

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-166

February 24, 1978

To : All State Departments and Agencies

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

Chapter 444 of the Laws of 1977, which implements the agreements between the State and the union representing the Security Services and the Security Supervisors negotiating units, provides for the payment of increments and a 5% salary increase to all employees in these units effective April 1, 1978. The increments and increase are payable from Payroll Period 1 (March 30 to April 12, 1978 for Administrative agencies; April 6-April 19, 1978 for Institutions). The legislation also provides for the continuation of the \$200 annual bonus in 1978-79. Instructions for these payments will be issued separately.

Increments

Complete instructions for determining eligibility for increments and a description of the increment codes and automatic incrementation are contained in Payroll Bulletin P-165, issued February 24, 1978. The 1978 increment codes for employees in the security services and security supervisors units are currently printing on your payroll register. Also, the listing of employees who do not have the service needed for an increment or for credit toward the additional steps will include security services and security supervisors unit employees.

Salary Increase

The legislation provides for a 5% salary increase. The new 1978 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 \$6,005 or above. If the annual salary of the employee on April 1 is \$6,005 or more, the annual salary will be increased by 5% of the annual salary rounded to the next whole dollar.

2. Annual Salary below \$6,005. If the annual salary of the employee on April 1 is below \$6,005, 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 \$6,005 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 \$6,005, 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 will produce an Exception Listing to identify employees for whom agency action is necessary. The Exception Listing will identify the following groups of employees:

1. NS (grade 600) employees with salary below \$6,005.
2. Employees with increment codes 04, 05 and 06 with no fiscal incremented salary or with FIS salary below current salary.
3. Employees with annual salary below minimum of the grade.
4. Employees on Lag Basis (See special instructions below).

Tentative Salary Register

After payrolls are processed for Period 26, 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 1978 increment code so that the agency will be aware of the code used in determining the incremented salary. (The updated increment codes for 1979 will appear on the Period 1 payrolls).

A copy of the tentative salary register, the Exception Listing, and the revised Listing of Employees Ineligible for Increments and Update of Increment Codes 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 1

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 for employees appearing on the exception listing, to report unsatisfactory performance ratings, and to report the increased salary for employees paid on an hourly or daily basis.

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.

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

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

Transaction Code: COR INC CD

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

Transaction Code: CHG RATE

4. To report an Unsatisfactory Performance Rating

Transaction Code: UNSAT SERV

Group 2
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter UNSAT SERV
12 Transaction Effective Date	- enter the first day of payroll period 1 of the new fiscal year
22 Salary Rate	
23 Gross (Add)	- if applicable
24 Normal (Deduct)	- if applicable (as shown on tentative payroll)
27 Increment Code	- enter <u>projected</u> increment code for following fiscal year

In preparing your payroll for Period 1, remember the following requirements:

1. Prepare all PR-75 forms usually submitted for a normal period, to report all payroll changes to take effect during the first period. The increment codes reported should be the projected increment code for 1979.
2. Submit PR-75 forms for all corrections to the tentative register and for items on the exception listing described above.
3. Submit PR-75 forms for employees with unsatisfactory performance ratings (UNSAT SERV).
4. The normal (deduct) figure on PR-75 forms should be the amount shown on the tentative payroll listing.
5. The normal amount of Previous Payroll on the PR-76 for Period 1 should be the amount shown on the tentative payroll listing.

Employees on a Lag Basis

The salary of employees on a lag basis will not be increased on the tentative salary register. The "Exception Listing" mentioned above will include any employees who are on a lag basis and are eligible to receive an increment and/or salary increase and the new salary will be printed on the listing. The agency must submit a PR-75 in the appropriate payroll period-when payment is being made for Period 1-using COR FY SAL as the transaction code.

Salary Register Period 1

The salary register for Period 1 will reflect the automatically updated increment codes for the following fiscal year for all active employees and employees on a lag basis except those whose 3/31/77 increment code was 04, 05 or 06. Audit and Control will review these records and enter the 1979 projected increment code.

Reversal of Unsatisfactory Performance Ratings

Transaction code RESC UNSAT is to be used to reverse a performance rating previously reported as unsatisfactory. (This is applicable whether the rating is rescinded by the agency or the Department of Civil Service).

Transaction Code: RESC UNSAT

Group 2
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter RESC UNSAT
12 Transaction Effective Date	- enter the first day of payroll period 1 of the fiscal year
22 Salary Rate	
23 Gross (Add)	- if applicable
24 Normal (Deduct)	- if applicable
27 Increment Code	- enter <u>projected</u> increment code for following fiscal year

Note: If an adjustment is necessary use ADJ SAL PA as an additional transaction code and refer to the block requirements for that code in the Payroll Manual.

In the Remarks block, report whether the unsatisfactory rating is being rescinded by the agency or the Department of Civil Service.

Should you require assistance in preparation of PR-75's for Period 1 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.

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, 1978

<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	293	6306	6599	6892	7185	7478	7771	8064
102	308	6558	6866	7174	7482	7790	8098	8406
103	323	6893	7216	7539	7862	8185	8508	8831
104	339	7221	7560	7899	8238	8577	8916	9255
105	357	7577	7934	8291	8648	9005	9362	9719
106	375	7997	8372	8747	9122	9497	9872	10247
107	390	8458	8848	9238	9628	10018	10408	10798
108	406	8942	9348	9754	10160	10566	10972	11378
109	425	9452	9877	10302	10727	11152	11577	12002
110	445	10006	10451	10896	11341	11786	12231	12676
111	464	10605	11069	11533	11997	12461	12925	13389
112	484	11210	11694	12178	12662	13146	13630	14114
113	506	11881	12387	12893	13399	13905	14411	14917
114	529	12580	13109	13638	14167	14696	15225	15754
115	551	13311	13862	14413	14964	15515	16066	16617
116	576	14071	14647	15223	15799	16375	16951	17527
117	606	14877	15483	16089	16695	17301	17907	18513
118	638	15734	16372	17010	17648	18286	18924	19562
119	665	16606	17271	17936	18601	19266	19931	20596
120	696	17469	18165	18861	19557	20253	20949	21645
121	726	18414	19140	19866	20592	21318	22044	22770
122	757	19420	20177	20934	21691	22448	23205	23962
123	791	20463	21254	22045	22836	23627	24418	25209
124	820	21568	22388	23208	24028	24848	25668	26488
125	856	22773	23629	24485	25341	26197	27053	27909

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, 1978

<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>
101	OLD	6005	6284	6563	6842	7121	7400	7679
	ADJ	301	315	329	343	357	371	385
	NEW	6306	6599	6892	7185	7478	7771	8064
102	OLD	6246	6539	6832	7125	7418	7711	8004
	ADJ	312	327	342	357	372	387	402
	NEW	6558	6866	7174	7482	7790	8098	8406
103	OLD	6564	6872	7180	7488	7796	8104	8412
	ADJ	329	344	359	374	389	404	419
	NEW	6893	7216	7539	7862	8185	8508	8831
104	OLD	6877	7200	7523	7846	8169	8492	8815
	ADJ	344	360	376	392	408	424	440
	NEW	7221	7560	7899	8238	8577	8916	9255
105	OLD	7216	7556	7896	8236	8576	8916	9256
	ADJ	361	378	395	412	429	446	463
	NEW	7577	7934	8291	8648	9005	9362	9719
106	OLD	7616	7973	8330	8687	9044	9401	9758
	ADJ	381	399	417	435	453	471	489
	NEW	7997	8372	8747	9122	9497	9872	10247
107	OLD	8054	8426	8798	9170	9542	9914	10286
	ADJ	404	422	440	458	476	494	512
	NEW	8458	8848	9238	9628	10018	10408	10798
108	OLD	8516	8903	9290	9677	10064	10451	10838
	ADJ	426	445	464	483	502	521	540
	NEW	8942	9348	9754	10160	10566	10972	11378
109	OLD	9002	9407	9812	10217	10622	11027	11432
	ADJ	450	470	490	510	530	550	570
	NEW	9452	9877	10302	10727	11152	11577	12002
110	OLD	9529	9953	10377	10801	11225	11649	12073
	ADJ	477	498	519	540	561	582	603
	NEW	10006	10451	10896	11341	11786	12231	12676
111	OLD	10100	10542	10984	11426	11868	12310	12752
	ADJ	505	527	549	571	593	615	637
	NEW	10605	11069	11533	11997	12461	12925	13389
112	OLD	10676	11137	11598	12059	12520	12981	13442
	ADJ	534	557	580	603	626	649	672
	NEW	11210	11694	12178	12662	13146	13630	14114

<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	11315	11797	12279	12761	13243	13725	14207
	ADJ	566	590	614	638	662	686	710
	NEW	11881	12387	12893	13399	13905	14411	14917
114	OLD	11981	12485	12989	13493	13997	14501	15005
	ADJ	599	624	649	674	699	724	749
	NEW	12580	13109	13638	14167	14696	15225	15754
115	OLD	12677	13202	13727	14252	14777	15302	15827
	ADJ	634	660	686	712	738	764	790
	NEW	13311	13862	14413	14964	15515	16066	16617
116	OLD	13400	13949	14498	15047	15596	16145	16694
	ADJ	671	698	725	752	779	806	833
	NEW	14071	14647	15223	15799	16375	16951	17527
117	OLD	14169	14746	15323	15900	16477	17054	17631
	ADJ	708	737	766	795	824	853	882
	NEW	14877	15483	16089	16695	17301	17907	18513
118	OLD	14984	15592	16200	16808	17416	18024	18632
	ADJ	750	780	810	840	870	900	930
	NEW	15734	16372	17010	17648	18286	18924	19562
119	OLD	15816	16449	17082	17715	18348	18981	19614
	ADJ	790	822	854	886	918	950	982
	NEW	16606	17271	17936	18601	19266	19931	20596
120	OLD	16637	17300	17963	18626	19289	19952	20615
	ADJ	832	865	898	931	964	997	1030
	NEW	17469	18165	18861	19557	20253	20949	21645
121	OLD	17538	18229	18920	19611	20302	20993	21684
	ADJ	876	911	946	981	1016	1051	1086
	NEW	18414	19140	19866	20592	21318	22044	22770
122	OLD	18495	19216	19937	20658	21379	22100	22821
	ADJ	925	961	997	1033	1069	1105	1141
	NEW	19420	20177	20934	21691	22448	23205	23962
123	OLD	19489	20242	20995	21748	22501	23254	24007
	ADJ	974	1012	1050	1088	1126	1164	1202
	NEW	20463	21254	22045	22836	23627	24418	25209
124	OLD	20541	21322	22103	22884	23665	24446	25227
	ADJ	1027	1066	1105	1144	1183	1222	1261
	NEW	21568	22388	23208	24028	24848	25668	26488
125	OLD	21689	22504	23319	24134	24949	25764	26579
	ADJ	1084	1125	1166	1207	1248	1289	1330
	NEW	22773	23629	24485	25341	26197	27053	27909

