

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-235

August 25, 1980

To : All State Departments and Agencies

Subject: Performance Advances for Employees in the Professional,  
Scientific and Technical Services Negotiating Unit

The State and the Public Employees Federation have reached agreement on the payment of performance advances for 1979-80 and 1980-81 to eligible employees in the Professional, Scientific and Technical Negotiating Unit. The performance advances for both years will be paid in Payroll Period 13 (September 11 to 24, 1980 for Administrative agencies and September 18 to October 1, 1980 for Institutions).

Eligibility for Performance Advancement Payments

The performance advancement system applies to all non-seasonal annual-salaried employees in the unit in graded positions and in N.S. (grade 600) positions which are equated to grades who are below the job rate for their grade. Part-time employees in these positions are covered by the program. Since an employee may not exceed the job rate of the grade by application of a performance advance, the actual amount of the performance advance is the amount described below, or the difference between the employee's salary and the job rate, if less. (Copies of the July 1, 1979 and April 1, 1980 Salary Schedules including the amount of the performance advances are attached.) Performance advances for 1979-80 and 1980-81 will be paid as follows.

July 1, 1979 Performance Advance

The performance advance for fiscal year 1979-80 will be an increase in basic annual salary equal to one-fourth of the difference between the hiring rate and the job rate in effect for an employee's grade on July 1, 1979. (See attached Salary Schedule.) The effective date of the performance advance is July 1, 1979. To be eligible to receive the 1979-80 performance advance, an employee must meet all of the criteria which follow. The employee:

- a. must have been on the payroll for 120 work days in his/her salary grade or higher during fiscal year 1978-79;
- b. must have been rated "Satisfactory" for calendar year 1978 under the rating system administered by the Department of Civil Service under Part 35 of the Civil Service Rules and Regulations.

- c. must receive a "Satisfactory" designation for his performance during calendar year 1979 under the rules issued by the Governor's Office of Employee Relations on July 16, 1980.
- d. must have received less than two percent as a result of implementation of the so-called salary "rationalization" effective July 1, 1979.

To determine eligibility under this requirement: an employee who on April 1, 1979, prior to the April 1, 1979 salary increase, was receiving a salary equal to or less than the salary listed below for his/her grade will be ineligible for the performance advance.

Grade 1	\$ 6028	Grade 13	\$11356	Grade 25	\$21765
2	6271	14	12025	26	22924
3	6591	15	12721	27	24179
4	6899	16	13450	28	25467
5	7238	17	14219	29	26818
6	7645	18	15044	30	28233
7	8085	19	15869	31	29755
8	8548	20	16698	32	31354
9	9038	21	17600	33	33071
10	9565	22	18557	34	34849
11	10133	23	19557	35	36668
12	10714	24	20614	36	38528
				37	40561

- e. must have been an incumbent of a position on June 24, 1980, the date the Memorandum of Understanding was executed.

Although the performance advance is not payable until July 1, employees who would have been eligible for a performance advance, but who have been appointed, promoted or demoted to another grade after March 31 are entitled to a salary reconstruction as described below.

- a. Employees appointed or promoted to a higher grade position between April 1 and June 30.  
 These employees are entitled to receive a reconstructed promotion salary including the performance advance in the lower grade effective July 1.
- b. Employees appointed or promoted to a higher grade position on or after July 1.  
 These employees are entitled to receive the performance advance in the lower grade effective July 1 and a reconstructed promotion salary effective on the date of promotion.
- c. Employees appointed or demoted to a lower grade position between April 1 and June 30.  
 These employees will be eligible for a performance advance in the lower grade, effective July 1.

- d. Employees appointed or demoted to a lower grade position on or after July 1.

These employees will receive the performance advance in the higher grade effective on July 1. At the time of demotion, the reconstruction of the employee's salary will include a performance advance of the lower grade, if eligible.

#### April 1, 1980 Salary Increase

Chapter 733 of the Laws of 1979 provided for a new salary schedule for employees in this negotiating unit effective on April 1, 1980 with an increase in the job rates only, and employees who were at or above the job rate for their grade on the July 1, 1979 schedule, but below the job rate on the new schedule, received an increase in salary to bring them to the new job rate.

Employees who as a result of the July 1, 1979 performance advance are increased to the job rate of that schedule will receive the increase to the new job rate on April 1, 1980. Also, employees who have been promoted to a higher grade prior to April 1, 1980 who were at the job rate of the lower grade or who will be at the job rate of the lower grade as a result of the July 1, 1979 performance advance and who do not have 120 days of service in the higher grade in fiscal year 1979-80, are entitled to a reconstructed promotion salary effective April 1, 1980.

As a result of the percentage increases given in past years and the rounding of the new Salary Schedule, some employees who should be at the job rate of their grade now have a salary which is slightly below that 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	\$ 7804	20	\$21120
2	8127	21	22237
3	8540	22	23418
4	8954	23	24643
5	9397	24	25917
6	9905	25	27324
7	10451	26	28737
8	11025	27	30230
9	11632	28	31782
10	12299	29	33410
11	13001	30	35102
12	13716	31	36904
13	14505	32	38795
14	15328	33	40802
15	16180	34	42888
16	17080	35	45011
17	18049	36	47188
18	19072	37	49549
19	20095		

July 1, 1980 Performance Advance

The performance advance for fiscal year 1980-81 will be an increase in annual salary equal to one-third of the difference between the hiring rate and the job rate in effect for an employee's grade on April 1, 1980. (See attached Salary Schedule for April 1, 1980.) The effective date of the performance advance is July 1, 1980. To be eligible to receive the 1980-81 performance advance an employee must meet all the criteria which follow. The employee:

- a. must have been on the payroll for 120 work days in his salary grade or higher during fiscal year 1979-80;
- b. must receive a "Satisfactory" designation for his performance during calendar year 1979; and
- c. must have been an incumbent of a position on June 24, 1980, the date the Memorandum of Understanding was executed.

As with the July 1, 1979 performance advance, employees who would have been eligible for a performance advance on July 1, 1980, but who were appointed, promoted or demoted to another grade after March 31, 1980 are entitled to a salary reconstruction as described above for the 1979 payment.

In addition, employees who were promoted to a higher grade prior to April 1, 1980 who do not have 120 days of service in the higher grade for fiscal year 1979-80 but who would have been eligible for a performance advance in the lower grade on July 1, 1980 if they had not been promoted are entitled to a reconstructed promotion salary effective on July 1, 1980.

Payment of the Performance Advances

The performance advances will be paid in Payroll Period 13 (September 11 to 24, 1980 for Administrative agencies and September 18 to October 1, 1980 for Institutions). Performance advances effective July 1, 1979 are payable from the first day of Payroll Period 7 for Institutions (June 28 to July 11, 1979) and Period 8 for Administration (July 5 to 18, 1979). Increases for employees at the job rate effective April 1, 1980 are payable from the first day of Period 1 (March 27 to April 9, 1980 for Administrative agencies and April 3 to 16, 1980 for Institutions). Performance advance payments effective July 1, 1980 are payable from the first day of Period 7 for Institutions (June 26 to July 9, 1980) and Period 8 for Administrative agencies (July 3 to 16, 1980).

The Department of Audit and Control is reviewing the records of employees and will determine eligibility for the performance advances and enter the appropriate code in the employee's record. The updated codes will appear in the increment code block on the Salary Register with the FIS Salary, if needed, on your payroll for period 12.

An explanation of the codes to be used follows.

<u>Code</u>	<u>Explanation</u>
03	Employees ineligible for a performance advance for either year because they are above the job rate for their grade.

<u>Code</u>	<u>Explanation</u>
04	Employees who have had a change in status and are eligible for a salary recomputation as a result of a performance advance.  The FIS Salary will also appear on the Salary Register.
11	Employees who are eligible for a performance advance on both July 1, 1979 and on July 1, 1980.
13	Employees who are eligible for a performance advance on July 1, 1979 and ineligible on July 1, 1980.
15	Employees who are eligible for a performance advance on July 1, 1979 which will bring them to the job rate of the grade, and therefore eligible to be increased to the new job rate on April 1, 1980.
31	Employees who are ineligible for a performance advance on July 1, 1979 and eligible on July 1, 1980.
33	Employees who are ineligible for a performance advance on both July 1, 1979 and July 1, 1980.

Using these codes the Department of Audit and Control will compute the new salaries automatically when possible and will produce an Exception Listing to identify employees receiving increases and employees for whom agency action is necessary.

#### Class of Employees

1. Employees with code 11, 13, 15, 31 or 33 who have not had a change in annual salary (except for the salary increases paid automatically) or a change in part-time percentage since Period 25 for Institutions and Period 26 for Administration in 1979.

Audit and Control will apply the performance advance(s) and calculate the retroactive adjustment due. These employees will be printed on the Exception Listing with no message.

2. Employees with code 11, 13, 15, 31, 33 or 04 who have had a change in annual salary submitted by PR-75 or who have had a change in part-time percentage since Period 25 (or Period 26) in 1979.

Audit and Control will apply the performance advance(s). The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message RETRO NOT COMPUTED.

3. Employees with code 11, 13, 15, 31, 33 or 04 who are now inactive, but are due an adjustment for a performance advance.

The agency must submit a PR-75 to pay the adjustment due. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE.

NOTE: Only employees who were incumbents of positions on June 24, 1980 are eligible to be paid the performance advance(s). However, if you have an employee who transferred from your agency to another agency and was still employed by the State on June 24, you must pay the retroactive adjustment for the period the employee worked for your agency. The Department of Audit and Control has tried to exclude from the Exception Listing employees who are no longer employed in any agency, but you should review the employees in this category carefully.

4. Employees who have moved from a PS&T position to another negotiating unit since April 1, 1979.

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.

5. Institution Teachers (Pay Basis Code 10M or CAL)

Since Institution Teachers are removed for the summer, the retroactive adjustment will not be computed automatically for any of these employees. They will appear on your Exception Listing with the appropriate message.

#### Tentative Salary Register

After payrolls are processed for Period 12, 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 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 one less payroll period for the last new salary. The retroactive adjustment will be computed as follows for each period during which an employee is entitled to an increased salary.

#### Administration Agencies

- July 1, 1979 Increased Salary, if appropriate  
For periods 8 through 26 in 1979-80-difference between old biweekly and new biweekly using .038251 (leap year factor) X 19 payroll periods.
- April 1, 1980 Increased Salary, if appropriate  
For periods 1 through 7 in 1980-81-difference between old biweekly and new biweekly using .038356 X 7 payroll periods.
- July 1, 1980 Increased Salary, if appropriate  
For periods 8 through 12 in 1980-81-difference between old biweekly and new biweekly using .038356 X 5 payroll periods.

Institutions

- July 1, 1979 Increased Salary, if appropriate  
For periods 7 through 26 in 1979-80-difference between old biweekly and new biweekly using .038251 (leap year factor) X 20 payroll periods.
- April 1, 1980 Increased Salary, if appropriate  
For periods 1 through 6 in 1980-81-difference between old biweekly and new biweekly using .038356 X 6 payroll periods.
- July 1, 1980 Increased Salary, if appropriate  
For Periods 7 through 12 in 1980-81-difference between old biweekly and new biweekly using .038356 X 6 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 of Payment

PR-75's must be submitted for the following situations. In preparing your forms, remember that the retroactive adjustment must be computed for all employees for the full period. 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. Employees who receive Unsatisfactory Performance ratings.  
PR-75's must be submitted to report employees who receive Unsatisfactory Ratings in either 1978 or 1979. If an employee's salary has been increased automatically, it must be reduced. In addition, each agency must submit a letter to the Department of Audit and Control listing all employees in the agency who receive these ratings.
2. Employees for whom the retroactive adjustment has not been automatically calculated.  
PR-75's must be submitted to pay the retroactive adjustment to all employees for whom it has not been automatically calculated by Audit and Control.
3. Employees in N.S. (grade 600) positions equated to salary grades.  
PR-75's must be submitted to pay all performance advances to employees in these positions.
4. Employees no longer in PS&T positions who are entitled to a salary recomputation as a result of a performance advance.  
PR-75's must be submitted to pay all performance advances to employees in these positions.

## 5. Institution Teachers (Pay Basis Codes 10M and CAL)

The retroactive adjustment must be submitted by PR-75 and is computed as follows for each period of time during which an employee is entitled to an increased salary.

## ADMINISTRATION

July 1, 1979 Increased Salary, if appropriate  
For periods 12 through 26 in 1979-80-difference between old biweekly and new biweekly using .046052 X 14 payroll periods plus 12 calendar days.

April 1, 1980 Increased Salary, if appropriate  
For periods 1 through 7 in 1980-81-difference between old biweekly and new biweekly using .046204 X 6 payroll periods plus 12 calendar days.

July 1, 1980 Increased Salary, if appropriate  
For period 12 in 1980-81

employees reappointed as 10M-10 calendar days using the .046204 factor.

employees reappointed as CAL-10 calendar days using the .038356 factor.

## INSTITUTIONS

July 1, 1979 Increased Salary, if appropriate  
For periods 11 through 26 in 1979-80-difference between old biweekly and new biweekly using .046052 X 15 payroll periods plus 5 calendar days.

April 1, 1980 Increased Salary, if appropriate  
For periods 1 through 6 in 1980-81-difference between old biweekly and new biweekly using .046204 X 6 payroll periods.

July 1, 1980 Increased Salary, if appropriate  
For period 7 in 1980-81-difference between old biweekly and new biweekly using .046204 for 5 calendar days.

For period 12 in 1980-81

employees reappointed as 10M-difference between old biweekly and new biweekly using .046204 X 1 period plus 3 calendar days.

employees reappointed as CAL-difference between old biweekly and new biweekly using .038356 X 1 period plus 3 calendar days.

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

The following transaction codes should be used to report changes to the tentative payroll registers.



1. To report a performance advance for an employee in his/her current grade for July 1, 1979 and/or July 1, 1980 for both active and inactive employees.

Transaction Code: PERF ADV

Group 3  
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter PERF ADV  
12 Transaction Effective Date - enter beginning date of the Payroll Period during which the last performance advance is effective  
  
22 Salary Rate  
23 Gross (Add)  
24 Normal (Deduct) - as shown on tentative payroll

Use ADJ SAL PA as an additional code to report the retroactive adjustment. For an employee entitled to both performance advances, enter the salary for July 1, 1979 in the Remarks Block. Show the calculation of the retroactive adjustment.

2. To report a performance advance for 1979 and an increase to the new job rate for an employee in his/her current grade on April 1, 1980 for both active and inactive 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 the beginning date of Period 1  
22 Salary Rate - enter the employee's recomputed salary including the April 1 salary increase  
  
23 Gross (Add)  
24 Normal (Deduct) - as shown on tentative payroll

Use ADJ SAL PA as an additional code to report the retroactive adjustment. Enter the date and amount of the performance advance in the Remarks Block and show the calculation of the retroactive adjustment for each period of time.

3. To report an adjustment in current salary as a result of a performance advance in a previous grade.

Transaction Code: COR SAL and ADJ SAL PA

Enter the amount of performance advance in the Remarks Block and explain the recomputation of salary.

4. To report an adjustment only for an employee due a performance advance in another position when the current salary will not change.

Transaction Code: ADJ SAL PA

Enter the amount of performance advance in the Remarks Block and show the calculation of the retroactive adjustment.

5. To report an Unsatisfactory Performance Rating.

Transaction Code: UNSAT PERF

Group 3

Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter UNSAT PERF  
 12 Transaction Effective Date - enter July 1, 1979  
 22 Salary Rate  
 23 Gross (Add) - if applicable  
 24 Normal (Deduct) - if applicable

6. Adjustments for overtime, lost time, holiday pay, etc. should be reported no earlier than Period 14.

#### Withholding Taxes

Withholding taxes will be calculated automatically for this payment. For active employees, they will be computed at the withholding rates which would have applied if the employee had received the adjustment in equal biweekly installments during 1980. (No fixed taxes will be accepted in this period and employees will be taxed at their normal 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 this payment only.

In preparing your payroll for the period

- 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-75 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 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.

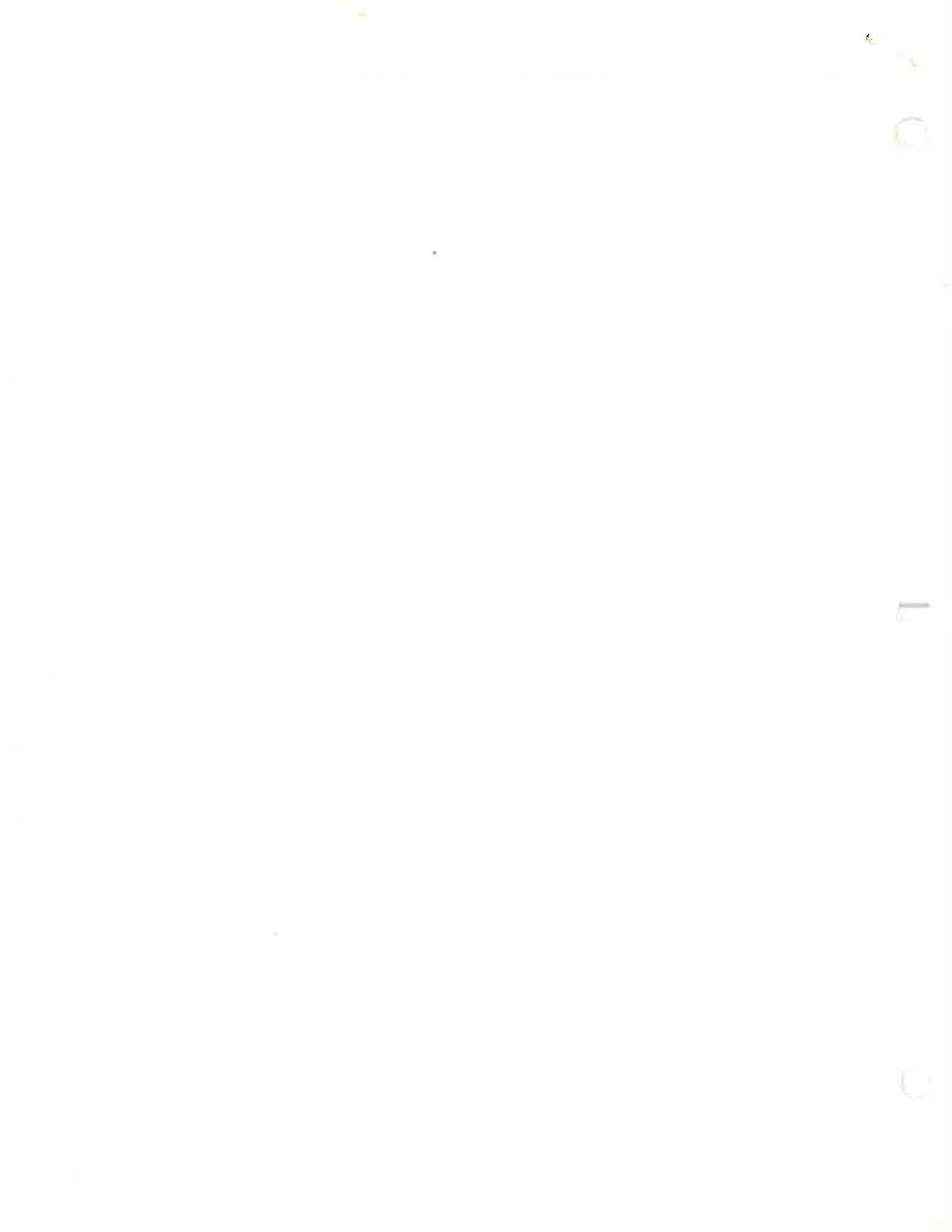
Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.

Attachments



DEPARTMENT OF AUDIT AND CONTROL  
 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>	<u>PAR Amount</u>
1	6580	7810	308
2	6845	8135	323
3	7195	8545	338
4	7530	8955	357
5	7900	9400	375
6	8345	9905	390
7	8825	10460	409
8	9330	11025	424
9	9865	11635	443
10	10440	12300	465
11	11060	13010	488
12	11695	13720	507
13	12395	14510	529
14	13125	15330	552
15	13885	16180	574
16	14680	17080	600
17	15520	18055	634
18	16420	19075	664
19	17320	20095	694
20	18225	21120	724
21	19210	22240	758
22	20255	23420	792
23	21345	24645	825
24	22500	25920	855
25	23755	27325	893
26	25020	28740	930
27	26390	30230	960
28	27795	31785	998
29	29270	33410	1035
30	30815	35105	1073
31	32475	36915	1110
32	34220	38795	1144
33	36095	40805	1178
34	38035	42895	1215
35	40020	45015	1249
36	42050	47195	1287
37	44270	49550	1320
38	41284+		



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>	<u>PAR Amount</u>
1	6580	7960	460
2	6845	8285	480
3	7195	8695	500
4	7530	9105	525
5	7900	9550	550
6	8345	10055	570
7	8825	10610	595
8	9330	11175	615
9	9865	11785	640
10	10440	12450	670
11	11060	13160	700
12	11695	13870	725
13	12395	14660	755
14	13125	15530	802
15	13885	16380	832
16	14680	17280	867
17	15520	18255	912
18	16420	19275	952
19	17320	20295	992
20	18225	21320	1032
21	19210	22440	1077
22	20255	23620	1122
23	21345	24845	1167
24	22500	26120	1207
25	23755	27525	1257
26	25020	28940	1307
27	26390	30480	1364
28	27795	32035	1414
29	29270	33660	1464
30	30815	35355	1514
31	32475	37165	1564
32	34220	39045	1609
33	36095	41055	1654
34	38035	43145	1704
35	40020	45265	1749
36	42050	47445	1799
37	44270	49800	1844
38	41284+		

