

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-240

November 24, 1980

To : All State Departments and Agencies

Subject: January 1, 1981 Salary Increase for Management/Confidential
Employees and Other Employees excluded from collective
bargaining units

The Rules and Regulations of the Director of the Budget (Subtitle C, Part 152 of the Codes, Rules and Regulations of the State of New York) provide for a salary increase for management/confidential employees and other employees excluded from collective bargaining units and for new salary schedules for these employees effective on January 1, 1981.

This bulletin contains instructions for the payment of these increases as described below.

Management/confidential employees (NU 06), employees of the
Division of Military and Naval Affairs (NU 46 and 47) and
employees of PERB (NU 66)

The rules provide for a new Salary Schedule effective January 1, 1981. This Schedule includes an increase of 3.38% over the July 1, 1980 schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 7%. The hiring rates for grades 661 to 668 are raised by slightly more than the percentage increase to keep the salary ranges constant. A copy of the January 1, 1981 Salary Schedule is attached.

Effective January 1, 1981, all employees in graded and N.S. (grade 600) positions will receive a salary increase of 3.38% of their January 1 salary. Employees in grades 661 to 668 will receive the new hiring rate if it results in a higher salary.

As a result of the salary increase, the Budget Director has approved new amounts for performance advances effective after January 1, 1981 for employees entitled to performance advances under the interim rules. These amounts are listed below.

Performance Advances
due in and after
Institution Period 20 and
Administration Period 21
"Schedule D"

Grade 603	\$244	Grade 613	\$386
604	258	614	403
605	271	615	418
606	283	616	438
607	303	617	462
608	310	618	487
609	322	619	509
610	339	620	526
611	354	621	546
612	367	622	573
		623	642
		Grade 661	\$ 650
		662	675
		663	750
		664	825
		665	925
		666	1000
		667	1000

Correction Superintendents paid under Section 19 of the
Correction Law (Grade 700).

The rules provide for a new salary schedule on January 1, 1981, as listed below. This schedule includes an increase of 3.38% over the July 1, 1980 schedule.

Effective January 1, 1981

Hiring Rate	Job Rate
\$39,269	\$51,146

Effective January 1, 1981, all employees will receive a salary increase of 3.38% of the January 1 salary.

Employees in the SUNY Professional Service who are considered to be management/confidential (NU 13) and employees of the State Police whose salaries are provided for in Section 215.1(a) of the Executive Law (NU 18).

Effective January 1, 1981 all employees will receive a salary increase of 3.38% of the January 1, salary.

Chapter 474 of the Laws of 1980 authorizes a deferred payment in April, 1981 to all employees of an amount equal to the difference between the increase actually paid and the amount that would have been paid had the increases and schedules in effect on January 1, 1981 been in effect on April 1, 1980. You will receive separate instructions for this payment.

Payment of the January 1, 1981 Salary Increase

The January 1, 1981 salary increase is 3.38% of the January 1 salary rounded to the next whole dollar, or for employees in grades 661 to 668, the hiring rate of the grade if it results in a higher salary. The increase is payable from the first day of payroll period 20 for Institutions (December 25 to January 7, 1981) and payroll period 21 for Administration agencies (January 1 to 14, 1981).

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

Tentative Salary Register

After payrolls are processed for Period 19 for Institutions and 20 for Administrative agencies, 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 which are equated to grades 661 to 668 whose salary, as a result of the 3.38% will be below the hiring rate of the grade.
2. Employees who are not to receive the full increase.

The Budget Director's rules provide for the withholding of any increase or partial increase when the Director determines that the increase is not warranted or is not appropriate. If the Department of Audit and Control has increased a salary automatically for these employees, the agency must submit a PR-75 to reduce it to the salary approved by the Director of the Budget.

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 to get the annual salary. Increase the annual by 3.38% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

4. Correction Superintendents in Grade 700 positions

Correction Superintendents in grade 700 positions will not be increased automatically. PR-75's must be submitted.

To report an adjusted salary for an annual-salaried employee (either an increase or a decrease) 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 MANAGEMENT/CONFIDENTIAL
 NEGOTIATING UNITS 06, 46, 47 & 66
 EFFECTIVE JANUARY 1, 1981

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
603	7704	9310
604	8058	9748
605	8560	10240
606	8936	10781
607	9470	11386
608	10006	11991
609	10594	12648
610	11182	13371
611	11878	14136
612	12520	14895
613	13268	15746
614	14072	16634
615	14874	17554
616	15730	18512
617	16640	19555
618	17602	20652
619	18565	21749
620	19528	22861
621	20598	24065
622	21722	25354
623	22851	27018
661	24693	29543
662	27417	32817
663	30466	36466
664	33729	40329
665	37487	44887
666	41541	49541
667	45821	53821
668	45106	

