



Office of the State Comptroller

PAYROLL BULLETIN

Subject October 1, 1998 3-1/2% Salary Increase	Bulletin No. P- 1004
	Date September 17, 1998

The salary increase legislation, which implements the 1995-99 agreements between the State and various negotiating units and extends similar benefits to Management/Confidential employees, provides for an October 1, 1998 salary increase of 3-1/2%, new Salary Schedules and an increase in Location Pay.

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

- Administrative Services (NU 02)
- Operational Services (NU 03)
- Institutional Services (NU 04)

- Professional, Scientific & Technical Services (NU 05)

- Rent Regulation Services (NU 67)

- Management/Confidential, including Correction Superintendents (NU 06)

October 1, 1998 Salary Increase

The salary increase is 3-1/2%, rounded to the nearest dollar, applied to employee's salaries as of September 23, 1998 (Institutions) and September 30, 1998 (Administration) and will be processed in Period 14L, September 24-October 7, 1998, checks dated October 22, 1998 (Institutions), and October 1-14, 1998, checks dated October 28, 1998 (Administration).

October 1, 1998 Salary Schedules

The October 1, 1998 Salary Schedules reflect 3-1/2% increases over the October 1997 Schedules. For grades 603-617 on the Management/Confidential Schedule, OSC has listed the additional salaries which are \$750 and \$1500 above the job rates. Copies of the Schedules are attached.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties -The amount of Location Pay in these areas has been increased to \$823.

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

Salary Limitation - Management/Confidential Positions

Budget Bulletin D-1097, issued September 10, 1998, provides for no general cap or withholding of the 3-1/2% increase. Agencies that wish to withhold the increase for an individual employee should contact their Budget Examiner, as directed in the Budget Bulletin.

PAYMENT INSTRUCTIONS

For employees whose annual salary is identical to the Hiring Rate, Job Rate or one of the interim steps on the respective October 1, 1997 schedule, the salary will be increased to the Hiring Rate, Job Rate or corresponding interim step on the October 1, 1998 schedule.

For all other employees, and those in NS and Trainee positions, the September 23(I) or September 30(A), 1998 salary will be increased by 3-1/2%, rounded to the nearest whole dollar.

Employees who were appointed from a redeployment list under Section 79 of the Civil Service Law are entitled to the 3-1/2% raise October 1, 1998, provided that the increase doesn't result in a salary which exceeds the job rate for NU 05 and NU 06 Grade 618 and above; the second longevity step for NU 02, 03, 04 and 67; or the job rate plus \$1500 for NU 06 Grade 617 and below. Employees whose salaries would exceed the allowable rate have an increment code of 70 in their record. You will be notified if you have any employees affected by this provision.

Workers' Compensation

For employees who are on any Workers' Compensation Program, the salary and location pay increases will be reflected on the tentative register for Payroll Period 14L.

Tentative Salary Register and Information Listings

After payrolls are processed for Period 13L, OSC will convert the computer records to reflect the automatic salary and location pay increases. Employees with pay basis codes HRY, DLY or BIW will **not** be automatically increased.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Period 14L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 reporting a salary change is submitted by the agency. Therefore, the tentative should be carefully examined and any changes made by submission of a PR-75.

Employees who are on Workers' Compensation will also be identified according to the Workers' Compensation Program.

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

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

PR-75 Preparation

In preparing your payroll for Period 14L:

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

(2) To increase the salary of an hourly or daily employee:

To calculate the increased salary for an hourly or daily employee, first multiply the hourly rate by 2088 or the daily rate by 261 to determine the annual salary. Multiply this annual by 3-1/2% rounded to the nearest whole dollar, to arrive at the amount of the increase. Add increase to the annual salary to arrive at a new annual rate. Then divide the new annual by 2088 or 261 to determine the increased hourly or daily amount. Use the transaction code **CHG RATE** to report the increase for these employees.

(3) To increase the salary of a biweekly employee:

To calculate the increased salary for a biweekly employee, multiply the current biweekly rate by the factor 3-1/2%. Add the resulting increase to the current biweekly salary to arrive at the amount of the increase. Use the transaction code **COR FY SAL** to report the increase for these employees.

(4) To increase or decrease an annual salary reported on the tentative register. Use the transaction code **COR FY SAL**.

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

PR-76 PREPARATION

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

Need Help?

Questions on the tentative payroll and information listing may be referred to the Systems Development Unit at (518) 474-5261.

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

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

Attachments

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SCHEDULE
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 AND DIVISION OF MILITARY AND NAVAL AFFAIRS UNIT 47
 EFFECTIVE OCTOBER 1, 1998

SALARY GRADE	INCR. AMT.	HIRING RATE	SALARY SCHEDULE						JOB RATE	LONG STEP		LONG STEP AMOUNT
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6		STEP 1	STEP 2	
1	531	15083	15614	16145	16676	17207	17738	18269	18800	19550	20300	750
2	556	15684	16240	16796	17352	17908	18464	19020	19576	20326	21076	750
3	582	16499	17081	17663	18245	18827	19409	19991	20573	21323	22073	750
4	615	17249	17864	18479	19094	19709	20324	20939	21554	22304	23054	750
5	645	18105	18750	19395	20040	20685	21330	21975	22620	23370	24120	750
6	670	19154	19824	20494	21164	21834	22504	23174	23844	24594	25344	750
7	703	20249	20952	21655	22358	23061	23764	24467	25170	25920	26670	750
8	730	21427	22157	22887	23617	24347	25077	25807	26537	27287	28037	750
9	764	22657	23421	24185	24949	25713	26477	27241	28005	28755	29505	750
10	799	23990	24789	25588	26387	27186	27985	28784	29583	30333	31083	750
11	841	25420	26261	27102	27943	28784	29625	30466	31307	32057	32807	750
12	870	26912	27782	28652	29522	30392	31262	32132	33002	33752	34502	750
13	908	28547	29455	30363	31271	32179	33087	33995	34903	35653	36403	750
14	948	30235	31183	32131	33079	34027	34975	35923	36871	37621	38371	750
15	986	32027	33013	33999	34985	35971	36957	37943	38929	39679	40429	750
16	1033	33859	34892	35925	36958	37991	39024	40057	41090	41840	42590	750
17	1090	35801	36891	37981	39071	40161	41251	42341	43431	44181	44931	750
18	1140	37907	39047	40187	41327	42467	43607	44747	45887	46637	47387	750
19	1196	39974	41170	42366	43562	44758	45954	47150	48346	49096	49846	750
20	1243	42098	43341	44584	45827	47070	48313	49556	50799	51549	52299	750
21	1301	44390	45691	46992	48293	49594	50895	52196	53497	54247	54997	750
22	1360	46805	48165	49525	50885	52245	53605	54965	56325	57075	57825	750
23	1419	49342	50761	52180	53599	55018	56437	57856	59275	60025	60775	750
24	1469	52063	53532	55001	56470	57939	59408	60877	62346	63096	63846	750
25	1534	54976	56510	58044	59578	61112	62646	64180	65714	66464	67214	750

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND
 TECHNICAL SERVICES NEGOTIATING UNIT 05
 EFFECTIVE OCTOBER 1, 1998

<u>Salary Grade</u>	Hiring	Job	Performance Advancement
	<u>Rate</u>	<u>Rate</u>	<u>Amount</u>
1	14422	18917	643
2	14993	19656	667
3	15759	20600	692
4	16495	21544	722
5	17307	22705	772
6	18271	23861	799
7	19332	25134	829
8	20432	26440	859
9	21608	27834	890
10	22869	29371	929
11	24217	31144	990
12	25613	32775	1024
13	27141	34591	1065
14	28738	36697	1137
15	30401	38653	1179
16	32142	40709	1224
17	33982	42958	1283
18	35945	44739	1257
19	37926	47086	1309
20	39902	49446	1364
21	42053	52015	1424
22	44348	54726	1483
23	46727	57537	1545
24	49250	60476	1604
25	52004	63709	1673
26	54778	66958	1740
27	57779	70600	1832
28	60854	74175	1903
29	64078	77912	1977
30	67460	81803	2049
31	71091	85970	2126
32	74906	90285	2197
33	79015	94902	2270
34	83259	99696	2349
35	87610	104576	2424
36	92046	109594	2507
37	96910	115005	2585
38	90370		

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR RENT REGULATIONS SERVICES UNIT 67
 EFFECTIVE OCTOBER 1, 1998

SG	INCR	HIRING							JOB RATE	LONG STEP 1	LONG STEP 2	LONG
		RATE	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7				
1	531	15083	15614	16145	16676	17207	17738	18269	18800	19650	20500	850
2	556	15684	16240	16796	17352	17908	18464	19020	19576	20426	21276	850
3	582	16499	17081	17663	18245	18827	19409	19991	20573	21423	22273	850
4	615	17249	17864	18479	19094	19709	20324	20939	21554	22404	23254	850
5	645	18105	18750	19395	20040	20685	21330	21975	22620	23470	24320	850
6	670	19154	19824	20494	21164	21834	22504	23174	23844	24694	25544	850
7	703	20249	20952	21655	22358	23061	23764	24467	25170	26020	26870	850
8	730	21427	22157	22887	23617	24347	25077	25807	26537	27387	28237	850
9	764	22657	23421	24185	24949	25713	26477	27241	28005	28855	29705	850
10	799	23990	24789	25588	26387	27186	27985	28784	29583	30433	31283	850
11	841	25420	26261	27102	27943	28784	29625	30466	31307	32157	33007	850
12	870	26912	27782	28652	29522	30392	31262	32132	33002	33852	34702	850
13	908	28547	29455	30363	31271	32179	33087	33995	34903	35753	36603	850
14	948	30235	31183	32131	33079	34027	34975	35923	36871	37721	38571	850
15	986	32027	33013	33999	34985	35971	36957	37943	38929	39779	40629	850
16	1033	33859	34892	35925	36958	37991	39024	40057	41090	41940	42790	850
17	1090	35801	36891	37981	39071	40161	41251	42341	43431	44281	45131	850
18	1255	35945	37200	38455	39710	40965	42220	43475	44730	45580	46430	850
19	1309	37926	39235	40544	41853	43162	44471	45780	47089	47939	48789	850
20	1365	39902	41267	42632	43997	45362	46727	48092	49457	50307	51157	850
21	1422	42053	43475	44897	46319	47741	49163	50585	52007	52857	53707	850
22	1483	44348	45831	47314	48797	50280	51763	53246	54729	55579	56429	850
23	1544	46727	48271	49815	51359	52903	54447	55991	57535	58385	59235	850
24	1604	49250	50854	52458	54062	55666	57270	58874	60478	61328	62178	850
25	1672	52004	53676	55348	57020	58692	60364	62036	63708	64558	65408	850
26	1740	54778	56518	58258	59998	61738	63478	65218	66958	67808	68658	850
27	1831	57779	59610	61441	63272	65103	66934	68765	70596	71446	72296	850
28	1904	60854	62758	64662	66566	68470	70374	72278	74182	75032	75882	850
29	1977	64078	66055	68032	70009	71986	73963	75940	77917	78767	79617	850
30	2049	67460	69509	71558	73607	75656	77705	79754	81803	82653	83503	850
31	2126	71091	73217	75343	77469	79595	81721	83847	85973	86823	87673	850
32	2197	74906	77103	79300	81497	83694	85891	88088	90285	91135	91985	850

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL
 NEGOTIATING UNITS 06, 46 & 66
 EFFECTIVE OCTOBER 1, 1998

<u>GRADE</u>	<u>HIRING RATE</u>	<u>JOB RATE</u>	<u>JOB RATE Plus \$750</u>	<u>JOB RATE Plus \$1500</u>	
M/C 3	\$16,589	\$21,389	\$22,139	\$ 22,889	
M/C 4	17,350		22,390	23,140	23,890
M/C 5	18,431		23,509	24,259	25,009
M/C 6	19,241		24,747	25,497	26,247
M/C 7	20,388		26,121	26,871	27,621
M/C 8	21,542		27,502	28,252	29,002
M/C 9	22,809		28,999	29,749	30,499
M/C 10	24,075		30,643	31,393	32,143
M/C 11	25,573		32,382	33,132	33,882
M/C 12	26,956		34,114	34,864	35,614
M/C 13	28,563		36,045	36,795	37,545
M/C 14	30,299		38,063	38,813	39,563
M/C 15	32,020		40,154	40,904	41,654
M/C 16	33,864		42,329	43,079	43,829
M/C 17	35,820		44,700	45,450	46,200
M/C 18	36,015		44,847		
M/C 19	37,980		47,214		
M/C 20	39,950		49,613		
M/C 21	42,140		52,209		
M/C 22	44,438		54,987		
M/C 23	46,749		58,572		
M 1	50,513		64,020		
M 2	56,090		71,072		
M 3	62,324		78,930		
M 4	69,003		87,249		
M 5	76,687		97,061		
M 6	84,980		107,054		
M 7	93,736		116,247		
M 8	78,931+				