

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-260

March 18, 1981

To : All State Departments and Agencies

Subject : April 1, 1981 Salary Increase for Employees in the
Administrative, Operational and Institution Services
Negotiating Units

Chapter 307 of the Laws of 1979, which implements the agreements between the State and CSEA representing employees in the Administrative (02), Operational (03) and Institutional (04) services negotiating units provides for a new salary schedule to be promulgated by the Director of the Budget and for a salary increase for these employees effective April 1, 1981.

The new Salary Schedule includes an increase of 3.38% over the October 1, 1980 schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 7%. A copy of the April 1, 1981 Salary Schedule is attached. The salary increase is 3.38% of the April 1 salary rounded to the next whole dollar, or since the Salary Schedule is rounded slightly, the hiring rate of the grade if it results in a higher salary.

Annual Performance Advances to employees who have an anniversary date of April 1 (increment code 01 on your payroll register) will be paid in Institution Payroll Period 3 and Administration Payroll Period 4, in accordance with the revised rules as explained in Bulletin P-253 issued February 25, 1981. Instructions for these payments will be issued in a separate bulletin.

Payment of the Salary Increases

The salary increase is effective from the first day of Payroll Period 1 (March 26 to April 8, 1981 for Administrative agencies and April 2 to 15, 1981 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 paid on an hourly or daily basis.

Tentative Salary Register

After payrolls are processed for Period 26, 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 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 3.38% increase, will be below the hiring rate of the grade.
2. Hourly and Daily employees.

PR-75's must be submitted in Payroll Period 1 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. For employees who were advanced on January 1, 1981 to the minimum wage of \$3.35 per hour, the raise must be applied to the hourly rate that was paid prior to the increase to the minimum wage. The employee is then entitled to whichever is higher - the recalculated hourly rate or \$3.35.

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 Period 1

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

NOTE: Be sure to read Bulletin P-259 issued March 18, 1981 before preparing your payroll forms for Period 1.

- 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.

Attachment



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 AND INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 EFFECTIVE APRIL 1, 1981

<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	7038	7478	7918	8358	440
2	7325	7785	8245	8705	460
3	7701	8182	8663	9144	481
4	8056	8565	9074	9583	509
5	8456	8990	9524	10058	534
6	8931	9487	10043	10599	556
7	9444	10027	10610	11193	583
8	9985	10589	11193	11797	604
9	10555	11187	11819	12451	632
10	11170	11834	12498	13162	664
11	11834	12530	13226	13922	696
12	12515	13237	13959	14681	722
13	13264	14018	14772	15526	754
14	14043	14830	15617	16404	787
15	14857	15676	16495	17314	819
16	15708	16564	17420	18276	856
17	16610	17513	18416	19319	903
18	17570	18517	19464	20411	947
19	18530	19521	20512	21503	991
20	19503	20535	21567	22599	1032
21	20555	21636	22717	23798	1081
22	21673	22802	23931	25060	1129
23	22840	24017	25194	26371	1177
24	24075	25295	26515	27735	1220

