



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b> October 1, 1998 3% Salary Increase and other changes in salary for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	<b>Bulletin No.</b> P- 1005
	<b>Date</b> September 17, 1998

Chapter 3, of the Laws of 1996, which implements the Agreements for 1995-1999 between the State and Council 82 for employees in the Security Services (NU 01) and Security Supervisors (NU 61) negotiating units provides, effective October 1, 1998 for the following:

- Revised Salary Schedule
- 3% Salary Increase
- Location Pay Increase
- Pre-Shift Briefing Pay Increase
- Premium Overtime Increase (Supervisors Unit)

The salary increases will be processed in Period 14L, September 24-October 7 (checks dated October 22, 1998) for Institution employees and October 1-14, 1998 (checks dated October 28, 1998) for Administration employees.

**CONTRACT PROVISIONS**

**October 1, 1998 Salary Increase**

The legislation provides for a 3% salary increase, rounded to the nearest whole dollar, for all employees in graded, NS (grade 600) and Trainee (grade 800) positions.

**October 1, 1998 Revised Salary Schedule**

A revised October 1, 1998 Salary Schedule (Attachment) reflects the 3% salary increase.

**Location Pay**

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

Monroe County - The amount remains unchanged at \$203 annually.

**Pre-Shift Briefing Pay**

The rules for payment of Pre-shift briefing pay remain unchanged. The amounts will change to reflect new salaries.

### Premium Overtime

Security Supervisors Unit - Premium Overtime paid to employees who occupy the position of Forest Ranger III remains at 12% of the annual salary. The not-to-exceed amount has been increased to \$5630 per fiscal year.

## PAYMENT INSTRUCTIONS

### Salary Increase

Employees whose annual salary is identical to the Hiring Rate, Performance Advance Step 1, 2, 3, 4, 5, the Job Rate or the Longevity Steps of the salary grade of their position on the April 1, 1997 salary schedule, will be automatically increased to the corresponding Rate, on the October 1, 1998 Salary Schedule.

Employees in graded positions whose annual salary is not equal to any step on the April 1, 1997 schedule and those in NS (grade 600) or Trainee (grade 800) positions, will be increased by 3%, rounded to the nearest whole dollar amount.

Employees with pay basis codes HRY or DLY will not be automatically increased. PR-75s must be submitted.

### Pre-Shift Briefing Pay - (NU 01)

OSC will automatically calculate the new amount of pre-shift briefing pay. OSC will not increase the amount of pre-shift briefing pay for employees whose current salary would result in a pre-shift briefing payment higher than \$48.00, but who are currently receiving \$48.00.

## TENTATIVE SALARY REGISTER AND INFORMATION LISTINGS

After payrolls are processed for Period 13L, OSC will convert the computer records to reflect the salary, location pay and pre-shift briefing pay (NU 01 only) increases.

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

Separate "Security Information Listings" for NU 01 and NU 61 will be prepared showing the increased salaries and location pay for annual salaried employees, and identifying hourly and daily pay basis code employees. The listing for NU 01 will also show the increased Pre-Shift Briefing Pay amount.

The tentative salary register and Security Information Listings will be forwarded to you with your regular salary register for Period 13L.

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 form reporting a change is submitted by the agency. Therefore, the listings should be carefully examined and any corrections made by submission of a PR-75.

### **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% 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 or decrease an annual salary reported on the tentative payroll use the transaction code **COR FY SAL**.

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

### **PR-76 PREPARATION**

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

### **NEED HELP ?**

For assistance in preparation of PR-75 forms, contact the Systems Development Office at (518) 474-5261.

For assistance in determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3087.

Attachment

**Salary Schedule for Security (01) and Security Supervisors (61) Units  
October 1, 1998**

<u>SG</u>	<u>Perf. Adv.</u>	<u>Hiring Rate</u>	<u>Perf. Adv Step 1</u>	<u>Perf. Adv Step 2</u>	<u>Perf. Adv Step 3</u>	<u>Perf. Adv Step 4</u>	<u>Perf. Adv Step 5</u>	<u>Job Rate</u>	<u>Long Amount</u>	<u>10-Yr Long Step</u>	<u>15-Yr Long Step</u>	<u>20-Yr Long Step</u>
101	673	15240	15913	16586	17259	17932	18605	19278	1007	20285	21292	22299
102	710	15825	16535	17245	17955	18665	19375	20085	1064	21149	22213	23277
103	740	16645	17385	18125	18865	19605	20345	21085	1111	22196	23307	24418
104	780	17430	18210	18990	19770	20550	21330	22110	1168	23278	24446	25614
105	819	18295	19114	19933	20752	21571	22390	23209	1228	24437	25665	26893
106	862	19296	20158	21020	21882	22744	23606	24468	1294	25762	27056	28350
107	897	20435	21332	22229	23126	24023	24920	25817	1345	27162	28507	29852
108	931	21634	22565	23496	24427	25358	26289	27220	1398	28618	30016	31414
109	974	22887	23861	24835	25809	26783	27757	28731	1462	30193	31655	33117
110	1022	24234	25256	26278	27300	28322	29344	30366	1531	31897	33428	34959
111	1064	25715	26779	27843	28907	29971	31035	32099	1595	33694	35289	36884
112	1111	27191	28302	29413	30524	31635	32746	33857	1668	35525	37193	38861
113	1159	28864	30023	31182	32341	33500	34659	35818	1737	37555	39292	41029
114	1215	30570	31785	33000	34215	35430	36645	37860	1820	39680	41500	43320
115	1265	32378	33643	34908	36173	37438	38703	39968	1896	41864	43760	45656
116	1322	34250	35572	36894	38216	39538	40860	42182	1982	44164	46146	48128
117	1391	36220	37611	39002	40393	41784	43175	44566	2086	46652	48738	50824
118	1462	38326	39788	41250	42712	44174	45636	47098	2193	49291	51484	53677
119	1526	40461	41987	43513	45039	46565	48091	49617	2288	51905	54193	56481
120	1597	42579	44176	45773	47370	48967	50564	52161	2395	54556	56951	59346
121	1664	44913	46577	48241	49905	51569	53233	54897	2496	57393	59889	62385
122	1761	47356	49117	50878	52639	54400	56161	57922	2640	60562	63202	65842
123	1813	49961	51774	53587	55400	57213	59026	60839	2719	63558	66277	68996
124	1880	52706	54586	56466	58346	60226	62106	63986	2819	66805	69624	72443
125	1960	55690	57650	59610	61570	63530	65490	67450	2940	70390	73330	76270