

**ACCOUNTING AND
CONTROL MANUAL**

BULLETIN

**NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER**

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-253

February 25, 1981

To : All State Departments and Agencies

Subject: Performance Advances for Employees Represented by
the Civil Service Employees Association

The Budget Director has adopted revised rules and regulations regarding the payment of performance advances to employees in the administrative (02), operational (03) and institutional (04) services negotiating units. These rules apply for all evaluations which are due on or after October 1, 1980.

The general rules for eligibility for performance advances have not changed. The system applies to all non-seasonal employees paid on an annual-salaried basis 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. The amount of the performance advance is the amount shown on the Salary Schedule for the CSEA units for the grade of an employee's position or the difference between the employee's salary and the job rate, if less, since an employee may not exceed the job rate by application of a performance advance. The specific rules for determining when an employee will become eligible for a performance advance are contained in Bulletin P-231 issued June 26, 1980.

An important change has been made in the revised rules. Effective on October 1, 1980 performance advances are payable from the first day of the payroll period commencing four weeks after the payroll period in which the employee completed the required period of service. Therefore, the first performance advances under the revised rules (for employees whose rating is effective October 1) will be payable from Payroll Period 16 (October 30 to November 12, 1980) for Institutions and Payroll Period 17 (November 6 to 19, 1980) for Administrative agencies. The deferral of the payment of the performance advance does not change the employee's rating cycle: he or she will continue to be evaluated at the end of each six months of service in the position.

For example, an employee who was initially appointed to a grade 5 position on June 5, 1980 would be evaluated on December 5, 1980, and if rated Outstanding would receive a performance advance in Administrative period 22, ending January 28, 1981. The employee's anniversary date, however, remains the same and the next evaluation is due on June 5, 1981.

Due to the moratorium on evaluations declared jointly by the Office of Employee Relations and CSEA many employees have missed six-month (interim) evaluations. In reinstating the system, these evaluations will not be made up; the employees will be evaluated only after they complete one year of service. Special provision has been made, however, for payment of performance advances to some of these employees. Under this provision, an employee who completes one year of service in his/her grade between October 2, 1980 and March 31, 1981, who did not receive a six-month evaluation, and who is rated "Outstanding" will receive the performance advance as if the evaluation had been due on October 1, 1980. The payment can only be retroactive if the employee remains in the same grade at the time the evaluation becomes due.

For example, an employee who was promoted to a grade 9 position on February 14, 1980 did not receive an interim evaluation because of the moratorium. The employee will receive an annual rating for the period ending February 14, 1981 and if rated "Outstanding", will receive a performance advance payable from Administrative period 17, ending November 19, 1980. If the employee is rated "Effective", however, the performance advance is payable from Administrative period 1, ending April 8, 1981.

Payment of Performance Advances

PR-75's must be submitted to report performance advances for all eligible employees. The transaction codes to be used are described below. These forms may be submitted in any payroll period.

1. For employees due a performance advance at the end of 6-months as a result of an "Outstanding" rating, a new transaction code - PERF ADV 6 - has been established. This code should be used in the future for all employees who receive a six-month rating of "outstanding". Also, it should be used to report performance advances for employees who receive an annual rating of "outstanding" between October 2, 1980 and March 31, 1981 and whose performance advances are paid retroactively.

Transaction Code: PERF ADV 6

Group 3
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code	- enter PERF ADV 6
12 Transaction Effective Date	- enter beginning date of the payroll period in which the performance advance is payable
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	
27 Increment Code	- see description of increment codes below

Remarks Block - enter the employee's rating.

For performance advances which are retroactive, use ADJ SAL PA as an additional code to report the retroactive adjustment.

2. For employees due an annual performance advance as a result of an Effective or Outstanding rating, use transaction code PERF ADV.

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 in which the performance advance is payable
22 Salary Rate
23 Gross (Add)
24 Normal (Deduct)
27 Increment Code - see description of increment codes below

Remarks Block - enter the employee's rating.

For performance advances which are retroactive, use ADJ SAL PA as an additional code to report the retroactive adjustment.

3. For employees receiving an annual (final) rating of "Unsatisfactory" who will not receive a performance advance, use transaction code UNSAT PERF.

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 the employee's anniversary date
22 Salary Rate
23 Gross (Add) - if applicable
24 Normal (Deduct) - if applicable
27 Increment Code - see description of increment codes below

NOTE: A performance advance may only be withheld once in each grade as a result of an Unsatisfactory rating.

Increment Codes

As explained in Bulletin P-242 issued December 15, 1980 the increment codes used for employees in the CSEA units have been revised. In preparing PR-75's to pay performance advances as described in this Bulletin enter 02 as the increment code if the employee's salary is still below the job rate and enter 03 if the performance advance brings the employee's salary to the job rate.

Questions concerning this Bulletin should be directed to the Salary Determination Section at 474-1248 or 474-3564.

