

### **LGS Increment Codes for Payment Withholds**

Increment Code	PEF	CSEA, RRSU, SCF	Withhold a performance advance	Withhold a Longevity Service payment	Increment Code Description
8888	X	X	N/A	X	Rated Unsatisfactory and at job rate – not eligible for an LGS payment <b><u>OR</u></b> Rated Unsatisfactory and in an N/S position (grade 600 Not Equated to a Grade or grade 800) – not eligible for an LGS payment
0388	X	X	X	X	Rated Unsatisfactory – not eligible for an April performance advance and not eligible for an April LGS payment <ul style="list-style-type: none"> <li>• PEF employees who have an evaluation date between 4/1-12/31</li> <li>• CSEA, RRSU &amp; SCF employees whose anniversary date is between 10/2-4/1</li> </ul>
0188	X	N/A	N/A	X	PEF employees rated unsatisfactory in the prior year whose anniversary date is between 1/1-3/31 and are eligible for a performance advance but are not eligible for the following years April LGS payment <b><u>OR</u></b> CSEA or RRSU employees rated unsatisfactory who are on differing performance advance and LGS cycles that are ineligible for an October LGS. (Initial DTA/USP with increment code 0003 to withhold performance advance)
1388	N/A	X	X	X	Rated Unsatisfactory – not eligible for an October performance advance and/or are not eligible for an October LGS payment
1088	X	X	X	X	Rated Unsatisfactory – not eligible for an October performance advance and not eligible for an April LGS payment (Initial DTA/USP with increment code 1003 to withhold performance advance)

Please note: Employees may be on differing cycles for a performance advance and LGS payment. Unsatisfactory ratings should continue to be submitted using the employee's anniversary date even though their qualifying service date may fall on a different processing cycle.

#### **Examples Scenarios:**

Increment Code	Scenario	Anniversary Date	Qualifying Service Date	Longevity Service Payment Processing Cycle	Action Needed
8888	A CSEA employee is in a payment eligible bargaining unit who is at job rate and has 15 years of qualifying service. They are rated unsatisfactory and are to have their October 2025 LGS payment withheld	06/15/2010	05/01/2010	OP – Established on October cycle	6/15/2025 DTA/USP Increment Code 8888 10/1/2025 DTA/CIC revert the increment code back to what it was previously after payment processing has completed
8888	A PEF employee who has 14 years of qualifying service, is in a non-statutory grade 800 position and is rated unsatisfactory	07/15/2023	10/15/2010	AP – Established on April cycle	07/15/2024 DTA/CIC Increment Code 8888 4/1/2025 DTA/CIC Increment Code 0000
0388	An RRSU employee who has 17 years of qualifying service, is below job rate and rated unsatisfactory. They are to have both the April LGS payment and the April Performance Advance withheld.	02/15/2021	11/03/2007	AP – Established on April cycle	02/15/2025 DTA/USP Increment Code 0388 4/1/2025 DTA/CIC Increment Code 0001
0188	A PEF employee who has 15 years of qualifying service, is below job rate and are rated unsatisfactory. They are eligible for this fiscal year LGS payment, ineligible for a Performance Advance and are not eligible for the following fiscal year's LGS payment*.	1/15/2022	12/01/2009	AP – Established on April cycle	1/15/2025 DTA/USP Increment Code 0003 (to withhold the performance advance) 4/1/2025 DTA/USP Increment Code 0188 4/1/2026 DTA/CIC Increment Code 0001
0188	A CSEA employee who has 18 years of qualifying service, is below job rate and are rated unsatisfactory. They are to have their April performance advance and October LGS withheld.	11/15/2022	05/07/2007	OP – Established on October cycle	11/15/2022 DTA.USP Increment Code 0003 4/1/2025 DTA/CIC Increment Code 0188 10/1/2025 DTA/CIC Increment Code 0001
1388	A CSEA employee who has 25 years of qualifying service, is below job rate and rated unsatisfactory. They are to have both the October LGS payment and October Performance Advance withheld.	04/15/2022	08/10/2005	OP – Established on October cycle	04/15/2025 DTA/USP Increment Code 1388 10/01/2025 DTA/USP Increment Code 1001

1088	A CSEA employee who has 18 years of qualifying service, is below job rate and rated unsatisfactory. They are to have both the April LGS payment and October Performance Advance withheld.	08/15/2023	10/15/2007	AP – Established on April cycle	08/15/2025 DTA/USP Increment Code 1003 (to withhold performance advance) 10/1/2025 DTA/USP Increment Code 1088 4/1/2026 DTA/CIC Increment Code 1001
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\* The Longevity evaluation period for PEF employees is based on a calendar year. Employees who have an anniversary date between 1/1-3/31, are being rated for the following fiscal year.