

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-259

March 18, 1981

To : All State Departments and Agencies

Subject : Payments for Services Performed Prior to Payroll Period 1 in
1981-82 for employees in the CSEA units, the Council 82 units
and for Management/Confidential employees

The Deferred COLA lump sum payment for employees in the CSEA Units (NU 02,03,04) the Council 82 Units (NU 01,61) and for Management/Confidential employees (NU 06,13,18, 46,47,66), as explained in Bulletin P-257 issued March 9, 1981, will cover all payments made in Payroll Periods 1 to 26 in fiscal year 1980-81 only.

All payments made in and after Payroll Period 1 in 1981-82 should be paid at the increased salary even if they are for services performed prior to Period 1.

Therefore, prepare your PR-75's for Payroll Period 1 as follows:

1. All miscellaneous transactions for overtime, holiday pay, lost time, etc. should be computed as if the April 1, 1981 (or January 1, 1981 for management/confidential employees) salary increase was in effect even if the payments cover periods prior to Period 1. (This applies only to the salary increase; do not include any performance advance that is effective in Period 1.)
2. The salaries for all employees who are appointed, promoted and have other status changes which are reported retroactively with an effective date prior to Period 1 should be computed as if the April 1, 1981 (or January 1, 1981) Salary Schedule had been in effect for the entire period.
3. All increased salaries reported as a result of performance advances effective prior to Period 1 should be computed using the new April 1, 1981 (or January 1, 1981) Salary Schedule and paid as if that schedule had been in effect for the entire period.
4. All employees on LAG basis and employees paid on an hourly or daily basis should receive the salary increase in Payroll Period 1.

NOTE: For Special 'G' Payrolls, these instructions should take effect for all payrolls processed with Payroll Period 2.

This processing will eliminate the need to adjust the accumulated adjusted gross salary used to compute the Deferred COLA for any payments made after Period 26.