

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-149

July 7, 1977

To : All State Departments and Agencies

Subject: Salary Increase for Employees Represented by the CSEA, Employees Designated Management/Confidential, and certain other State Employees

Legislation has been passed to implement the agreements between the State and the Civil Service Employees Association and to provide similar benefits to employees designated management/confidential and certain other State employees. The legislation provides for a 5% increase in annual salary (with a \$500 minimum) effective April 1, 1977 and an additional 4% increase of the April 1, 1977 salary (with a \$400 minimum) effective October 1, 1977 for all incumbents of positions on March 31, 1977; for the continuance of the minimum salaries of \$6,000 and \$6,500 to certain State employees; and for employees to receive cash payment in exchange for up to five vacation days.

The legislation implements the agreements with the CSEA for employees in the administrative services, institutional services, operational services and professional scientific and technical services units and non-professional positions under the management of Cornell and Alfred.

The legislation provides similar benefits to employees designated management/confidential under the Taylor Law, or employees considered to be management/confidential including professional employees of the State University, employees of the State Police, and employees of Cornell and Alfred; employees of PERB; employees of the Division of Military and Naval Affairs; superintendents in the Correction Department; and employees of the Lt. Governor's Office.

This bulletin contains instructions for payment of the April 1 salary increase. Instructions for the October 1, 1977 salary increase and for the cash payment in exchange for vacation days will be issued separately.

April 1, Salary Increase

The salary increase of 5% of the April 1, 1977 salary, including the 1977 increment, rounded to the next whole dollar, or \$500, whichever is greater, is payable to all incumbents of items on March 31, 1977. An incumbent of an item is an employee who:

- a) Is active and being paid on March 31.
- b) Is on leave with or without pay for any reason on March 31.

Also, the legislation provides for the increase to be given, upon reinstatement, to employees who were on preferred lists on March 31, 1977 and who would otherwise be eligible.

The increase is payable from Payroll Period 1 (March 31 to April 13, 1977 for Administrative agencies; April 7 to April 20, 1977 for Institutions) and will be paid in Payroll Period 9 (July 21 to August 3, 1977 for Administrative agencies; July 28 to August 10, 1977 for Institutions).

The salary increase is to be applied as follows:

**Full-time positions**

The April 1, 1977 annual salary, including the 1977 increment, will be increased by 5% of that salary or \$500, whichever is greater.

**Part-time positions**

The full-time April 1, 1977 annual salary of the position, including the 1977 increment, will be increased by 5% of that salary or \$500, whichever is greater. The employee will receive a pro-rated portion of the new salary.

**Hourly and Daily positions**

The April 1, 1977 hourly or daily rate is converted to an annual salary by multiplying the hourly rate by 2088 and the daily rate by 261. Apply the increase of 5% of the annual salary or \$500, whichever is greater. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

Payment of Salary Increase

The salary increase and retroactive adjustment will be calculated automatically by the Department of Audit and Control wherever possible for annual salaried employees and you will receive an Exception Listing to identify employees for whom agency action is necessary. This processing is defined below.

**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 Administration agencies) and who 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 salary increase and compute the retroactive adjustment.

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.

Audit and Control will apply the 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 were active at the end of Period 26 and who have had a change in annual salary since Period 26.

Audit and Control will not apply the salary increase. The agency must determine 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 who were active at the end of Period 26 and are now inactive, who may be due an adjustment for the 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. Employees who were active at the end of Period 26 and are receiving the advanced minimum of \$6,000 or \$6,500.

Audit and Control will not apply the salary increase since it must be applied to the employee's basic annual salary. The agency must submit a PR-75. The employees will be printed on the Exception Listing with the message - ADV MIN - SALARY INCR NOT COMPUTED.

6. Employees in NS (grade 600) positions with salary below \$5,370.

Audit and Control will not apply the salary increase, since it is assumed that the position is part-time. The agency must submit a PR-75. These employees will be printed on the Exception Listing with the message - NS - SAL INCR NOT COMPUTED.

Audit and Control cannot identify the following classes of employees. Each agency is responsible for identifying them and submitting PR-75's for the increased salary. In addition, PR-75's must be submitted for all employees paid on other than an annual salaried basis.

1. Employees who were on leave without pay at the end of Period 26 and who are now active.
2. Employees appointed prior to April 1, 1977, who were placed on the payroll after Period 26.
3. Employees who were not on the payroll on March 31, but have since been reinstated from a preferred list.

#### 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.

Instructions for common types of status changes are below.

1. Promotions

Determine the new April 1, 1977 salary by increasing the employee's April 1, 1977 salary by 5% or \$500, whichever is greater. Then repromote from this salary, giving either an increment of the new grade or the minimum of the grade, whichever is higher.

2. Demotions

Determine the salary at the lower grade, giving credit for increment service earned. Increase this salary by 5% of the actual April 1, 1977 salary at the higher grade or \$500, whichever is greater.

3. Reallocations

Determine the new April 1, 1977 salary by increasing the employee's April 1, 1977 salary by 5% or \$500, whichever is greater. Then reallocate according to usual rules.

4. Reinstatement to higher grade

Determine the salary on reinstatement by giving either

- (a) an increment of the new grade
  - (b) the minimum of the new grade
  - or (c) the salary attained during previous service at the higher grade
- whichever results in the higher salary.

5. Reinstatement from leave or a preferred list

An employee who was on leave or on a preferred list on March 31 and later returns is entitled to a salary increase of 5% of his April 1, 1977 salary (including the increment, if due) or \$500, whichever is greater.

6. Trainees

The legislation revises the Civil Service Law for Trainees. Trainees will receive the April 1, 1977 increase of 5% of the April 1, 1977 salary or \$500, whichever is greater. On completion of traineeship and appointment to the graded item, the employee is entitled to an increment of the grade or the minimum of the grade, whichever results in the higher salary.

Special Instructions for Certain Groups of Employees

1. NS (grade 600) Annual Salaried employees

Part-time NS employees paid on an annual salaried basis who are on the payroll without a part-time percentage must be reviewed by the agency, since Audit and Control will apply the \$500 minimum increase if the employee's annual salary is below \$10,001, and the employee may not be entitled to this increase.

To determine the correct increased salary, first determine the full annual salary for the position. Apply the increase of 5% of that salary or \$500 and then prorate the full annual to obtain the employee's new salary.

2. Management/Confidential NS (grade 600) and Grade 38 positions

The salary legislation provides for the Director of the Budget to withhold any increase or partial increase from any NS or Grade 38 employee designated management/confidential when he determines that the increase is unwarranted or not appropriate. If the Department of Audit and Control has increased the salary automatically, the agency must submit a PR-75 to reduce the salary to the salary approved by the Director of the Budget.

3. Appointments to NS (grade 600) and Grade 38 positions after April 1, 1977

An employee who is appointed to an NS or Grade 38 position after April 1, 1977 may not receive a salary in excess of the approved salary on the Budget certificate. If the salary of the position is to be increased, the Department of Audit and Control must have an amended budget certificate of approval before the increase will be processed.

Advanced Minimum Salaries

The Legislation continues the advanced minimum salaries of \$6,000 for employees who have completed 26 full biweekly periods of service and \$6,500 for employees who have completed 52 full biweekly periods of service.

Employees who complete the required periods of service, and whose salary remains below the minimums after the April 1, 1977 salary increase is applied, are eligible for the minimum salaries at the time they complete the required number of periods. If they have become eligible prior to Period 9, submit a PR-75 with transaction code ADV MIN and ADJ SAL PA for the retroactive adjustment from Period 1, including the adjustment due at the new April 1 salary and the adjustment due at the advanced minimum from the date the employee became eligible.

Tentative Salary Register

After payrolls are processed for Period 8, Audit and Control will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. 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 for all employees identified on the Exception Listing and for other classes of employees identified above. In preparing your forms, remember that the retroactive adjustment must be computed for all employees 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 adjustments in the Remarks block of the PR-75.

1. a. To report an increased salary not computed automatically by Audit and Control.
- b. To report a decreased salary for an employee not entitled to the full increase applied by Audit and Control.
- c. To report a retroactive 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 due from Period 1.

2. To report a retroactive adjustment only

Transaction Code: ADJ SAL PA

3. 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 due from Period 1.

4. To report adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's), use the normal adjustment transaction codes.
5. Special reporting instructions for 10-month Teaching Employees.

Since the 10-month Teaching Employees have been removed from the payroll, PR-75's will be needed for all employees to pay the retroactive adjustment due. In the Remarks block of the PR-75, explain fully your calculation of the amount of the adjustment. A special listing of 10-month employees will be sent to each agency to assist you in calculating the adjustments due.

a. For employees not working summer service

Use transaction code COR FY SAL to report the increased salary and ADJ SAL PA as an additional code for the adjustment due through June 30, including adjustment for the last payroll period calculated at the 14-day rate.

b. For employees working summer service

Use transaction code CHG RATE to report the increased hourly rate and ADJ SAL PA as an additional code for the adjustment due. The adjustment will include the amount due for regular service through June 30, including adjustment for the last payroll period calculated at the 14-day rate, and the adjustment due for summer service payments.

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.

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

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.



BUREAU OF PAYROLL AUDIT  
 SALARY GRADE SCHEDULE FOR OTHER THAN  
 SECURITY SERVICES AND SECURITY SUPERVISORS NEGOTIATING UNITS  
 EFFECTIVE APRIL 1, 1974

<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	\$ 6620	\$ 6870
2	262	5585	5847	6109	6371	6633	6895	7157
3	275	5871	6146	6421	6696	6971	7246	7521
4	290	6148	6438	6728	7018	7308	7598	7888
5	305	6450	6755	7060	7365	7670	7975	8280
6	319	6811	7130	7449	7768	8087	8406	8725
7	332	7204	7536	7868	8200	8532	8864	9196
8	346	7616	7962	8308	8654	9000	9346	9692
9	362	8051	8413	8775	9137	9499	9861	10223
10	379	8523	8902	9281	9660	10039	10418	10797
11	396	9029	9425	9821	10217	10613	11009	11405
12	413	9546	9959	10372	10785	11198	11611	12024
13	431	10118	10549	10980	11411	11842	12273	12704
14	450	10714	11164	11614	12064	12514	12964	13414
15	469	11337	11806	12275	12744	13213	13682	14151
16	491	11983	12474	12965	13456	13947	14438	14929
17	516	12670	13186	13702	14218	14734	15250	15766
18	542	13404	13946	14488	15030	15572	16114	16656
19	567	14142	14709	15276	15843	16410	16977	17544
20	592	14880	15472	16064	16656	17248	17840	18432
21	618	15684	16302	16920	17538	18156	18774	19392
22	645	16538	17183	17828	18473	19118	19763	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+						



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