a break in service of one (1) or more years. Credit for service prior to the break will not be counted.
- The number of creditable hours reported by the agency for an 8-hour-day hourly employee will be divided by 8 to determine the number of full work days to be used as creditable service. The number of creditable hours reported by the agency for a 7 ½-hour-day hourly employee will be divided by 7.5 to determine the number of full work days to be used as creditable service.
- N/S service in hourly and annual positions can be combined to determine the amount of creditable service.
- It is the appointing agency's responsibility to report in General Comments all qualifying hours and the employee's required hours per day (7 ½ or 8) to be used in determining creditable service including hours worked in another agency.
- The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.
- The anniversary date will determine which performance advance cycle and increment code should be used.
- Reconstruct the salary beginning with the hiring rate of the graded position giving credit for all service (including hourly and annual regardless of bargaining unit) where the salary is at least equal to the hiring rate of the graded position.
- Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.
- If the employee is eligible, longevity payments should be included in the reconstruction.

Examples of [hourly service calculations](#) can be reviewed by agencies for assistance.

#### **OSC Actions**

OSC will provide agencies with Control-D report NHRPTP13 identifying employees who have moved from a CSEA N/S position to a graded position in any bargaining unit effective on or after April 1, 2003.

The listing is available as of August 26, 2008.

#### **Agency Actions**

It is the agency's responsibility to submit transactions for employees affected by the revised methodology.

Salary corrections must be submitted by agencies retroactive to the date of the graded appointment (provided the appointment was effective on or after 4/1/03) if the methodology provided in the N/S to Grade side letter to 2007-2011 CSEA agreement results in a salary different from (greater than or less than) the methodology in the previous side letter (detailed in [Payroll Bulletin No. 726](#)) or in Section 131.5(c) of the Civil Service Law.

Agencies must submit Pay Change Requests using the Action/Reason code of **PAY/NSG (Pay Rate Change/NS to Grade)** for all rows requiring a salary correction on the employee's Job Data history. If a salary correction is not applicable but the employee's anniversary date, increment code and/or FIS must be changed, the Action/Reason code of **DTA/NSG (Data Change/NS to Grade)** must be submitted.

Qualifying hours used to determine creditable service must be reported in General Comments.

**Note:** If any employee is now overpaid due to the revised calculation rules, the negative retroactive adjustment will **not** be recovered.

***Control-D  
Report***

**NHRPTP13 Report**

This report identifies employees who moved from a CSEA N/S position to a graded position in any bargaining unit on or after April 1, 2003 and may be eligible to have their salary recalculated using the new methodology. The report identifies EmplID, Name, Rcd #, Pay Basis Code, Bargaining Unit, Employee Status, Pay Cycle and Move Date (Effective date and Sequence of initial movement from N/S to graded position).

***Questions***

Questions about this Bulletin may be emailed to the Salary Determination mailbox.



# Payroll Bulletin

Office of the State Comptroller  
Bureau of State Payroll Services

Date: March 2, 2009

Bulletin Number: 882

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**Subject** New Method of Calculating Salaries for Employees Upon Movement From a Public Employees Federation (PEF) Non-Statutory (N/S) Position to a Graded Position in Any Bargaining Unit

**Purpose** To provide agencies with information and procedures regarding the calculation of affected employees' salaries and the processing of necessary salary corrections.

**Affected Employees** Non-Statutory employees represented by PEF who move to a graded position in any bargaining unit effective on or after April 11, 2008.

**Background** Pursuant to Chapter 114 of the Laws of 2008 which amends Civil Service Law, Section 131.5 and the N/S to Grade side letter to the 2007-2011 PEF agreement, OSC is issuing instructions for the new method of calculating salaries for affected employees retroactive to April 11, 2008. This method is in addition to the Civil Service Law, Section 131.5 rules still in existence. The side letter to the 2007-2011 PEF agreement expires on March 31, 2011.

**Effective Date(s)** The new method of calculating salaries for affected employees is effective April 11, 2008.  
Agencies may begin to submit transactions immediately.

**Eligibility Criteria** To be eligible for the new method of calculation, an employee must have been in a PEF N/S annual or hourly position immediately prior to moving to a graded position. This method does not apply to appointments from a Summer Session position to a graded position.

N/S service in any of the following will not be considered as creditable service when reconstructing the employee's salary:

- Office of Court Administration
- City University of New York (CUNY)
- Thruway Authority
- Teachers' Retirement System
- Dormitory Authority
- State University of New York Grade 980s
- Legislative Payrolls
- Judicial Payrolls
- Pay Basis Codes of FEE and BIW
- Summer Session Position

**General Information** The methodology contained in Section 131.5(c) of the Civil Service Law still may be used to calculate the salary for employees who move from an N/S to a graded position if it results in a higher salary than the methodology contained in the N/S to Grade side letter to the 2007-2011 PEF agreement.

In addition, this Section has been amended to remove provisions that restrict the resultant salary of an employee having moved from an N/S to a graded position from exceeding the salary which previously had been received in the N/S position. However, the resultant salary cannot exceed the job rate of the graded position.

**New Method of Calculation** **Determine Type of Appointment (Promotion, Demotion, Lateral)**

Agencies must use the PEF N/S position in effect **immediately prior** to the move to the graded position to determine the type of appointment. If the position is:

- Annual N/S Equated to Grade – Compare the equated grade of the N/S position to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.
- Annual N/S Not Equated to Grade – Use the N/S salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the PEF salary schedule in effect on the appointment date to the graded position and compare it to the grade of the graded position to determine if the appointment is a promotion, demotion or lateral.
- Hourly N/S – Convert the hiring rate of the graded position from the PEF salary schedule in effect on the appointment date (regardless of the graded position's bargaining unit) to an hourly rate by dividing by 2088 if the N/S position is a non-teaching title or by 1736 if the N/S position is a teaching title. Compare the resultant hourly rate to the employee's hourly rate immediately prior to the move to the graded position to determine if the appointment is a promotion, demotion or lateral.

#### **Revised Method of Calculation Based on Type of Appointment**

##### **Promotion**

From any PEF N/S position

- Annual N/S Equated to Grade – Using the employee's equated grade, apply the appropriate promotion percentage provided in Article 7.10 to the employee's N/S salary. The employee may be eligible for a promotion recalculation.
- Annual N/S Not Equated to Grade – After assigning a grade as explained above, apply the appropriate promotion percentage provided in Article 7.10 to the employee's N/S salary.
- Hourly N/S – Convert the employee's hourly rate immediately prior to the move to the graded position to an annual salary by multiplying by 2088 if the N/S position is a non-teaching title or by 1736 if the N/S position is a teaching title. Use this salary to assign the highest grade level (using the hiring rate) to which such salary can be assigned on the PEF salary schedule. Apply the appropriate promotion percentage provided in Article 7.10 to the employee's 'hourly converted to annual' salary.

The Longevity Lump Sum (**LLS**) portability will be factored in the promotion calculation provided the employee received an **LLS** payment within the twelve (12) months prior to the promotion.

A new anniversary date and increment code will be determined based on the effective date of the promotion.

##### **Lateral and Demotion**

From a PEF Annual N/S Position

- Equated to Grade - Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly

and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position. Service in a teaching title will be counted only if it totals at least 150 work days during each individual academic year.

- Not Equated to Grade – Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service where the salary (including hourly and annual regardless of bargaining unit) is at least equal to the hiring rate of the graded position. Service in a teaching title will be counted only if it totals at least 150 work days during each individual academic year.

Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.

If the employee has the required years of job rate credit, the Longevity Lump Sum (LLS) will be payable after six (6) pay periods retroactive to the effective date of the appointment to the graded position.

If the employee attained the Merit Advance Rate in an equal or higher grade, that rate of pay will serve as the employee's N/S salary for the purpose of computing the new graded salary.

If the employee has not attained the Merit Advance Rate in an equal or higher grade, the Merit Advance Rate for the graded position will be payable after six (6) pay periods, retroactive to the effective date of the appointment to the graded position, provided the employee has sufficient years at or above the job rate of the graded position and all other eligibility criteria are met.

It is the agency's responsibility to submit transactions for employees due the Longevity Lump Sum or Merit Step payment and to indicate in General Comments if an employee has met all merit step eligibility requirements.

The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.

The anniversary date will determine which performance advance cycle and increment code should be used.

From a PEF Hourly N/S Position

- Use only those hours paid where the employee's hourly rate is at least equal to the hiring rate of the graded position. In order to determine if the employee's hourly rate is equal to or above the hiring rate, divide the hiring rate of the graded position from the PEF salary schedule for the applicable year by 2088 if the N/S position is a non-teaching title or by 1736 if the N/S position is a teaching title and compare to the employee's hourly rate for the same year.
- Do not include hours paid as overtime when reporting creditable hours.
- Hourly employees for whom hours have not been reported during the last year will be considered to have a break in service of one (1) or more years. Credit for service prior to the break will not be counted.
- The number of creditable hours reported by the agency for an 8-hour-day hourly employee will be divided by 8 to determine the number of full work days to be used as creditable service. The number of creditable hours reported by the agency for a 7 ½-hour-day hourly employee will be divided by 7.5 to determine the number of full work days to be used as creditable service.
- N/S service in hourly and annual positions can be combined to determine the amount of creditable service.
- Service in a teaching title will be counted only if it totals at least 150 work days during each individual academic year.
- It is the appointing agency's responsibility to report in General Comments all qualifying hours, the range of dates to which the hours apply and the employee's required hours per day (7 ½ or 8) to be used in determining creditable service including hours worked in another agency.
- The anniversary date will be determined using the appointment date to the graded position adjusted by the amount of creditable service.
- The anniversary date will determine which performance advance cycle and increment code should be used.

- Reconstruct the salary beginning with the hiring rate of the graded position, giving credit for all service (including hourly and annual regardless of bargaining unit) where the salary is at least equal to the hiring rate of the graded position.
- Upon reconstruction, the salary should be limited to the job rate of the graded position but may exceed the employee's last N/S salary.
- If the employee has the required years of job rate credit, the Longevity Lump Sum (**LLS**) will be payable after six (6) pay periods. It is the agency's responsibility to submit transactions for employees due an **LLS** payment.

[Service calculation examples](#) are included with this bulletin.

**OSC Actions** Control-D report NHRPTMP13 (appears as NHRPTP13 in the Control-D Report List) identifies employees who have moved from a PEF N/S position to a graded position in any bargaining unit effective on or after April 11, 2008.

**Agency Actions** It is the agency's responsibility to submit transactions for employees affected by the new methodology.

Salary corrections must be submitted by agencies retroactive to the date of the graded appointment (provided the appointment was effective on or after 4/11/08) if the methodology provided in the N/S to Grade side letter to the 2007-2011 PEF agreement results in a higher salary than the methodology in Section 131.5(c) of the Civil Service Law.

Agencies must submit Pay Change Requests using the Action/Reason code of **PAY/NSG (Pay Rate Change/NS to Grade)** for all rows requiring a salary correction on the employee's Job Data history. If a salary correction is not applicable but the employee's anniversary date, increment code and/or FIS must be changed, the Action/Reason code of **DTA/NSG (Data Change/NS to Grade)** must be submitted.

Qualifying hours used to determine creditable service, the range of dates to which the hours apply and Merit Step eligibility must be reported in General Comments.

**Control-D Report** **NHRPTMP13 Report**  
 This report identifies employees who moved from a PEF N/S position to a graded position in any bargaining unit on or after April 11, 2008 and may be eligible to have their salary recalculated using the new methodology. The report identifies EmplID, Name, Rcd #, Pay Basis Code, Bargaining Unit, Employee Status, Pay Cycle and Move Date (Effective date and Sequence of initial movement from N/S to graded position).

**Questions** Questions about this Bulletin may be emailed to the Salary Determination mailbox.



# Payroll Bulletin

Office of the State Comptroller  
Bureau of State Payroll Services

Date: March 10, 2010

Bulletin Number: 970

**Subject** April 2010 Civil Service Employees Association (CSEA) Longevity Lump Sum Payments (**LLS**)

**Purpose** To inform agencies of OSC's automatic processing of the LLS payment and to provide instructions for payments not processed automatically.

**Affected Employees** Longevity-eligible employees with an increment code of 1976-2005, 0010, 0110, 0210, 0310 and 0410 in the following bargaining units:

- Administrative Services BU02
- Operational Services BU03
- Institutional Services BU04
- Division of Military & Naval Affairs BU47

**Background**

Chapter 10 of the Laws of 2008 implemented the agreement between the State and Civil Service Employees Association (CSEA) and provides for a new Longevity Lump Sum payment beginning April 2010. The Longevity Lump Sum payment will be in the amount of \$1,250 or \$2,500 based on the eligibility criteria below.

**Effective Date(s)**

Payment will be processed in a **separate check** dated April 28, 2010 (Administration) and April 22, 2010 (Institution). There will be no direct deposit for this payment.

**Eligibility – CSEA Employees** Employees in graded positions (Grades 001-025) and NS (Grade 600) positions which are equated to grade are eligible for the payment provided the employee:

- Is on the payroll March 31, 2010 (Active, on Paid Leave of Absence, or a Military Stipend Leave) in a BU02, BU03, BU04 or BU47 position; **and**
- As of March 31, 2010, has five (5) or more or ten (10) or more years of continuous service\* at a base annual salary equal to or greater than the Job Rate for the employee's current grade; **and**
- Did not receive an "Unsatisfactory" evaluation on their last rating date. Employees who were not rated or not reported as "Unsatisfactory" during the period will receive the payment.

\*Continuous service, as used in determining eligibility for the **LLS** payment, is paid service (including part-time annual-salaried service, paid Military Leave and Sick Leave at Half Pay) or time on Workers' Compensation Leave or Military Leave without Pay.

All employees that meet the continuous service eligibility criteria as of 3/31/10 will be placed on the April Cycle for **LLS** payments regardless of whether they attained job rate on the April or October performance advance cycle. An employee who

meets the continuous service eligibility requirement for payment in April 2010, but who received an “Unsatisfactory” rating, will not receive a payment in April 2010 and will remain on the April payment cycle.

After 3/31/10, once an employee meets the initial five year continuous service eligibility in either April or October, they will stay on that cycle.

Employees are not eligible to receive more than one payment in a fiscal year.

**The following employees will become eligible for the LLS payment upon processing of Performance Advances in Pay Period 1L:**

An employee occupying a position that has been previously reallocated, whose salary was equal to or greater than the Job Rate of the lower grade and whose salary upon application of the October 2009 or April 2010 Performance Advance reaches the Job Rate of the reallocated grade is entitled to the Job Rate credit of the lower grade.

- The Increment Code of an employee who received the October 2009 Performance Advance was updated to **0910**.
- The Increment Code of an employee receiving the April 2010 Performance Advance will be automatically updated from **0001** to **2010**
- These employees will not receive an automatic **LLS** payment; therefore, the agency must submit transactions in Pay Period 2L to make the payments and update the increment codes. For instructions, see the section below entitled “Agency Actions – Payments to Employees Not Paid Automatically.”

**The following employees will become eligible for the LLS payment during 2010-2011:**

- An employee who otherwise qualifies but is on an approved Leave of Absence without Pay including Workers’ Compensation Leave or on a preferred list on March 31, 2010 and who returns from such leave between April 1, 2010 and March 31, 2011 is eligible for the payment. There is no minimum service requirement following the employee’s return to active payroll status. The agency should request the **LLS** payment in the same pay period the employee returns to active payroll status.
- Demotion after March 31, 2010 - An employee who is not eligible for the payment becomes eligible if the employee returns to a lower graded position between April 1, 2010 and March 31, 2011, provided the employee otherwise would have been eligible if the employee had been in the lower graded position on March 31, 2010 and remained in the lower graded position for at least six (6) pay periods; **and**
- The promotion was temporary and the employee has been reinstated to their previous position or has been appointed to another lower graded qualifying position; **or**
- The promotion was permanent, but the demotion occurred:
  - in lieu of layoff; **or**
  - voluntarily during the probationary period; **or**
  - as a result of failure of a probationary period.

The agency should request the **LLS** payment after the completion of six (6) full pay periods in the lower grade using the same effective date as the demotion.

An employee demoted as a result of a disciplinary action or who takes a voluntary demotion from a permanent position after the completion of a probationary period in the higher grade is **not eligible** for an **LLS** payment in the lower grade.

**OSC Actions –  
Automatic  
Processing**

OSC will automatically insert a row on the employee’s Additional Pay page using the Earnings Code **LLS** to make the payment. The payment amount is \$1,250 for five (5) or more years and \$2,500 for ten (10) or more years or a prorated amount, as described below:

- Employees who are full-time on March 31, 2010 or full-time employees who are on a Paid Leave of Absence, Military Stipend Leave or on a Voluntary Reduction in Work Schedule (VRWS) receive the full payment amount.

**Note:** For employees on the Voluntary Reduction in Work Schedule program, the agency must verify that the Full/Part Time Indicator on the Job Data/Job Information page is "Voluntary."

- Employees who are part-time on March 31, 2010 receive a prorated payment based on the employee's part-time percentage on March 31, 2010.
- Part-time employees who are on a Paid Leave of Absence or Military Stipend Leave on March 31, 2010 receive a prorated amount based on the employee's regular part-time percentage prior to the leave.

The Additional Pay page will be populated for eligible employees with the following:

Earnings Code:	<b>LLS</b>
Effective Date:	4/1/10
OT Effective Date:	4/1/10
Annual Additional Earnings:	Payment Amount
Earn End Date:	3/31/11

**Agency Actions  
– Payments to  
Employees Not  
Paid  
Automatically**

To pay an employee after the automatic payment has been processed, enter the following information on the Additional Pay page:

Earnings Code:	<b>LLS</b>
Effective Date:	Enter eligibility date*
OT Effective Date:	Same as effective date
Annual Additional Earnings:	Payment Amount
Earn End Date:	3/31/11

\*For example: If an Institution agency enters a transaction in Pay Period 2L for an employee who returned to the payroll on April 10, 2010, the effective date is 4/10/10. If an Administration agency enters a transaction in Pay Period 1L for an employee who returned to the payroll on April 3, 2010, the effective date is 4/3/10.

**To Correct an Increment Code**

If the employee did not receive an automatic **LLS** payment because the increment code was incorrect, the agency must, in addition to submitting the **LLS** payment, submit a Job Action Request using the Action/Reason code of **DTA/CIC** (Data Change/Correct Increment Code). The appropriate increment code must be entered in the Increment Code field.

**Employee Becomes Eligible for Payment Due to Demotion**

If an employee was ineligible on 3/31/10 and becomes eligible in 2010-2011 due to demotion as explained above, the agency should enter a comment on the General Comments page verifying the employee is eligible for **LLS** based on the reason the

demotion occurred.

**Retirement and  
Overtime  
Calculation  
information**

The **LLS** is a one-time, lump sum payment which is included as salary for retirement purposes and in the calculation of overtime compensation (refer to "Overtime Compensation," Part III, Page 1 of the OSC Salary Manual). The 2010 Longevity Lump Sum payment will be included in the calculation of overtime earned from April 1, 2010 through March 31, 2011.

**Control-D  
Reports and  
Preparation for  
Payment**

Prior to the automatic processing, the following report will be available:

**NPAY756 Longevity Lump Sum (LLS) Eligibility Listing** This report is a preliminary listing of employees eligible for the **LLS** payment as of the date the report is run (approximately March 1, 2010). It will be available the second week of March, 2010.

Agencies should review this listing carefully with particular attention to employees who are ineligible due to an "Unsatisfactory" evaluation on their last rating date.

Corrections to the preliminary listing should be submitted on the [Correction Sheet](#). (The form may be duplicated if additional copies are needed.) This form must be used to:

- Add employees who do not appear on the listing, such as:
  - Eligible employees in NS positions where the equated grade does not appear on the Position Data page. Agencies must submit documentation of the salary equation with the Correction Sheet.
  - Eligible employees who are in composite positions (identified by Increment Code **2222**).
  - Employees whose positions were downward reallocated and were eligible based on the prior grade (identified by Increment Code **0069**).
- Delete employees who should not appear on the listing.
  - Employees with an unsatisfactory rating on their last rating date.
  - For employees rated unsatisfactory, the Increment Code must be updated to **7777**.
- Change incorrect information pertaining to an employee appearing on the listing.

Do **not** add employees whose eligibility will change due to transactions that will be processed prior to Pay Period 26 (Administration) or Pay Period 1 (Institution).

Corrections should be submitted as soon as possible and must be received no later than **March 29, 2010**. Please **fax** corrections to (518) 474-2601 or (518) 402-4949 and send an email to the Salary Determination mailbox to inform the Salary Determination Unit that a correction has been faxed.

After the automatic processing is completed, the following report will be available:

**NPAY770 One Time Payment Report**

This report identifies all employees who received the automatic **LLS** payment.

**Increment Code  
Update after  
Initial Payment**

All employees who receive the **LLS** payment in April 2010 whose increment code in effect on 3/31/10 is 0010, 0110, 0210, 0310, or 0410 (indicating job rate credit on the October performance advance cycle) will have their increment codes updated to the appropriate fiscal year described below.

- A row will be inserted in Job Data with the effective date of 3/31/10 with Action/Reason code of **DTA/ILS** (Initial Longevity Lump Sum).
- The increment codes will be updated as follows:

Existing Increment Code	New Increment Code
0010	2001
0110	2002
0210	2003
0310	2004
0410	2005

- There will be no update for employees with Increment Codes of 1976-2005.

***Taxes and Deductions***

This payment is subject to Federal, State, and local income taxes and Social Security/Medicare employment taxes. Deductions will be taken for retirement normal contributions, garnishments and Federal levies.

***Payroll Register and Employee's Paycheck***

The Earnings Code **LLS** and the amount will be displayed on the payroll register. The earnings description, *Longevity LSP*, and the amount will be printed on the employee's paycheck.

This payment will be made in a separate check regardless of when paid. There will be no direct deposit for this payment. The separate check will be issued along with the employee's regular paycheck or direct deposit advice for the check date submitted.

***Questions***

Questions regarding this bulletin may be directed to the Salary Determination mailbox.