

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-148

July 7, 1977

To : All State Departments and Agencies

Subject: Increments and Salary Increases for Employees in the
Security Services and Security Supervisors Negotiating Units

Legislation has been passed to implement the agreements between the State and the union representing the Security Services and the Security Supervisors negotiating units. The agreements provide for the payment of increments, a 5% salary increase to all employees effective April 1, 1977, and a \$200 bonus to be paid in quarterly installments. The increments and increase are payable from Payroll Period 1 (March 31 to April 13, 1977 for Administrative agencies; April 7-April 20, 1977 for Institutions) and will be paid in Payroll Period 9 (July 21 to August 3, 1977 for Administration and July 28 to August 10, 1977 for Institutions).

Increments

Complete instructions for determining eligibility for increments and a description of the increment codes and automatic incrementation are contained in Payroll Bulletin P-142, issued March 7, 1977. The 1977 increment codes for employees in the security services and security supervisors units are currently printing on your payroll register. Also, a listing of employees who do not have the service needed for an increment or for credit toward the additional steps has been sent to you.

Salary Increase

The legislation provides for a 5% salary increase. The new 1977 Salary Schedule for positions in the Security Services and Security Supervisors units and a conversion chart to be used in determining new salaries are attached. The increase is to be applied as follows.

Annual Salaried Graded Positions

1. Salary on Step. If the annual salary of the employee on April 1 is identical to any step on the Salary Schedule, including the additional increment steps, the new salary is the corresponding salary for that step on the new salary schedule.

2. Salary off Step. If the annual salary of the employee on April 1 is less than the second additional increment step and not identical to any step, the annual salary is increased by the amount of the difference between the salary at the next higher step and the corresponding salary for that step on the new salary schedule.

3. Salary Above Second Additional Increment Step. If the annual salary of the employee on April 1 exceeds the second additional increment step of the grade, the annual salary will be increased by 5% of the annual salary, rounded to the next whole dollar.

Annual Salaried NS (grade 600) Positions

1. Annual Salary above \$5,719. If the annual salary of the employee on April 1 is \$5,719 or more, the annual salary will be increased by 5% of the annual salary rounded to the next whole dollar.

2. Annual Salary below \$5,719. If the annual salary of the employee on April 1 is below \$5,719, the Director of the Budget is authorized to determine the amount of the increase. A Budget Certificate of Approval is required before an increase will be processed.

Salaries of Hourly and Daily Employees

1. To calculate the increase for hourly and daily employees, first multiply the hourly rate by 2088 and the daily rate by 261 to determine the annual salary for the position. If the annual salary is \$5,719 or more, increase the salary by 5% rounded to the next whole dollar and divide by 2088 or 261 to determine the new hourly or daily rate. If the annual salary is less than \$5,719, the amount of the increase is determined by the Director of the Budget and a Budget Certificate of Approval is needed.

Payment of Increments and Salary Increase

Wherever possible Audit and Control will automatically apply the increments and salary increase for annual salaried employees and calculate the retroactive adjustment, and will produce an Exception Listing to identify employees for whom agency action is necessary. The increases will be applied as follows:

Class of employees

1. Employees who were active at the end of Period 26 (March 10 to March 23, 1977 for Institutions; March 17 to March 30, 1977 for Administrative agencies) and have not had a change in annual salary, a break in service or a change in part-time percentage.

Audit and Control will apply the increment, if due, the salary increase and the retroactive adjustment for both the increment and salary increase.

2. Employees who were active at the end of Period 26 and who have had a break in service or change in part-time percentage, but no change in annual salary.

Employees who are now active, but were not active in Period 26 and who have not had a change in annual salary.

Audit and Control will apply the increment, if due, and salary increase. The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG - RETRO NOT COMPUTED.

3. Employees who have had a change in annual salary since Period 26.

Audit and Control will not apply the increment or the salary increase. The agency must calculate the new salary and submit a PR-75. These employees will be printed on the Exception Listing with the message STATUS CHG - SAL INCR NOT COMPUTED.

4. Employees now inactive, who may be due an adjustment for an increment and/or salary increase.

The agency must submit a PR-75 if an adjustment is due. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE.

5. Graded employees with salary below minimum of grade.

Audit and Control will not apply the increment or the salary increase. The agency must submit a PR-75. These employees will be printed on the Exception Listing with the message SALARY BELOW MINIMUM OF GRADE.

6. NS (grade 600) positions with salary below \$5,719.

Audit and Control will not apply the salary increase. The agency must submit a PR-75 after the Budget Certificate of Approval is received. These employees will be printed on the Exception Listing with the message NS - SAL INCR NOT COMPUTED.

Salary Determination for Employees who have had a status change after April 1, 1977

The April 1, 1977 salary increase is applied to the April 1 salary after the increment is added and after any other salary changes effective April 1, 1977 (such as promotions, reclassifications or reallocations) are made. For status changes which are effective after April 1, the employee's salary must be recomputed using the new April 1 increased salary as the base.

Tentative Salary Register

After payrolls are processed for Period 8, Audit and Control will convert the computer records to reflect the increments and increases. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The increment code will continue to be the 1977 increment code so that the agency will be aware of the code used in determining the incremented salary. (The updated increment codes for 1978 will appear on the Period 9 payrolls).

The retroactive adjustment for 8 payroll periods will be included in the normal gross salary for all employees for whom it can be automatically calculated. Employees identified as "LAG" on the salary register will receive an adjustment of 7 payroll periods.

A copy of the tentative salary register and the Exception Listing will be forwarded to reach you shortly after your regular salary register for the period. The tentative register will be used as the "previous payroll" for all information supplied on all forms submitted for the next period. Audit and Control 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.

Preparation of PR-75 Forms for Period 9

PR-75's must be submitted to correct a salary and/or increment code if you disagree with the Audit and Control increment determination, to report the correct increased salary and/or report the retroactive adjustment for employees appearing on the exception listing, and to report the increased salary for employees paid on an hourly or daily basis.

In preparing your forms, remember that the retroactive adjustment must be computed for the full period from Payroll Period 1. For employees with salary changes during this period, adjustments must be made for each salary earned. Fully explain your calculation of the adjustment in the Remarks block of the PR-75.

Use the following transaction codes

1. a. To report the new salary (either an increase or decrease) if you disagree with the increment determination.
- b. To report the increased salary not computed automatically by Audit and Control.
- c. To report an adjustment for an inactive employee.

Transaction Code: COR FY SAL

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter COR FY SAL
12 Transaction Effective Date	- enter beginning date of period
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll
27 Increment Code	- enter <u>projected</u> increment code for following fiscal year

Remarks Block - provide a full explanation of your determination

Use ADJ SAL PA as an additional code to report the retroactive adjustment.

2. To report a retroactive adjustment only

Transaction Code: ADJ SAL PA

3. To correct an employee's increment code for the new fiscal year only

Transaction Code: COR INC CODE

4. To report the new salary for hourly and daily employees

Transaction Code: CHG RATE

Use ADJ SAL PA as an additional code to report the retroactive adjustment.

5. To report adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's), use the normal adjustment transaction codes.

In preparing your payroll for Period 9,

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, 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 PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.), the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

- b. The normal (deduct) on all PR-75 forms should be the amount shown on the tentative register.
- c. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

Special Instructions for Employees who have retired prior to Period 9

Employees who have retired and are to receive an adjustment payment for the increment and salary increase should not have retirement normal contributions deducted. For employees who have had contributions deducted, submit an AC-1040 to cancel the waiver code or the 21i additional annuity rate.

urity Units Bonus

The Legislation also provides for a \$200 bonus to full-time employees in the security services and security supervisors negotiating units. The bonus is to be paid in quarterly installments of \$50 each to each employee in the units who was paid during the payroll periods in which the first day and the last day of the quarter falls. The quarterly installments are due on June 30, September 30, December 31 and March 31 and are to be paid as soon as practical following the last day of the quarter.

Employees serving on a part-time basis and employees paid an hourly or daily rate (excluding seasonal employees) are to receive the bonus on a pro-rated basis. Employees on sick leave with half pay are considered full-time employees and will receive the full \$50 quarterly payment. Seasonal employees will receive an additional six cents per hour for each hour worked in lieu of the bonus, to be paid biweekly.

For non-seasonal employees, the quarterly payments (with the exception of the June 30 payment) will be paid in the regular payroll check in the first payroll period ending after the end of the quarter. The June 30 quarterly payment will not be paid until after the increments and salary increase are processed. You will receive separate instructions for this payment and for subsequent payments.

The six cents per hour in lieu of the bonus for seasonal employees should be added to the employee's hourly or daily rate and included on the PR-75 submitted to give the employee the salary increase and retroactive adjustment. Record in the Remarks block of the PR-75 that the six cents per hour has been added to the regular rate.

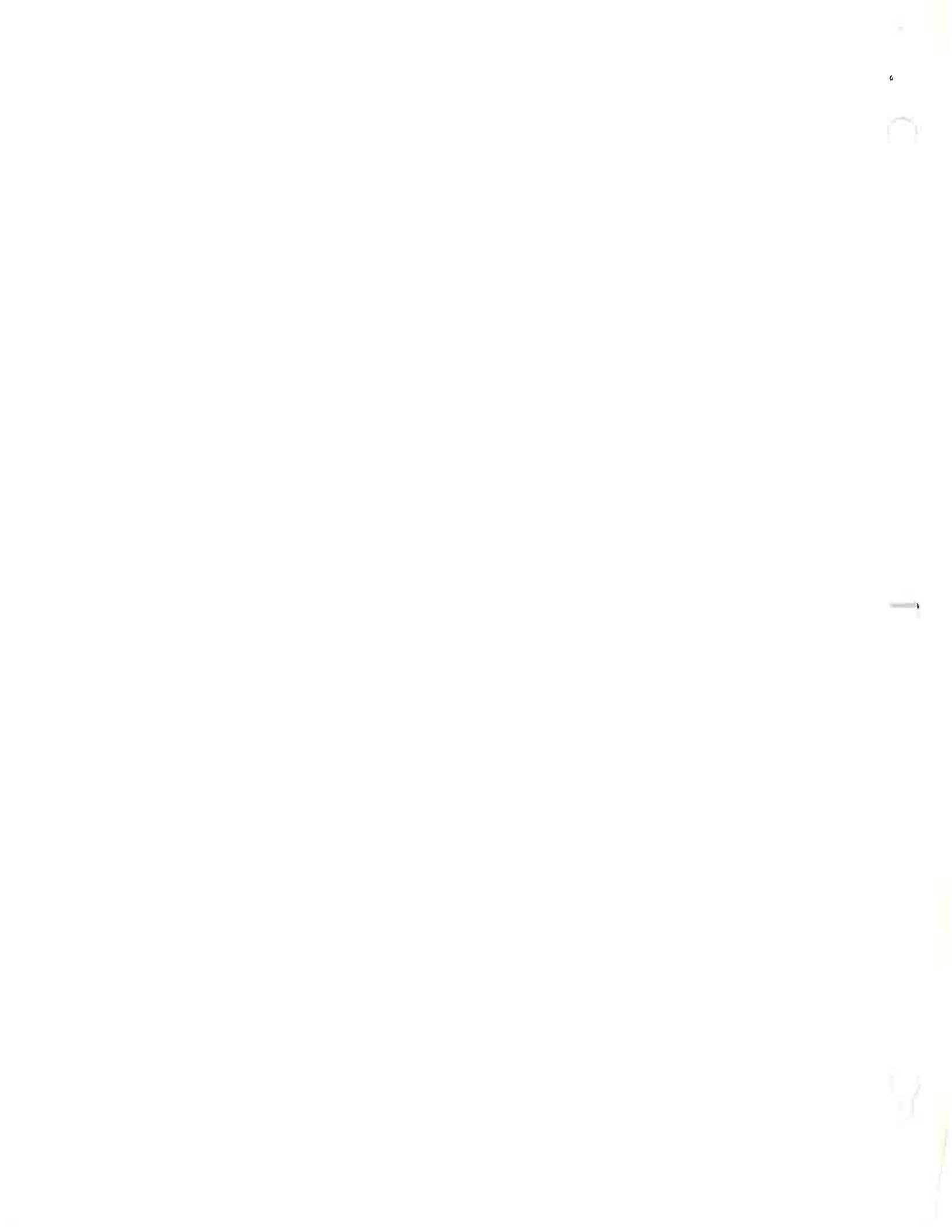
Should you require assistance in preparation of PR-75 forms for Period 9 contact the Payroll Planning Unit at 474-1246 or 474-1247.

Should you require assistance in determination of correct salary contact the Salary Determination Unit at 474-1248 or 474-3564.

7/7/77

DEPARTMENT OF AUDIT AND CONTROL
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES AND SECURITY SUPERVISORS NEGOTIATING UNITS
 EFFECTIVE APRIL 1, 1977

<u>SALARY GRADE</u>	<u>ANNUAL INCREMENT</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>
101	279	6005	6284	6563	6842	7121	7400	7679
102	293	6246	6539	6832	7125	7418	7711	8004
103	308	6564	6872	7180	7488	7796	8104	8412
104	323	6877	7200	7523	7846	8169	8492	8815
105	340	7216	7556	7896	8236	8576	8916	9256
106	357	7616	7973	8330	8687	9044	9401	9758
107	372	8054	8426	8798	9170	9542	9914	10286
108	387	8516	8903	9290	9677	10064	10451	10838
109	405	9002	9407	9812	10217	10622	11027	11432
110	424	9529	9953	10377	10801	11225	11649	12073
111	442	10100	10542	10984	11426	11868	12310	12752
112	461	10676	11137	11598	12059	12520	12981	13442
113	482	11315	11797	12279	12761	13243	13725	14207
114	504	11981	12485	12989	13493	13997	14501	15005
115	525	12677	13202	13727	14252	14777	15302	15827
116	549	13400	13949	14498	15047	15596	16145	16694
117	577	14169	14746	15323	15900	16477	17054	17631
118	608	14984	15592	16200	16808	17416	18024	18632
119	633	15816	16449	17082	17715	18348	18981	19614
120	663	16637	17300	17963	18626	19289	19952	20615
121	691	17538	18229	18920	19611	20302	20993	21684
122	721	18495	19216	19937	20658	21379	22100	22821
123	753	19489	20242	20995	21748	22501	23254	24007
124	781	20541	21322	22103	22884	23665	24446	25227
125	815	21689	22504	23319	24134	24949	25764	26579



DEPARTMENT OF AUDIT AND CONTROL
 BUREAU OF PAYROLL AUDIT -- SALARY DETERMINATION SECTION
 SALARY ADJUSTMENT CHART--ALLOCATED POSITION IN SECURITY
 SERVICES AND SECURITY SUPERVISORS NEGOTIATING UNITS
 APRIL 1, 1977

GRADE		1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	MAX. SALARY	1ST ADD. STEP	2ND ADD. STEP
101	OLD	5719	5985	6251	6517	6783	7049	7315
	ADJ	286	299	312	325	338	351	364
	NEW	6005	6284	6563	6842	7121	7400	7679
102	OLD	5949	6228	6507	6786	7065	7344	7623
	ADJ	297	311	325	339	353	367	381
	NEW	6246	6539	6832	7125	7418	7711	8004
103	OLD	6252	6545	6838	7131	7424	7717	8010
	ADJ	312	327	342	357	372	387	402
	NEW	6564	6872	7180	7488	7796	8104	8412
104	OLD	6549	6857	7165	7473	7781	8089	8397
	ADJ	328	343	358	373	388	403	418
	NEW	6877	7200	7523	7846	8169	8492	8815
105	OLD	6872	7196	7520	7844	8168	8492	8816
	ADJ	344	360	376	392	408	424	440
	NEW	7216	7556	7896	8236	8576	8916	9256
106	OLD	7253	7593	7933	8273	8613	8953	9293
	ADJ	363	380	397	414	431	448	465
	NEW	7616	7973	8330	8687	9044	9401	9758
107	OLD	7671	8025	8379	8733	9087	9441	9795
	ADJ	383	401	419	437	455	473	491
	NEW	8054	8426	8798	9170	9542	9914	10286
108	OLD	8110	8479	8848	9217	9586	9955	10324
	ADJ	406	424	442	460	478	496	514
	NEW	8516	8903	9290	9677	10064	10451	10838
109	OLD	8573	8959	9345	9731	10117	10503	10889
	ADJ	429	448	467	486	505	524	543
	NEW	9002	9407	9812	10217	10622	11027	11432
110	OLD	9075	9479	9883	10287	10691	11095	11499
	ADJ	454	474	494	514	534	554	574
	NEW	9529	9953	10377	10801	11225	11649	12073
111	OLD	9618	10039	10460	10881	11302	11723	12144
	ADJ	482	503	524	545	566	587	608
	NEW	10100	10542	10984	11426	11868	12310	12752
112	OLD	10168	10607	11046	11485	11924	12363	12802
	ADJ	508	530	552	574	596	618	640
	NEW	10676	11137	11598	12059	12520	12981	13442

<u>GRADE</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>
113	OLD	10776	11235	11694	12153	12612	13071	13530
	ADJ	539	562	585	608	631	654	677
	NEW	11315	11797	12279	12761	13243	13725	14207
114	OLD	11410	11890	12370	12850	13330	13810	14290
	ADJ	571	595	619	643	667	691	715
	NEW	11981	12485	12989	13493	13997	14501	15005
115	OLD	12073	12573	13073	13573	14073	14573	15073
	ADJ	604	629	654	679	704	729	754
	NEW	12677	13202	13727	14252	14777	15302	15827
116	OLD	12762	13285	13808	14331	14854	15377	15900
	ADJ	638	664	690	716	742	768	794
	NEW	13400	13949	14498	15047	15596	16145	16694
117	OLD	13495	14044	14593	15142	15691	16240	16789
	ADJ	674	702	730	758	786	814	842
	NEW	14169	14746	15323	15900	16477	17054	17631
118	OLD	14271	14850	15429	16008	16587	17166	17745
	ADJ	713	742	771	800	829	858	887
	NEW	14984	15592	16200	16808	17416	18024	18632
119	OLD	15063	15666	16269	16872	17475	18078	18681
	ADJ	753	783	813	843	873	903	933
	NEW	15816	16449	17082	17715	18348	18981	19614
120	OLD	15846	16477	17108	17739	18370	19001	19632
	ADJ	791	823	855	887	919	951	983
	NEW	16637	17300	17963	18626	19289	19952	20615
121	OLD	16703	17361	18019	18677	19335	19993	20651
	ADJ	835	868	901	934	967	1000	1033
	NEW	17538	18229	18920	19611	20302	20993	21684
122	OLD	17614	18301	18988	19675	20362	21049	21736
	ADJ	881	915	949	983	1017	1051	1085
	NEW	18495	19216	19937	20658	21379	22100	22821
123	OLD	18561	19278	19995	20712	21429	22146	22863
	ADJ	928	964	1000	1036	1072	1108	1144
	NEW	19489	20242	20995	21748	22501	23254	24007
124	OLD	19563	20307	21051	21795	22539	23283	24027
	ADJ	978	1015	1052	1089	1126	1163	1200
	NEW	20541	21322	22103	22884	23665	24446	25227
125	OLD	20656	21432	22208	22984	23760	24536	25312
	ADJ	1033	1072	1111	1150	1189	1228	1267
	NEW	21689	22504	23319	24134	24949	25764	26579

