

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-216

January 14, 1980

To : All State Departments and Agencies

Subject: 1979 Salary Increase for employees in the
Professional, Scientific and Technical Negotiating Unit

Chapter 733 of the Laws of 1979 implements the agreement between the State and the Public Employees' Federation covering employees in the professional, scientific and technical negotiating unit (05). The basic provisions of the law effective during 1979-80 are described below.

Salary Increases

The PEF agreement provides for 1979 salary increases as follows:

- a. a general salary increase of 7% effective April 1, 1979 and a new Salary Schedule (the April 1, 1978 schedule increased by 7%).
- b. a new Salary Schedule effective July 1, 1979 which reflects the 1977 salary increases which were not previously included in the Schedule. (The 1974 Salary Schedule is increased by 5% and 4% for 1977, 5% for 1978 and 7% for 1979.) All employees below the new hiring rate will be raised to the hiring rate effective July 1, 1979.

The new Salary Schedule for PS&T employees contains a hiring rate and a job rate. Employees will be appointed to the grade at the hiring rate and receive periodic performance advancement payments based on an evaluation of performance. Procedures for implementing the new system and the criteria for evaluation are being developed by a joint committee of the State and the Union, and performance advances for 1979 will be paid at a later date. Copies of salary schedules are attached.

Change in Salary Determination

Chapter 733 also repeals the provisions of Chapter 12 of the Laws of 1978 and extends to members of the PS&T unit the provisions of the Civil Service Law regarding salary determination as amended by Chapter 307 of the Laws of 1979, effective July 1, 1979. A description of the new salary determination procedures are contained in Bulletin P-200 issued July 9, 1979. The old provisions of the Law and the special provisions of Chapter 12 will continue to be used for all status changes which occurred on or before June 30, 1979.

Payment of Salary Increase

The 7% general salary increase is effective from the first day of Payroll Period 1 (March 29 to April 11 for Administrative agencies; April 5 to 18 for Institutions). The movement to the hiring rate of the July 1 Schedule for eligible employees is effective in Period 7 for Institutions (June 28 to July 11, 1979) and Period 8 for Administrative agencies (July 5 to 18, 1979). Both increases will be paid in Payroll Period 24 (February 14 to 27, 1980 for Administrative agencies; February 21 to March 5, 1980 for Institutions). The Department of Audit and Control will automatically calculate the increase and retroactive adjustment whenever possible and will produce an Exception Listing to identify employees for whom agency action is necessary.

Annual-salaried employees with negotiating unit code "05" will receive an increase of 7% of the April 1, 1979 salary rounded to the next whole dollar, or, for graded employees, the hiring rate of the grade on the July 1 Salary Schedule if it results in a higher salary.

The retroactive adjustment will be calculated as follows:

- a. For employees receiving only the 7% increase effective April 1 the retroactive adjustment is for 23 payroll periods (or 22 periods for employees identified as LAG on the salary register).
- b. For employees receiving the 7% increase effective April 1 and an increase to the hiring rate on July 1, the retroactive adjustment is computed in two steps as follows.

Administrative agencies

- 7 periods at the April 1 salary increased by 7%
16 periods at the July 1 hiring rate (or 15 periods
for employees identified as "LAG")

Institutions

- 6 periods at the April 1 salary increased by 7%
17 periods at the July 1 hiring rate (or 16 periods
for employees identified as "LAG")

The increase will be applied as follows:

Class of Employees

1. Employees who were active at the end of Period 25 for Institution (March 8 to 21, 1979) and Period 26 for Administration (March 15 to 28, 1979) and have not had a change in annual salary, or a change in part-time percentage.

Audit and Control will apply the salary increase and calculate the retroactive adjustment.

2. Employees who were active at the end of Period 25 (or 26) and who have had a change in part-time percentage, but no change in annual salary. Employees who are now active, but were not active in Period 25 (or 26) and who have not had a change in annual salary.

Audit and Control will apply the salary increase. The retro-active 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 25 (or 26).

Audit and Control will not apply 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. Instructions for computation of salaries under the revised Civil Service Law are contained in Appendix A of Bulletin P-200 issued July 9, 1979. These instructions apply for all status changes which occur on or after July 1, 1979. You must use the old procedures, and the provisions of Chapter 12 of 1978 where appropriate, for status changes which occurred between April 1 and June 30.

4. Employees 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. As always, each agency is responsible for paying any adjustment due for periods of service in their agency for employees who have transferred to another agency since April 1.

5. Employees who have moved from a PS&T position to another negotiating unit since April 1.

Employees who were in PS&T positions but are currently in another negotiating unit may be due a salary recomputation. These employees will be printed on the Exception Listing with the message NU CHG - INCREASE NOT COMPUTED or EMPL INACT - NU CHG. The records of these employees must be reviewed and PR-75's submitted for the new salary and retroactive adjustment, if due.

SPECIAL INSTRUCTIONS FOR CERTAIN GROUPS OF EMPLOYEES

1. Employees in NS (grade 600) positions which are equated to grades.

Each agency must review the salary of these employees to identify employees who are below the hiring rate of the grade to which the position is equated after the 7% salary increase is applied. If the equated grade is on your current Budget Certificate, the certificate does not need to be amended. Prepare a PR-75 to increase the employee's salary to the hiring rate, entering the equated grade in the Remarks block. (Remember, the complete retroactive adjustment must be recomputed and entered on the PR-75.) If the Budget Certificate does not contain the equated grade, you must have an amended certificate before you submit the PR-75.

2. Employees who are to receive less than the full salary increase.

The legislation provides for the Director of the Budget and the Director of the Office of Employee Relations to withhold any increase or partial increase from any employee when they determine 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 Directors of the Budget and OER.

3. Hourly and Daily employees

PR-75's must be submitted to increase the rate for all hourly and daily employees. To calculate the increased salary, first multiply the hourly rate by 2088 and the daily rate by 261. Increase the annual salary by 7% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. Employees in positions who are paid an hourly or daily rate based on the annual salary of a grade on the Salary Schedule should receive at least the new hiring rate.

The Budget Bulletin containing hourly rates for seasonal employees will be issued shortly.

4. Institution Teachers (Pay Basis Code 10M)

Since Institution Teachers are removed for the summer, the retroactive adjustment will not be computed automatically for any of these employees. All 10M employees will appear on your Exception Listing with the appropriate message. The retroactive adjustment must be submitted by PR-75 and is computed as follows:

	For the Period thru 6/30
INSTITUTIONS	6 periods at the April 1 salary increased by 7%; 3 calendar days at that rate or the July 1 hiring rate, if higher
	For the Period from 9/1
	12 periods and 5 calendar days at the last salary used above
	For the Period thru 6/30
ADMINISTRATION	6 periods and 10 calendar days at the April 1 salary increased by 7%
	For the Period from 9/1
	11 periods and 12 calendar days at the above salary or the July 1 hiring rate, if higher

Also, the adjustment for the increased salaries must be calculated for any summer service the employee performed and included in the retroactive adjustment.

5. Employees receiving Increased Minimum salaries

Each agency must review the records of employees who have been appointed or promoted after April 1, 1979 to positions having increased minimum salaries, since the salary increase is to be applied to an employee's basic annual salary in the position. If Audit and Control has increased the salary automatically when an employee is not entitled, a PR-75 must be submitted to reduce the salary.

6. The salary increases are being given based on the employee's negotiating unit code on your Tentative Payroll Register. If an incorrect negotiating unit code results in an incorrect annual salary on the tentative payroll, you must correct it by PR-75.

Withholding Taxes

The full amount of the retroactive adjustment being paid is considered income for 1980 and therefore is subject to social security taxes and withholding taxes for this year. Social security will be taken at the normal rate of 6.13, up to the maximum of \$25,900. Withholding taxes will be calculated automatically. For active employees, they will be computed at the withholding rates which would apply if the employee were to receive the adjustment in equal biweekly installments added to the normal biweekly during 1980. (All fixed tax and no-tax indicators will be cancelled automatically in this period and these employees will be taxed at 0 exemptions.) For inactive employees, the adjustment will be taxed at fixed percentages of 20% for Federal, 5% for State, 1.8% for NYC Resident and .45% for NYC Non-Resident tax.

Since the taxes for this payment are being automatically adjusted, agencies should not accept W-4 forms from employees changing exemptions for Period 24 only.

Tentative Salary Register

After payrolls are processed for Period 23, 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 23 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 22 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 23rd 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 24

PR-75's must be submitted to correct a salary if you disagree with the Audit and Control 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 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 an increased salary and 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 1
or the effective date of the
last salary change
22 Salary Rate
23 Gross (Add)
24 Normal (Deduct) - as shown on tentative payroll

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.

Because the records for employees who went inactive in 1979 have not been deleted from the Audit and Control files, as explained in Bulletin P-212, issued December 7, 1979, the transaction code RESTORE PA is not required on PR-75's submitted for these employees.

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. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) should be processed no earlier than Period 26.

In preparing your payroll for Period 24

- 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

Employees who have retired and are to receive an adjustment payment for the 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 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
 PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)
 EFFECTIVE APRIL 1, 1979

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
1	6034	7156
2	6276	7453
3	6597	7834
4	6908	8209
5	7248	8617
6	7653	9087
7	8095	9584
8	8557	10115
9	9046	10673
10	9577	11280
11	10145	11926
12	10726	12579
13	11368	13307
14	12038	14062
15	12738	14848
16	13464	15668
17	14236	16555
18	15061	17496
19	15890	18437
20	16718	19380
21	17622	20400
22	18581	21483
23	19583	22608
24	20639	23776
25	21792	25066
26	22952	26363
27	24207	27734
28	25497	29157
29	26852	30657
30	28270	32199
31	29791	33853
32	31394	35589
33	33112	37430
34	34891	39346
35	36714	41294
36	38574	43291
37	40611	45456
38	37863+	

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BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
SALARY GRADE SCHEDULE FOR
PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)
EFFECTIVE JULY 1, 1979

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
1	6580	7810
2	6845	8135
3	7195	8545
4	7530	8955
5	7900	9400
6	8345	9905
7	8825	10460
8	9330	11025
9	9865	11635
10	10440	12300
11	11060	13010
12	11695	13720
13	12395	14510
14	13125	15330
15	13885	16180
16	14680	17080
17	15520	18055
18	16420	19075
19	17320	20095
20	18225	21120
21	19210	22240
22	20255	23420
23	21345	24645
24	22500	25920
25	23755	27325
26	25020	28740
27	26390	30230
28	27795	31785
29	29270	33410
30	30815	35105
31	32475	36915
32	34220	38795
33	36095	40805
34	38035	42895
35	40020	45015
36	42050	47195
37	44270	49550
38	41284+	

