

ACCOUNTING AND  
CONTROL MANUAL

BULLETIN

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-126

April 14, 1976

TO: All Payroll Agencies

FROM: Department of Audit and Control  
Bureau of Payroll Audit

SUBJECT: Annual Increments

An agreement has been reached for payment of the annual service increment to eligible employees who are represented by the Civil Service Employees Association and to those employees designated Management/Confidential.

The increment will be payable from the first payroll period (3/25 - 4/7/76 for Institutions and 4/1 - 4/14/76 for Administrative Agencies).

The increment will be paid in payroll period #4 (5/6 - 5/19 for Institution cycle and 5/13 - 5/26 for Administration cycle).

The Department of Audit and Control will determine increment eligibility for these employees and the payroll registers for the 3rd payroll period (Institutions, 4/23 - 5/5/76) (Administrations, 4/29 - 5/12/76) will contain numerical codes indicating such eligibility.

The annual service increments will be applied to the March 31 basic annual salary.

To be eligible for the increment an employee must have rendered the equivalent of 12 complete payroll periods (168 days) of satisfactory service between April 1, 1975 and March 31, 1976.

An employee appointed after October 16, 1975, will not have 168 days of service in the fiscal year 1975-76 and therefore will not be eligible for the service increment.

An unsatisfactory service rating eliminates increment eligibility.

Advancement to a higher step in the grade because of establishment of an increased minimum hiring rate, does not affect increment eligibility.

In no case may an employee advance beyond the salary of the 2nd additional step of her/his grade as indicated on the attached Salary Grade Schedule.

When the March 31 basic salary is below the maximum of the grade, an eligible employee will receive a full increment or that part of an increment of the grade occupied on March 31 which will bring her/his salary to the maximum salary on the Salary Grade Schedule.

No extended maximum has been provided this year.

1ST Additional Increment

An employee who reached the maximum of her/his position in April 1971 and has completed 5 years of satisfactory service at the maximum will be eligible for the 1st additional increment on 4/1/76. This employee will have received the benefit of the adjustments to bring her/his salary to the extended maximum levels since 1971. Consequently, her/his current salary will be above the 1st additional level as indicated on the previous salary schedule (1974). Since prior salary legislation provided that an employee's increment rights be unimpaired, such employee will be given a full or partial increment not to exceed the extended 1st additional salary step.

For this reason, we have prepared the new salary schedule which is included in the bulletin. This schedule contains the maximum, 1st additional and 2nd additional salary limitations to be used when incrementing, and will become the new 1976 Salary Grade Schedule.

2ND Additional Increment

An employee who received the 1st additional increment of her/his grade in 1971 and has completed 5 years of satisfactory service will be eligible to receive the second longevity increment on 4/1/76. Any eligible employee will receive a full or partial increment of her/his grade to advance her/his salary to the 2nd additional salary step.

Promotion after 10/16/76

An employee promoted after October 16, 1975 will not have 168 days of service in the higher grade. If the combined service in the lower and higher grades equals or exceeds 168 days of service, the increment due will be based on the amount of the increase received upon promotion. Such employee promoted after October 16 will be entitled to receive the difference between two full increments of the promotion grade and the amount of increase received on promotion. If an employee received the equivalent of one increment on promotion, she/he would receive a full increment of the higher grade on 4/1/76. If the increase received on promotion was more than two increments of the higher grade (as in advancement to the minimum) no increment would be due on 4/1/76. If the increase received on promotion was less than two increments of the higher grade, the employee is entitled to the difference between the amount received on promotion and the sum of the two increments.

Note A simplified method of computation to assure accuracy: Take the salary in the lower grade prior to promotion, add two full increments of the higher grade. If the employee's salary in the higher grade on March 31 is lower than the resulting figure, advance to this amount. If the employee's salary on March 31 is higher than the resulting figure, no increment is due.

Trainee Positions

An employee appointed to a trainee position receives no increment credit while serving as a trainee. If appointed to the journeyman position after October 16, 1975, no increment will be due.

An employee appointed to a trainee position, who has been occupying a graded position equal to or lower than the grade of the journeyman position prior to such appointment, will continue to receive the salary of the graded position, if higher than the trainee rate. Such employee will be entitled, if eligible, to the increment of his former grade on 4/1/76.

An employee appointed to a trainee position, from a graded position, may receive the trainee salary if higher than the graded salary. If, on April 1, her/his former graded salary, by addition of the service increment, would exceed the trainee rate, she/he is then on 4/1 entitled to the higher salary.

#### Section 131.6 Adjustment (1 grade promotion)

A section of the Civil Service Law (131.6) provides a certain benefit for employees who have been promoted from the maximum or 1st additional step of their grade to a position in the next higher grade (1 grade promotion). This section provides that an employee will not receive a lesser salary on the April 1 when the additional increment of the lower grade would have been due, had the promotion not occurred until that April 1, after receipt of the additional increment.

Therefore, the salary must be adjusted to apply the 1st or 2nd additional increment of the lower grade for those employees who were promoted one grade from the maximum or 1st additional step of the lower grade, who would have been eligible for either of these increments of the lower grade on 4/1/76. The salary must be reconstructed in the lower grade to reflect the salary at the 1st or 2nd additional level of the lower grade on 4/1/76, then the current increment of the promotional grade will be added. This becomes the employee's new 4/1/76 salary in his higher grade.

#### Reallocation

An employee whose position has been reallocated to a higher grade receives credit for reaching the maximum of the higher grade on the April 1 he would have reached it in the lower grade. In this situation an employee will be eligible for the 1st or 2nd additional increment of the grade to which her/his position has been reallocated, when the maximum level was actually attained in the lower grade.

#### Reclassification

Do not confuse reclassification with reallocation. The above statement does not pertain in the case of reclassification of an employee's position to a higher grade. Reclassification is in effect a promotion. Credit for service in the higher grade begins only with service in the higher grade. The maximum is credited upon reaching the maximum of the higher grade. All rules for incrementation in the case of promotion apply to reclassification.

#### Abolishment of Positions Prior to 10/1/72

An employee receiving the salary of a higher grade position, while occupying a lower grade position as a result of the abolishment of her/his former position prior to 10/1/72, will receive the increment of the higher grade, if increment is otherwise due.

#### Advanced Minimums

The agreement continues the advanced minimums of \$6000 after completion of 26 full pay periods of service, and \$6500 after completion of 52 full periods of service.

Hourly pay basis service can not be counted as service for this benefit.

An employee who has authorized leave without pay, upon return to service, may be continued at the number of pay periods completed prior to leave to complete the 26 or 52 required periods.

An employee who has a separation from service, other than an authorized leave of absence, will not be given credit for prior completed payroll periods. The 26 or 52 period requirement will start again from the first full pay period of service upon reinstatement.

Any period in which lost time occurs can not be counted.

In the case of an employee who is eligible for the service increment and who has been advanced to the \$6000 or \$6500 minimum, the increment must be applied to the basic 3/31/76 annual salary. If the incremented base salary remains below \$6000 or \$6500 (\$5800 or \$6300 plus location pay), the employee will continue to receive \$6000 or \$6500. If the incremented base salary exceeds \$6000 or \$6500, that will be the new 4/1/76 base salary.

Remember location pay is included when advancing to the minimum salaries. All incrementing must be done on the basic salary of March 31. If the addition of the location pay brings the salary over the \$6000 or \$6500, the employee is not involved in the minimum eligibility.

#### Increment Codes

Salary registers for the 3rd payroll period will contain the numerical codes for Audit and Control determination of increment eligibility.

Where a code number is required, it will be printed on the register in the column headed "Incr. Code" directly above the salary grade. Where Code 04 is required the payroll register will show FIS under Ret. Serv. entry on register with the salary shown under **the annual salary or rate**.

In the increment process this year Audit and Control will use the same coding structure as in prior years: "No Code", Codes 03, 04, Code 15 (formerly 1), Code 25 (formerly 2). However, when a change of status occurs from payroll period 1 through period 3, any of the valid increment codes may be used by the agency and will appear on the salary register after period 26.

#### Explanation of Codes Appearing on Salary Register after Period 3

No Code (Used for employees who had no change of Status after Period 26)

An employee eligible for a full or partial increment which will bring her/his salary to the grade maximum.

An employee at or above the maximum of her/his grade who is not entitled to an increment.

An employee with a salary at or above the 2nd additional step of her/his grade.

Code 01 (Used for employees who have had a change of Status since Period 1)

An employee eligible for a full or partial increment which will bring her/his salary to the grade maximum.

An employee at or above the maximum of her/his grade who is not entitled to an increment.

An employee with a salary at or above the 2nd additional step of her/his grade.

Code 03

An employee at a salary below the maximum of her/his grade who is not eligible for an increment, full or partial.

An employee receiving the advanced minimum of \$6000 or \$6500, whose basic salary remains below \$6000 or \$6500 after incrementation.

Code 04

The Code 04 designation is intended to cover the other than normal increment actions which cannot be controlled within the No Code and regular code structure. Where Code 04 is required, the resulting annual salary will be printed on the salary register.

Code 04 will be required in the following situations:

An employee promoted after October 16 and eligible for a partial increment to make up the sum of two increments.

Trainees in N.S. titles who are eligible for an increment based on prior service in graded positions.

An employee eligible for an increment of a higher grade than that occupied because her/his previous position was abolished prior to 10/1/72.

An employee entitled to an adjustment in accordance with Section 131.5 of the Civil Service Law.

An employee entitled to an increment who is receiving the advanced minimum annual of \$6000 or \$6500 (\$5800 or \$6300 plus location pay). If the new basic annual exceeds the advanced minimum rate, Code 04 and new annual salary will be indicated.

Codes 11-14

An employee who has had a change in status since period 26 and is at the maximum or above and not entitled to an increment. The agency has submitted a PR75 with one of these codes.

Code 15

An employee who is eligible for the 1st additional increment and will receive a full increment or that portion of an increment which will bring her/his salary to the 1st additional step of the grade.

Code 21-24

An employee who has had a change in status since period 26 and is at the 1st additional step or above and not entitled to an increment. The agency has submitted a PR75 with one of these codes.

Code 25

An employee who is eligible for the second additional increment and will receive a full increment or that portion of the increment which will bring her/his salary to the 2nd additional step of the grade.

Tentative Salary Register  
Payroll period #3

The salary register for period #3 will contain the numerical codes indicating increment eligibility. These should be examined by the agency.

After payrolls are processed for period #3, Audit and Control will convert their payroll records to reflect new salaries in accordance with the increment codes. A tentative salary register will be prepared showing recomputed biweekly gross payments and variable deductions based on the incremented salaries, and new normal gross totals for the payroll.

The retroactive adjustment for payroll periods 1, 2 and 3 will be included in the normal gross salary for all employees who have not had a change in status since period 26. Employees identified as "LAG" on the salary register will be adjusted for 2 payroll periods only.

A copy of the tentative salary register will be forwarded to reach you shortly after you receive copies of your salary register for the 3rd period. The tentative payroll will be used as the "previous payroll" for all information supplied on all forms submitted for payroll period #4.

Audit and Control will prepare salary payments for period #4 as they are indicated on the tentative register unless a PR75 form reporting a change is submitted by the agency. Therefore, the tentative listing should be carefully examined by the agency for increment agreement and any correction should be made by submission of a PR75 form in payroll period #4.

Because of lack of certain information in the payroll record, there may be some items on your tentative register for which incremented salaries or retroactive adjustments could not be determined. A listing of such items will be printed and forwarded with your tentative salary register and will include:

1. Annual salary on the register is below minimum of the grade.
2. Item has been assigned Code 04 but corresponding salary is not on the register.
3. Employee due an increment who is in inactive status.
4. Employee due an increment when no retroactive adjustment has been computed because of change in status after period #26.

Preparation of PR75 forms - Period #4

1. Prepare all PR75 forms usually submitted for a normal period, to report all payroll changes to take effect during the fourth period.

In reporting miscellaneous group 3 gross salary changes such as overtime, lost time and other adjustments for an employee shown on the tentative salary register with a retroactive adjustment of the increment, use the

"normal gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new GROSS (ADD). It is not necessary to restate the retroactive adjustment on the PR75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.) the retroactive adjustment of the increment must be entered on the PR75 with transaction code "ADJ SAL PA".

2. Submit PR75 forms for all corrections to the tentative register and for items on the exception listing described above. To change an annual salary appearing on the tentative use transaction code "COR SAL". To report a retroactive adjustment use transaction code "ADJ SAL PA". If your increment determination disagrees with the tentative register, an explanation must be entered in the remarks column of the PR75.

Retroactive adjustments for overtime or lost time should be processed in period #5.

Should you require assistance in preparation of PR75 forms in period #4, contact Ms. Pat Rooney - 474-1247.

Should you require assistance in determination of correct salary entitlement, contact Ms. Helen Degnan - 474-3692 or 474-1248.

DEPARTMENT OF AUDIT AND CONTROL  
BUREAU OF PAYROLL AUDIT  
SALARY GRADE SCHEDULE FOR OTHER THAN SECURITY SERVICES NEGOTIATING UNIT  
EFFECTIVE APRIL 1, 1976

<u>SALARY GRADE</u>	<u>ANNUAL INC.</u>	<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	<u>4TH YEAR</u>	<u>MAX. SALARY</u>	<u>1ST ADD. STEP</u>	<u>2ND ADD. STEP</u>
1	\$ 250	\$ 5370	\$ 5620	\$ 5870	\$ 6120	\$ 6370	\$ 6870	\$ 6870
2	262	5585	5847	6109	6371	6633	7157	7157
3	275	5871	6146	6421	6696	6971	7521	7521
4	290	6148	6438	6728	7018	7308	7888	7888
5	305	6450	6755	7060	7365	7670	8280	8280
6	319	6811	7130	7449	7768	8087	8725	8725
7	332	7204	7536	7868	8200	8532	9196	9196
8	346	7616	7962	8308	8654	9000	9692	9692
9	362	8051	8413	8775	9137	9499	10223	10223
10	379	8523	8902	9281	9660	10039	10797	10797
11	396	9029	9425	9821	10217	10613	11405	11405
12	413	9546	9959	10372	10785	11198	12024	12024
13	431	10118	10549	10980	11411	11842	12704	12704
14	450	10714	11164	11614	12064	12514	13414	13414
15	469	11337	11806	12275	12744	13213	14093	14151
16	491	11983	12474	12965	13456	13947	14797	14929
17	516	12670	13186	13702	14218	14734	15552	15766
18	542	13404	13946	14488	15030	15572	16389	16656
19	567	14142	14709	15276	15843	16410	17233	17544
20	592	14880	15472	16064	16656	17248	18077	18432
21	618	15684	16302	16920	17538	18156	18988	19392
22	645	16538	17183	17828	18473	19118	19953	20408
23	673	17429	18102	18775	19448	20121	20794	21467
24	698	18369	19067	19765	20463	21161	21859	22557
25	728	19396	20124	20852	21580	22308	23036	23764
26	759	20428	21187	21946	22705	23464	24223	24982
27	785	21545	22330	23115	23900	24685	25470	26255
28	814	22694	23508	24322	25136	25950	26764	27578
29	846	23900	24746	25592	26438	27284	28130	28976
30	875	25161	26036	26911	27786	28661	29536	30411
31	904	26516	27420	28324	29228	30132	31036	31940
32	934	27942	28876	29810	30744	31678	32612	33546
33	961	29471	30432	31393	32354	33315	34276	35237
34	991	31055	32046	33037	34028	35019	36010	37001
35	1019	32678	33697	34716	35735	36754	37773	38792
36	1049	34333	35382	36431	37480	38529	39578	40627
37	1078	36146	37224	38302	39380	40458	41536	42614
38		33701 <sup>+</sup>						