

NEW YORK STATE

OFFICE OF THE STATE COMPTROLLER

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-156

September 13, 1977

To : All State Departments and Agencies

Subject: October 1, 1977 Salary Increase for Employees
Represented by CSEA, Employees Designated
Management/Confidential, and Certain Other
State Employees

Chapter 444 of the Laws of 1977, which implements the agreements between the State and the CSEA and extends similar benefits to employees designated management/confidential and to certain other State employees, provides for a salary increase of 4% of the April 1, 1977 salary (before the April 1, 1977 salary increase of 5%) with a \$400 minimum increase to be effective October 1, 1977 for all incumbents of positions on March 31, 1977. This legislation applies to the following employees.

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.

Employees designated management/confidential under the Taylor Law, or considered to be such, including those employed by the State University, State Police, Cornell and Alfred, PERB, Division of Military and Naval Affairs, and as superintendents in the Correction Department, and employees of the Lt. Governor's Office.

This increase is payable from the first day of Payroll Period 14 (September 29 to October 12, 1977 for Administrative agencies; October 6 to 19, 1977 for Institutions).

Eligibility for October 1, 1977 Salary Increase

The October 1, 1977 salary increase will be given to all incumbents of items on October 1, 1977 who were also incumbents of items on March 31, 1977.

An incumbent of an item is an employee who:

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

Also, the legislation provides for the increase to be given, upon reinstatement, to employees who were on preferred lists on March 31, 1977 or October 1, 1977 and who would otherwise be eligible and provides for the increase to be given to seasonal employees who were reemployed in 1977 and who were paid on a seasonal basis in 1976, even if the employee was not an incumbent of a position on March 31, 1977.

For employees who have moved from one negotiating unit to another after March 31, 1977, eligibility for the October salary increase is based on the negotiating unit of the position on October 1, as long as the employee was an incumbent of a position on March 31. For example, an employee who was an incumbent of a position in the security services negotiating unit on March 31 and then appointed to a position in a CSEA unit on June 30, would be entitled to the October 1 salary increase. Similarly, an employee who moved from a position in a CSEA unit to a position in the security services negotiating unit prior to October 1 would not be entitled to the increase.

This interchangeability applies to all employees of the State in the classified service (including the Judiciary), employees in the unclassified service in the State University, and employees who move from an authority to a State agency and are covered under Section 131.5(c) of the Civil Service Law.

Computation of Salary Increase

The salary increase is to be applied as follows:

Full-time positions

The October 1, 1977 annual salary will be increased by adding 4% of the employee's actual annual salary on April 1, 1977, prior to the April salary increase, or \$400, whichever is greater.

Part-time positions

The full-time October 1, 1977 annual salary of the position will be increased by adding 4% of the full-time annual salary of the position on April 1, 1977, prior to the April salary increase, or \$400, whichever is greater. The employee will receive a pro-rated portion of the new salary.

Hourly and Daily positions

The October 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. Also convert the April 1 hourly or daily rate, prior to the April increase, to an annual salary in the same manner. Then increase the October 1 annual salary by adding 4% of the April 1 annual salary or \$400, whichever is greater. Then divide the new October 1 annual salary by 2088 or 261 to determine the new hourly or daily rate.

For employees who have moved from one category of positions to another between April 1 and October 1, the calculations of the new salary is similar. Examples of the salary calculations are attached.

Payment of Salary Increase

The Department of Audit and Control has stored the annual salary paid to each active employee in Payroll Period 1 (March 31 to April 13, 1977 for Administrative agencies; April 6 to 20, 1977 for Institutions). Using this salary, the October 1 increase will be calculated automatically by the Department for annual-salaried employees and you will receive an Exception Listing to identify employees for whom agency action is necessary.

Audit and Control will compute the increase for all annual salaried employees who were active at the end of Period 26 and who are now active, with the following exceptions:

1. Employees identified as LAG on your Period 13 Salary Register. These employees will be printed on the Exception Listing with the message LAG-SAL INCR NOT COMPUTED.

The agency must submit a PR-75 during the payroll period in which the employee is being paid for service in period 14.

2. Employees currently receiving the \$5800, \$6000, \$6300 or \$6500 advanced minimum salary, or who were receiving the minimum salary in Period 1. These employees will be printed on the Exception Listing with the message ADV MIN-SAL INC NOT COMPUTED.

Since the increase must be applied to the employee's basic annual salary, Audit and Control cannot calculate the increase. The agency must submit a PR-75.

3. Employees in NS (grade 600) positions currently receiving an annual salary of less than \$5370 or any NS or graded employee whose Period 1 salary was less than \$5370. These employees will be printed on the Exception Listing with the message SAL INCR NOT COMPUTED.

Audit and Control will not apply the Salary increase, since it is assumed the current position is part-time or that there has been a change in pay basis since Period 1. The agency must submit a PR-75.

In addition to the exceptions listed above, there are other conditions requiring agency action.

1. Audit and Control cannot identify the classes of employees listed below. Each agency must identify these employees and submit PR-75's.
 - a. Employees who were on leave without pay at the end of Period 26 and who are now active.
 - b. Employees appointed prior to April 1, 1977, who were placed on the payroll after Period 26.
 - c. Employees who were not on the payroll on March 31, but have since been reinstated from a Preferred list.

2. Employees for whom salary changes were reported after Period 1 retroactive to April 1. Audit and Control will compute the increase based on the salary paid in Period 1. If an employee had a retroactive increase (or decrease) reported, this new salary will be incorrect. In order to assist you in identifying these employees Audit and Control will produce a special listing of all employees who had a change in annual salary between Period 1 and Period 8. This listing will show the Period 1 salary which was used to calculate the salary increase for October 1. Salary changes reported after Period 8 retroactive to April 1, if any, must be identified by each agency. If retroactive changes were made, PR-75's must be submitted to correct the salary.

3. Employees for whom salary changes were reported in Period 1 which were not effective until after April 1. Since Audit and Control will compute the increase based on the salary paid in Period 1, the employee's new salary will be incorrect since it should be based on the employee's April 1 salary. If this has occurred a PR-75 must be submitted to correct the increased salary.

4. The following classes of employees must be reviewed by each agency and PR-75's may be necessary.

a. 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 \$400 minimum increase if the employee's April 1 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 4% of the April 1 full annual salary or \$400 and then prorate the full annual to obtain the employee's new salary.

b. Employees who were in part-time NS (grade 980) positions on April 1 and have since moved to full-time positions. Since Audit and Control has stored only the Period 1 salary and not the part-time percentage, the calculated increased salaries for NS employees who were part-time in Period 1 will be incorrect. The October 1 salary should be increased only by the pro-rated increase which would have been paid on the April 1 salary. Each agency must submit PR-75's to correct these salaries.

c. 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.

5. Employees paid on other than an annual-salaried basis. Audit and Control will not automatically increase any employees paid on other than an annual-salaried basis (hourly, daily, biweekly, etc.). Each agency must submit PR-75's.

Instructions for the salary increase for seasonal employees will be issued by the Division of the Budget.

6. Employees who were incumbents of positions in the Legislature or in legislative agencies on March 31 who are now in positions in other State agencies are not eligible for the salary increase. Since Audit and Control cannot identify these employees, they may be given the salary increase automatically. Each agency must identify these employees and submit PR-75's to decrease the salary if the increase is given.

Tentative Salary Register

After payrolls are processed for Period 13, 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.

A copy of the tentative salary register, and the Exception Listings 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 14

PR-75's must be submitted for all employees identified on the Exception Listing and for other classes of employees identified above.

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 changed salary computed incorrectly by Audit and Control.

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 14
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

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

Transaction Code: CHG RATE

Sample forms are attached.

In preparing your payroll for Period 14

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

Should you require assistance in preparation of PR-75's for Period 14 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.

Attachments

EXAMPLES OF OCTOBER 1, 1977
SALARY INCREASE COMPUTATION
FOR EMPLOYEES WITH STATUS CHANGES
BETWEEN APRIL 1 AND OCTOBER 1

PROMOTION

\$11164	4/1/77 grade 14 incremented salary
<u>+559</u>	5% raise
\$11723	4/1/77 grade 14 increased salary
\$13404	6/12/77 promoted to grade 18 (minimum salary)
\$13404	10/1/77 grade 18 base salary
<u>+447</u>	4% of 4/1/77 grade 14 <u>incremented</u> salary
\$13851	10/1/77 grade 18 increased salary

DEMOTION

\$11049	4/1/77 grade 12 incremented salary
<u>+553</u>	5% raise
\$11602	4/1/77 grade 12 increased salary
\$10776	7/17/77 demoted to grade 9 (\$10223-grade 9 base salary + 5% raise paid on 4/1/77)
\$10776	10/1/77 grade 9 base salary
<u>+442</u>	4% of 4/1/77 grade 12 <u>incremented</u> salary
\$11218	10/1/77 grade 9 increase salary

N.S. (hourly) to grade

\$3.26	4/1/77 NS hourly rate
<u>+.23</u>	5% raise
\$3.49	4/1/77 increased salary
\$9546	8/4/77, appointed to grade 12 (minimum salary)
\$9546	10/1/77 grade 12 base salary
<u>+400</u>	\$400 minimum due on \$3.26 NS hourly rate
\$9946	10/1/77 grade 12 increased salary

Preferred list

\$9499	4/1/77 grade 9 incremented salary (laid-off from grade 14 position with attained salary at 2nd increment step - \$11164. No grade 14 increment earned prior to lay-off).
<u>+559</u>	5% raise based on \$11164 salary of abolished position
\$10058	4/1/77 grade 9 increased salary
\$10058	10/1/77 grade 9 base salary
<u>+447</u>	4% raise based on \$11164 salary of abolished position
\$10505	10/1/77 grade 9 increased salary

Grade to NS

\$18775 4/1/77 grade 23 incremented salary
 +939 5% raise
\$19714 4/1/77 increased salary

\$21545 5/19/77 - appointed to NS position

\$21545 10/1/77 NS salary
 +751 4% raise of 4/1/77 grade 23 incremented salary
\$22296 10/1/77 increased NS salary

Part-time (980) to Full-time NS (600)

\$20140 4/1/77 full 980 annual-employee paid at 50% PT

\$15000 7/1/77 appointed NS (600) at full-time

\$15000 10/1/77 NS (600) salary
 +403 50% of 4% of \$20140
\$15403

Trainee I to Trainee II after 4/1/77

\$10118 4/1/77 Trainee I salary
 +506 5% raise
\$10118 4/1/77 increased salary

\$10118 7/21/77 advanced to Trainee II (per instructions 8/1/77
 +600 Civil Service Department memorandum)

\$10718 7/21/77 Trainee II annual

\$10718 10/1/77 base salary
 +405 4% of 4/1/77 Trainee I salary before raise
\$11123 10/1/77 increased salary

Advanced minimum salary (\$6000 or \$6500 on 4/1/77)

\$6421 4/1/77 base grade 3 incremented salary (employee receiving \$6500
 following completion of 52 pay periods of service)
 +500 \$500 minimum raise applied to base salary
\$6921 4/1/77 increased salary

\$6921 10/1/77 base salary
 +400 \$400 minimum increase based on \$6421
\$7321 10/1/77 increased salary

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

DEPARTMENT OF AUDIT AND CONTROL - DEPARTMENT OF CIVIL SERVICE

AGENCY CONTROL NUMBER

01 AGENCY CODE 02030 <small>(CC 2-9)</small>		PAYROLL AGENCY			BUREAU		02 GROUP 1 <small>(CC-7)</small>	03 PER. NO. / SEQUENCE NUMBER 14 <small>(CC 4-9)</small>		AGENCY CONTROL NUMBER 1 <small>(CC 10-13)</small>	
LINE NUMBER 5760		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) WARREN FLINT			SUFFIX (JR, SR, ETC.) JR		06 SOCIAL SECURITY NUMBER 062 64 1528		07 TRANSACTION CODE DEPT		
08 LINE CHG. TO 6870		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)			SUFFIX (JR, SR, ETC.)		10 CHG CODE		11 SOCIAL SEC. NO. CORRECTED TO		12 TRANS. EFFECTIVE DATE 09 29 77
13 TITLE CODE 0102600		TITLE (MAX. 21 POSITIONS) HEAD AUDIT CLERK			14 JUR. CLASS 0	15 SALARY GRADE 018	16 N.U. 05	17 INC. MIN.	18 APPT. CODE PERM	19 C.S. FUND CODE	20 TRANS. GOOD THRU DATE 12 30 77
21 PAY BASIS CODE ANN		22 SALARY RATE 13851		23 GROSS (ADD) 531.26		24 NORMAL (DEDUCT) 466.79		25 PART TIME %	26 TIME PAID 10	27 INCR. CODE 01	28 PAID THRU (HRY., DLY., FEE)
ADDT'L SALARY FACTORS		29 ANN. LOCATION AMT.	30 ANN. INCONVENIENCE AMT.	31 ANN. GEOG. AMT. OR %	32 ANN. SHIFT AMT. OR %	33 PRE-SHIFT BRIEFING AMT.	34	35			
36 VET/5	37 VOL. FIRE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER 62139	42 CERT. SERIAL NO. 103064	43 LIST TITLE (MAX. 21 POSITIONS) HEAD AUDIT CLK		44 RATING 89.5	
ADDT'L TRANS. CODES		45 ADDITIONAL TRANS. CODE	46 ADDITIONAL TRANS. CODE	47 ADDITIONAL TRANS. CODE		LDC. INFO.	48 EMPL. LOCATION CODE LOCATION				
MISC. BLOCKS		49 MISCELLANEOUS BLOCK 'A'	50 MISCELLANEOUS BLOCK 'B'	51 MISCELLANEOUS BLOCK 'C'	52 MISCELLANEOUS BLOCK 'D'	53 MISCELLANEOUS BLOCK 'E'	54 MISCELLANEOUS BLOCK 'F'				
LOST TIME		55 FROM DATE	56 TO DATE	57 LOST TIME UNITS	58 LOST TIME AMOUNT	PREV STATE AGY	PREV. STATE AGENCY (ABBREV.)		59 AGENCY CODE	60 DATE OF SEPARATION	
OVERTIME		61 FROM DATE	62 TO DATE	63 O.T. CD	64 REG. O.T. HOURS	EXTRA SERVICE	70 FROM DATE	71 TO DATE	72 SALARY GR.	73 E.S. TITLE CODE	
65 OUT/TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)				74 E.S. PAY BASIS	75 SALARY RATE
66 OUT/TITLE GRADE	67 OUT/TITLE HOURS	68 OUT/TITLE ANNUAL		69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE	77 STRAIGHT TIME HOURS		78 1/2 TIME HOURS	79 TOTAL E.S. AMOUNT	
INT INC PAY	80 FROM DATE	81 TO DATE		82 NO. OF DAYS	83 INT. INC. AMOUNT		LUMP SUM PYMT.	84 DAYS VACATION	85 DAYS OVERTIME	86 TOTAL LSP AMOUNT	
SPLIT CHARGE		87 NO. PER.	88 LINE NUMBER	89 %	90 AMOUNT		91 LINE NUMBER	92 %	93 AMOUNT		94

REMARKS:

\$ 11164 4/1/77 grade 14 incremented salary
 + 559 5% raise
 \$ 11723

\$ 13404 9/29/77 promote to grade 18 (minimum salary)
 + 447 4% of 4/1/77 grade 14 incremented salary
 \$ 13851 10/1/77 grade 18 increased salary payable from 9/29

DO NOT WRITE IN THIS SPACE

**STATE OF NEW YORK
PAYROLL AND PERSONNEL TRANSACTION FORM PR-75
DEPARTMENT OF AUDIT AND CONTROL - DEPARTMENT OF CIVIL SERVICE**

A		AGENCY CONTROL NUMBER												
01 AGENCY CODE 02030		PAYROLL AGENCY BUREAU				02 GROUP 3		03 PER. NO. / SEQUENCE NUMBER 15		1				
04 LINE NUMBER 99439		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) HARRY JONES				SUFFIX (JR. SR. ETC.)		06 SOCIAL SECURITY NUMBER 063 24 1908		07 TRANSACTION CODE CHG RATE				
08 LINE CHG. TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (JR. SR. ETC.)		10 CHG CODE		11 SOCIAL SEC. NO. CORRECTED TO				
13 TITLE CODE		TITLE (MAX. 21 POSITIONS)				14 JUR. CLASS	15 SALARY GRADE	16 N.U.	17 INC. MIN.	18 APPT. CODE	19 C.S. FUND CODE	20 TRANS. GOOD THRU DATE		
21 PAY BASIS CODE		22 SALARY RATE 3.69		23 GROSS (ADD) 295.20		24 NORMAL (DEDUCT)		25 PART TIME %		26 TIME PAID 80		27 INCR. CODE	28 PAID THRU (MRY., DLY., FEE) 10 12 77	
ADOTL SALARY FACTORS		29 ANN. LOCATION AMT.	30 ANN. INCONVENIENCE AMT.	31 ANN. GEOG. AMT. OR %	32 ANN. SHIFT AMT. OR %	33 PRE-SHIFT BRIEFING AMT.		34		35				
36 VET/S	37 VOL. FIRE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE (MAX. 21 POSITIONS)		44 RATING		
ADOTL TRANS. CODES		45 ADDITIONAL TRANS. CODE		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		LOC. INFO	48 EMPL. LOCATION CODE		LOCATION			
MISC. BLOCKS		49 MISCELLANEOUS BLOCK 'A'		50 MISCELLANEOUS BLOCK 'B'		51 MISCELLANEOUS BLOCK 'C'		52 MISCELLANEOUS BLOCK 'D'		53 MISCELLANEOUS BLOCK 'E'		54 MISCELLANEOUS BLOCK 'F'		
LOST ME		55 FROM DATE		56 TO DATE		57 LOST TIME UNITS	58 LOST TIME AMOUNT		PREV STATE AGY	PREV. STATE AGENCY (ABBREV.)		59 AGENCY CODE	60 DATE OF SEPARATION	
OVERTIME		61 FROM DATE		62 TO DATE		63 O.T. CD	64 REG. O.T. HOURS		EXTRA SERVICE	70 FROM DATE		71 TO DATE	72 SALARY GR.	73 E.S. TITLE CODE
65 OUT/TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)				74 E.S. PAY BASIS	75 SALARY RATE			
66 OUT/TITLE GRADE	67 OUT/TITLE HOURS	68 OUT/TITLE ANNUAL		69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE	77 STRAIGHT TIME HOURS		78 1/2 TIME HOURS	79 TOTAL E.S. AMOUNT				
INT INC PAY		80 FROM DATE		81 TO DATE		82 NO. OF DAYS	83 INT. INC. AMOUNT		LUMP SUM PYMT	84 DAYS VACATION	85 DAYS OVERTIME	86 TOTAL LSP AMOUNT		
SPLIT CHARGE		87 NO. PER.	88 LINE NUMBER		89 %	90 AMOUNT		91 LINE NUMBER	92 %	93 AMOUNT		94		

REMARKS:

$\$ 3.26 \times 2088 = \$ 6806.88$
 $+ .23$
 $\$ 3.49 \times 2088 = \$ 7266.72$
 $+ 500.00 \text{ 5\% RAISE (minimum)}$
 $\$ 7766.72 \div 2088 = 3.72$
 $+ 400.00 \text{ 4\% RAISE (minimum)}$
 $\$ 8166.72 \div 2088 = 3.91$

DO NOT WRITE IN THIS SPACE

PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

DEPARTMENT OF AUDIT AND CONTROL - DEPARTMENT OF CIVIL SERVICE

A

(CC-1)

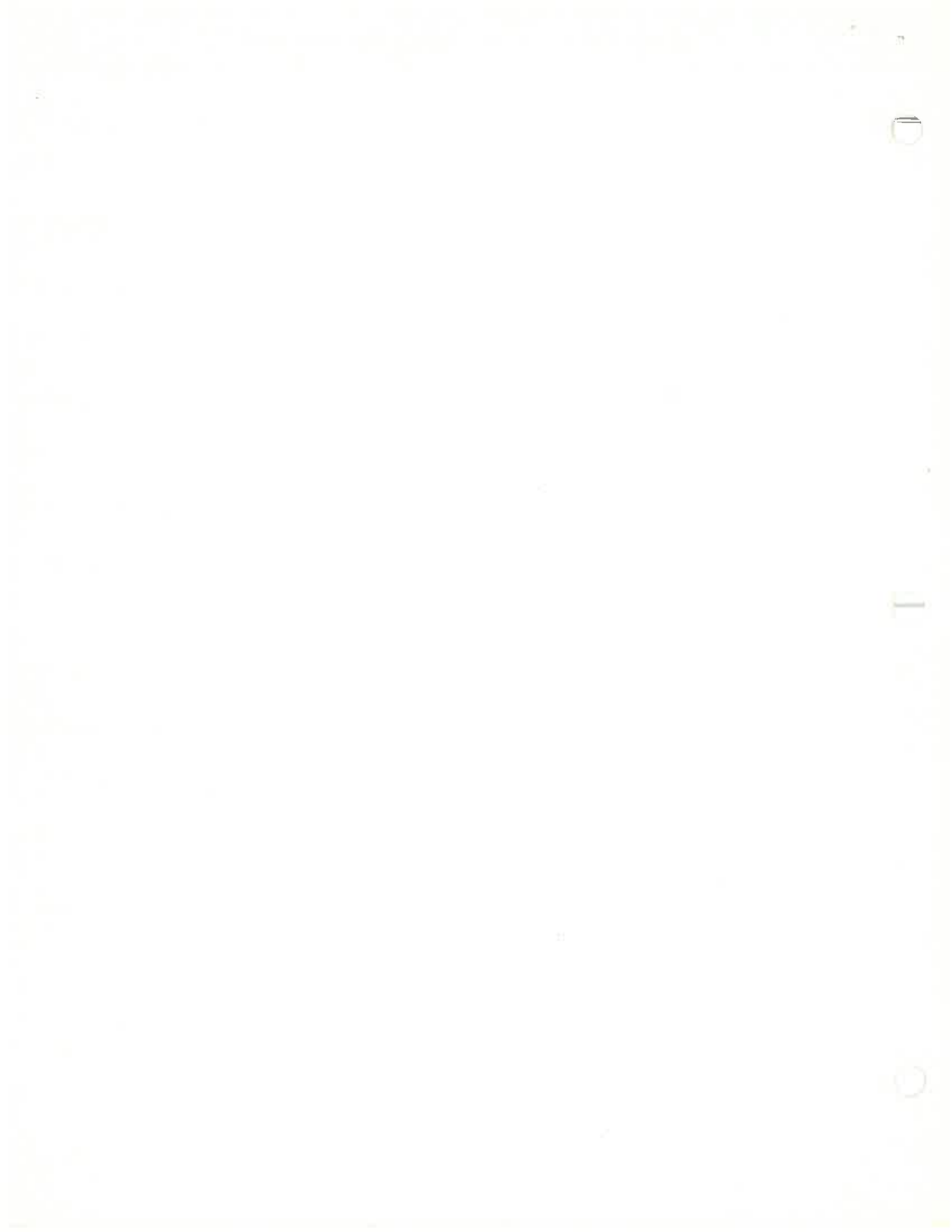
AGENCY CONTROL NUMBER

01 AGENCY CODE 02030 (CC 2-9)		PAYROLL AGENCY				BUREAU		02 GROUP 3 (CC-7)		03 PER. NO. / SEQUENCE NUMBER 14 / 1 (CC 8-9) (CC 10-13)	
04 LINE NUMBER 6412		05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) MICHAEL HARRIS				SUFFIX (JR, SR, ETC.)		06 SOCIAL SECURITY NUMBER 053 21 0629		07 TRANSACTION CODE COR FY SAL	
08 LINE CHG. TO		09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (JR, SR, ETC.)		10 CHG CODE		11 SOCIAL SEC. NO. CORRECTED TO	
12 TRANS. EFFECTIVE DATE 09 29 77		13 TITLE CODE		TITLE (MAX. 21 POSITIONS)		14 JUR. CLASS	15 SALARY GRADE	16 N.U.	17 INC. MIN.	18 APPT. CODE	19 C.S. FUND CODE
20 TRANS. GOOD THRU DATE		21 PAY BASIS CODE		22 SALARY RATE 12170		23 GROSS (ADD) 466.79		24 NORMAL (DEDUCT) 466.10		25 PART TIME %	
26 TIME PAID 10		27 INCR. CODE 01		28 PAID THRU (HRV., OLY., FEE)		29 ANN. LOCATION AMT.		30 ANN. INCONVENIENCE AMT.		31 ANN. GEOG. AMT. OR %	
32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT.		34		35		36 VET/S		37 VOL. FIBE	
38		39 DATE OF BIRTH		40 SEX		41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE (MAX. 21 POSITIONS)	
44 RATING		45 ADDITIONAL TRANS. CODE		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		48 EMPL. LOCATION CODE		LOCATION	
49 MISC. BLOCKS		50 MISC. BLOCK 'A'		51 MISC. BLOCK 'B'		52 MISC. BLOCK 'C'		53 MISC. BLOCK 'D'		54 MISC. BLOCK 'E'	
55 FROM DATE		56 TO DATE		57 LOST TIME UNITS		58 LOST TIME AMOUNT		PREV. STATE AGENCY (ABBREV.)		59 AGENCY CODE	
60 DATE OF SEPARATION		61 FROM DATE		62 TO DATE		63 O.T. CO		64 REG. O.T. HOURS		EXTRA SERVICE	
70 FROM DATE		71 TO DATE		72 SALARY GR.		73 E.S. TITLE CODE		65 OUT/TITLE-TITLE CODE		TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)	
66 OUT/TITLE GRADE		67 OUT/TITLE HOURS		68 OUT/TITLE ANNUAL		69 TOTAL OVERTIME AMT.		74 E.S. PAY BASIS		75 SALARY RATE	
76 BUDGETED HOURLY RATE		77 STRAIGHT TIME HOURS		78 1. TIME HOURS		79 TOTAL E.S. AMOUNT		80 FROM DATE		81 TO DATE	
82 NO. OF DAYS		83 INT. INC. AMOUNT		LUMP SUM PYMT		84 DAYS VACATION		85 DAYS OVERTIME		86 TOTAL LSP AMOUNT	
87 NO. PER.		88 LINE NUMBER		89 %		90 AMOUNT		91 LINE NUMBER		92 %	
93 AMOUNT		94		REMARKS:							

DO NOT WRITE IN THIS SPACE

11164 4/1/77 grade 14 incremented salary (cor sal from \$10714 to \$11164 per. 3 to reflect increment due)
 + 559 5% Raise
 # 11723 4/1/77 grade 14 increased salary
 + 447 4% of corrected grade 14 incremented salary
 # 12170 10/1/77 increased salary

Please use this format where period 2 incremented salary was corrected in later period.



PAYROLL AND PERSONNEL TRANSACTION FORM PR-75

DEPARTMENT OF AUDIT AND CONTROL - DEPARTMENT OF CIVIL SERVICE

A (CC-1)		AGENCY CONTROL NUMBER												
01 AGENCY CODE 02030 (CC 2-8)	PAYROLL AGENCY				BUREAU			02 GROUP 3 (CC-7)	03 PER. NO. / SEQUENCE NUMBER 14 (CC 8-9)		2 (CC 10-13)			
05 LINE NUMBER 6536	06 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST NAME) LEWIS NICHOL				SUFFIX (JR. SR. ETC.)		08 SOCIAL SECURITY NUMBER 095 24 6128			07 TRANSACTION CODE COR FY SAL				
08 LINE CHG. TO	09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST NAME)				SUFFIX (JR. SR. ETC.)		10 CHG CODE	11 SOCIAL SEC. NO. CORRECTED TO		12 TRANS. EFFECTIVE DATE 09 29 77				
13 TITLE CODE	TITLE (MAX. 21 POSITIONS)				14 JUR. CLASS	15 SALARY GRADE	16 R.U.	17 INC. MIN.	18 APPT. CODE	19 C.S. FUND CODE	20 TRANS. GOOD THRU DATE			
21 PAY BASIS CODE	22 SALARY RATE 7321	23 GROSS (ADD) 280.80		24 NORMAL (DEDUCT) 265.46		25 PART TIME %	26 TIME PAID 10		27 INCR. CODE 01	28 PAID THRU (MRY., OLY., FEE)				
ADDT'L SALARY FACTORS	29 ANN. LOCATION AMT.	30 ANN. INCONVENIENCE AMT.		31 ANN. GEOG. AMT. OR %		32 ANN. SHIFT AMT. OR %		33 PRE-SHIFT BRIEFING AMT.		34	35			
36 VET/S	37 VOL. FINE	38	39 DATE OF BIRTH		40 SEX	41 LIST NUMBER		42 CERT. SERIAL NO.		43 LIST TITLE (MAX. 21 POSITIONS)		44 RATING		
ADDT'L TRANS. CODES	45 ADDITIONAL TRANS. CODE		46 ADDITIONAL TRANS. CODE		47 ADDITIONAL TRANS. CODE		LOC. INFO	48 EMPL. LOCATION CODE		LOCATION				
MISC. BLOCKS	49 MISCELLANEOUS BLOCK 'A'		50 MISCELLANEOUS BLOCK 'B'		51 MISCELLANEOUS BLOCK 'C'		52 MISCELLANEOUS BLOCK 'D'		53 MISCELLANEOUS BLOCK 'E'		54 MISCELLANEOUS BLOCK 'F'			
LOST	55 FROM DATE		56 TO DATE		57 LOST TIME UNITS		58 LOST TIME AMOUNT		PREV. STATE AGENCY	PREV. STATE AGENCY (ABBREV.)		59 AGENCY CODE	60 DATE OF SEPARATION	
OVER-TIME	61 FROM DATE		62 TO DATE		63 O.T. CD	64 REG. O.T. HOURS		EXTRA SERVICE	70 FROM DATE		71 TO DATE		72 SALARY GR.	73 E.S. TITLE CODE
65 OUT/TITLE-TITLE CODE	TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)				EXTRA SERVICE TITLE (MAX. 21 POSITIONS)				74 E.S. PAY BASIS		75 SALARY RATE			
66 OUT/TITLE GRADE	67 OUT/TITLE HOURS		68 OUT/TITLE ANNUAL		69 TOTAL OVERTIME AMT.		76 BUDGETED HOURLY RATE		77 STRAIGHT TIME HOURS		78 1/2 TIME HOURS		79 TOTAL E.S. AMOUNT	
INT INC PAY	80 FROM DATE		81 TO DATE		82 NO. OF DAYS		83 INT. INC. AMOUNT		LUMP SUM PYMT	84 DAYS VACATION		85 DAYS OVERTIME		86 TOTAL LSP AMOUNT
SPLT CHARGE	87 NO. PER.	88 LINE NUMBER		89 %		90 AMOUNT		91 LINE NUMBER		92 %		93 AMOUNT		94

REMARKS:

\$ 6421 4/1/77 base grade 3 incremented salary (employee receiving \$ 6500 ADV MIN)
 + 500 \$ 500 minimum raise applied to base salary
 \$ 6921 4/1/77 increased salary
 \$ 6921 10/1/77 salary
 + 400 \$ 400 minimum increase based on 6421
 \$ 7321 10/1/77 increased salary

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