

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-219

March 12, 1980

To : All State Departments and Agencies

Subject: April 1, 1980 Salary Increase for employees in the Professional, Scientific and Technical Negotiating Unit and Increase in Pre-Shift Briefing Pay for employees in the Security Services and Security Supervisors Negotiating Units

April 1, 1980 Salary Increase for the professional,
scientific and technical negotiating unit

Chapter 733 of the Laws of 1979 provides for a new salary schedule for employees in the professional, scientific and technical negotiating unit (05) effective on April 1, 1980. The new schedule reflects an increase in the job rates only. Employees who are at or above the job rate for their grade on the July 1, 1979 schedule, but below the job rate on the new schedule, will receive an increase in salary to bring them to the new job rate. (A copy of the new Salary Schedule is attached.)

The increase is payable from the first day of Payroll Period 1 (March 27 to April 9, 1980 for Administrative agencies; April 3 to 16, 1980 for Institutions).

The increase applies to all employees paid on an annual salaried basis in grades 001-037 or in NS (grade 600) positions which are equated to a salary grade, who are at or above the job rate for their grade, but below the new job rate. (For NS positions, the equated grade must appear on the Budget Certificate.)

As a result of the percentage increase method required for the April 1, 1979 salary increase and the rounding of the new Salary Schedule, some employees who had been at the maximum of their grade now have a salary which is below the job rate for their grade. These employees are considered to be at the job rate and are eligible for the salary increase. Employees receiving a salary equal to or greater than the salary shown below are eligible.

<u>Salary Grade</u>	<u>Old Job Rate</u>	<u>Salary Grade</u>	<u>Old Job Rate</u>
1	\$ 7801	20	\$21120
2	8123	21	22238
3	8539	22	23419
4	8951	23	24645
5	9397	24	25917
6	9905	25	27322
7	10447	26	28735
8	11025	27	30230
9	11632	28	31784
10	12300	29	33410
11	12997	30	35098
12	13715	31	36901
13	14504	32	38795
14	15329	33	40802
15	16180	34	42886
16	17077	35	45008
17	18048	36	47187
18	19069	37	49547
19	20095		

Payment of Salary Increase

The Department of Audit and Control will automatically apply the increase for all eligible employees in grades 001-037 with pay basis codes ANN, 8AN and 10M. Eligible employees in NS (grade 600) positions must be identified by the agencies and PR-75's must be submitted to pay the increase. Audit and Control will provide a Special Listing to identify eligible employees identified as 'LAG' on your salary register. Agencies must submit PR-75's in Payroll Period 2 to pay the increase to these employees.

Use the following transaction code and block requirements for reporting eligible NS (grade 600) and 'LAG' employees.

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
22 Salary Rate
23 Gross (Add)
24 Normal (Deduct)

Remarks - enter equated grade for NS positions.

April 1, 1980 Increase in Pre-Shift Briefing Pay
for Employees in the Security Services and Security
Supervisors Units

Chapter 307 of the Laws of 1979 provides an increase in pre-shift briefing pay to \$20.50 biweekly, effective on April 1, 1980, for employees in the Security Services and Security Supervisors units. The increase is payable from the first day of Payroll Period 1 (March 27 to April 9, 1980 for Administrative agencies; April 3 to 16, 1980 for Institutions). This increase will be accomplished automatically for all annual-salaried employees.

Tentative Salary Register

After payrolls are processed for Payroll Period 26, Audit and Control will convert the computer records to reflect the increased salaries for PS&T employees and the new pre-shift briefing amounts for the security units. A tentative salary register will be prepared showing the new normal gross using the biweekly salary factors for fiscal year 1980-81. You will receive your tentative salary register along with the Special Listing shortly after Payroll Period 26 has been processed. (For Administrative agencies, the tentative will also contain the line changes submitted for the new fiscal year.)

The tentative register must be used as the "previous payroll" for all information supplied on all forms submitted for Payroll Period 1. 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. The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative register.

Questions concerning this change should be directed to the Payroll Planning Unit at (518) 474-1246 or 474-1247.

Attachment

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, 1980

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
1	6580	7960
2	6845	8285
3	7195	8695
4	7530	9105
5	7900	9550
6	8345	10055
7	8825	10610
8	9330	11175
9	9865	11785
10	10440	12450
11	11060	13160
12	11695	13870
13	12395	14660
14	13125	15530
15	13885	16380
16	14680	17280
17	15520	18255
18	16420	19275
19	17320	20295
20	18225	21320
21	19210	22440
22	20255	23620
23	21345	24845
24	22500	26120
25	23755	27525
26	25020	28940
27	26390	30480
28	27795	32035
29	29270	33660
30	30815	35355
31	32475	37165
32	34220	39045
33	36095	41055
34	38035	43145
35	40020	45265
36	42050	47445
37	44270	49800
38	41284+	