

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-237

September 12, 1980

To : All State Departments and Agencies

Subject: October 1, 1980 Salary Increases for Employees in the  
Administrative Services, Operational Services, Institutional  
Services, Security Services, Security Supervisors and Professional,  
Scientific and Technical Services Negotiating Units

Chapters 307 and 733 of the Laws of 1979, which implement the agreements between the State and the CSEA representing employees in the Administrative, Operational and Institutional Services Units; the State and Council 82 representing employees in the security and security supervisors units; and the State and PEF representing employees in the professional, scientific and technical services unit, provide for salary increases effective on October 1, 1980. These increases are described below.

Administrative (NU 02), Operational (NU 03) and Institutional (NU 04)  
Units (CSEA Units)

The CSEA agreements provide for a general salary increase of 3½% and a new salary schedule effective October 1, 1980 which includes the 3½% increase. A copy of the new Salary Schedule is attached.

The salary increase is 3½% of the October 1 salary rounded to the next whole dollar, or, since the Salary Schedule has been rounded to the nearest five dollar amount, the hiring rate of the grade if it results in a higher salary.

Security (NU 01) and Security Supervisors (NU 61) Units (Council 82 Units)

The Council 82 agreements provide for a general salary increase of 3½% and a new salary schedule effective October 1, 1980 which includes the 3½% increase. A copy of the new Salary Schedule is attached.

The salary increase is 3½% of the October 1 salary rounded to the next whole dollar amount. (No adjustments are necessary to bring employees to the hiring rate, since the schedule has not been rounded.)

Professional, Scientific and Technical (NU 05) Unit (PEF Unit)

The PEF agreement provides for a general salary increase of 7% and a new salary schedule effective October 1, 1980 which includes the 7% increase. A copy of the new Salary Schedule is attached.

The salary increase is 7% of the October 1 salary, added to the October 1 salary and then rounded to the next higher five dollar amount. (The schedule has also been rounded to the next higher five dollar amount.)

#### Payment of the Salary Increases

The salary increases are effective from the first day of Payroll Period 14 (September 25 to October 8, 1980 for Administrative agencies and October 2 to 15, 1980 for Institutions).

The Department of Audit and Control will automatically compute the increase for annual-salaried employees and will produce a listing of employees who are on LAG for whom PR-75's must be submitted in the following period.

#### 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 Special Listing will be forwarded to reach you shortly after your regular salary register for the prior 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

PR-75's must be submitted for the following groups of employees.

1. Employees in N.S. (grade 600) positions in the CSEA units which are equated to grades whose salary, as a result of the 3½% increase, will be below the hiring rate of the grade.
2. 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 to get the annual salary. Increase the annual by 3½% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

To report an adjusted salary for an annual-salaried employee use transaction code COR FY SAL. To report the new rate for hourly and daily employees use transaction code CHG RATE.

In preparing your payroll for that period

- 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 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 ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02,  
 OPERATIONAL SERVICES NEGOTIATING UNIT 03 & INSTITUTIONAL SERVICES NEGOTIATING UNIT 04  
 EFFECTIVE OCTOBER 1, 1980

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	6810	7235	7660	8085	425
2	7085	7530	7975	8420	445
3	7445	7910	8375	8840	465
4	7795	8285	8775	9265	490
5	8175	8695	9215	9735	520
6	8635	9175	9715	10255	540
7	9135	9700	10265	10830	565
8	9655	10240	10825	11410	585
9	10210	10820	11430	12040	610
10	10805	11445	12085	12725	640
11	11445	12120	12795	13470	675
12	12105	12805	13505	14205	700
13	12830	13560	14290	15020	730
14	13585	14345	15105	15865	760
15	14370	15160	15950	16740	790
16	15195	16025	16855	17685	830
17	16065	16940	17815	18690	875
18	16995	17910	18825	19740	915
19	17925	18880	19835	20790	955
20	18865	19865	20865	21865	1000
21	19880	20925	21970	23035	1045
22	20965	22055	23145	24235	1090
23	22090	23230	24370	25510	1140
24	23290	24470	25650	26830	1180
25	24585	25815	27045	28275	1230
26	25895	27180	28465	29750	1285
27	27315	28640	29965	31290	1325
28	28770	30145	31520	32895	1375
29	30295	31725	33155	34585	1430
30	31895	33375	34855	36335	1480
31	33610	35140	36670	38200	1530
32	35420	37000	38580	40160	1580
33	37360	38985	40610	42235	1625
34	39365	41040	42715	44390	1675
35	41420	43145	44870	46595	1725
36	43520	45295	47070	48845	1775
37	45820	47640	49460	51280	1820
38	42730+				



DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01  
 AND SECURITY SUPERVISORS NEGOTIATING UNIT 61  
 EFFECTIVE OCTOBER 1, 1980

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>	<u>Longevity Payments</u>	<u>Longevity Maximum</u>
101	6985	7418	7851	8284	433	325	8934
102	7263	7719	8175	8631	456	342	9315
103	7635	8112	8589	9066	477	359	9784
104	7998	8499	9000	9501	501	376	10253
105	8392	8920	9448	9976	528	396	10768
106	8857	9411	9965	10519	554	417	11353
107	9368	9945	10522	11099	577	433	11965
108	9903	10504	11105	11706	601	451	12608
109	10468	11097	11726	12355	629	471	13297
110	11082	11740	12398	13056	658	494	14044
111	11746	12431	13116	13801	685	515	14831
112	12415	13131	13847	14563	716	537	15637
113	13158	13906	14654	15402	748	561	16524
114	13933	14715	15497	16279	782	587	17453
115	14742	15557	16372	17187	815	611	18409
116	15583	16434	17285	18136	851	639	19414
117	16477	17372	18267	19162	895	672	20506
118	17426	18369	19312	20255	943	707	21669
119	18391	19374	20357	21340	983	737	22814
120	19347	20375	21403	22431	1028	772	23975
121	20393	21466	22539	23612	1073	805	25222
122	21508	22642	23776	24910	1134	839	26588
123	22663	23832	25001	26170	1169	877	27924
124	23886	25097	26308	27519	1211	909	29337
125	25221	26485	27749	29013	1264	949	30911





DEPARTMENT OF AUDIT AND CONTROL  
BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
SALARY GRADE SCHEDULE FOR  
PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)  
EFFECTIVE OCTOBER 1, 1980

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
1	7045	8520
2	7325	8865
3	7700	9305
4	8060	9745
5	8455	10220
6	8930	10760
7	9445	11355
8	9985	11960
9	10560	12610
10	11175	13325
11	11835	14085
12	12515	14845
13	13265	15690
14	14045	16620
15	14860	17530
16	15710	18490
17	16610	19535
18	17570	20625
19	18535	21720
20	19505	22815
21	20555	24015
22	21675	25275
23	22840	26585
24	24075	27950
25	25420	29455
26	26775	30970
27	28240	32615
28	29745	34280
29	31320	36020
30	32975	37830
31	34750	39770
32	36615	41780
33	38625	43930
34	40700	46165
35	42825	48435
36	44995	50770
37	47370	53290
38	44175+	

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