

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-264

April 9, 1981

To : All State Departments and Agencies

Subject: Payment of Performance Advances for ratings due on and after April 1, 1981 to employees in the Administrative, Operational and Institutional Services Units

Performance advances for employees in the Administrative (02), Operational (03) and Institutional (04) Negotiating Units for April 1, 1981 and through the remaining period of the current agreement (March 31, 1982) will be paid in accordance with the revised rules and regulations as explained in Bulletin P-253.

Since the advances are payable from the first day of the payroll period commencing four weeks after the payroll period in which the employee completes the required period of service, those employees with a rating date of April 1 who are eligible for an annual performance advance (Code 01 on the payroll) will receive it in Institution Period #3 (April 30-May 13, 1981) and Administration Period #4 (May 7-20, 1981).

The Department of Audit and Control will compute the new salaries for these employees automatically when possible and produce an Exception Listing to identify the following employees.

1. Employees with PAR code 01 who had 251 or more days of service in 1980-81 who will receive the performance advance.
2. Employees with PAR code 01 who are carried on the payroll on a "LAG" basis for whom PR-75's must be submitted in the following Payroll Period.

Also, Audit and Control will produce a listing showing employees with PAR code 01 who have less than 251 days of service in 1980-81.

A revised copy of the April 1, 1981 C.S.E.A. Salary Schedule as adopted by the Director of the Budget is attached. Please note that it has 25 salary grades and replaces the Schedule that accompanied Bulletin P-260 (that chart contained 24 grades only).

Tentative Salary Register

After payrolls are processed for Institution Period 2, and Administration Period 3, 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 Exception Listing will be forwarded to reach you shortly after your regular salary register for the 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 for Period of Payment

PR-75's must be submitted for the following situations.

1. Employees who are rated "Needs Substantial Improvement".

PR-75's must be submitted to report employees who receive ratings of Needs Substantial Improvement. If an employee's salary has been increased automatically, and the employee should not receive the performance advance, this salary must be reduced. (Remember, a performance advance may only be withheld once while an employee is in the same grade.) In addition, each agency must submit a letter to the Department of Audit and Control listing all employees in the agency who receive these ratings.

2. Employees appointed or promoted to their current grade on or after April 1, 1981 who are entitled to a reconstructed promotion salary to reflect a performance advance due in the lower grade as explained in Bulletin P-248 issued February 3, 1981.
3. Employees in N.S. (grade 600) positions equated to salary grades.
PR-75's must be submitted to pay performance advances to employees in these positions.
4. Employees with PAR code 01 who had less than 251 days of service in 1980-81 who were not increased automatically.

Each agency must review the records of these employees to determine the date at which these employees became eligible for performance advances. PR-75's must be submitted to report the performance advances.

The following transaction codes should be used to report changes to the tentative payroll registers.

1. To report an annual performance advance for an employee who is not increased automatically.

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 effective. |
| 22 Salary Rate | |
| 23 Gross (Add) | |
| 24 Normal (Deduct) | - as shown on tentative payroll. |

2. To report a "Needs Substantial Improvement" rating.

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 beginning date of the period in which the employee would have become eligible for a performance advance. |
| 22 Salary Rate | |
| 23 Gross (Add) | - if applicable. |
| 24 Normal (Deduct) | - if applicable. |

In preparing your payroll for the period

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

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "Normal Gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new gross (add).

- 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-75 should be the amount shown on the tentative register.

Future Performance Advance Payments - PAR code 02 on the payroll

Performance advances which become payable after Institution Period 3 and Administration Period 4 will be reported by PR-75 using transaction code PERF ADV (for an employee due an annual performance advance as a result of an Effective or Outstanding rating) or PERF ADV 6 (for an employee due a performance advance at the end of 6 months as a result of an Outstanding rating). Annual or 6 month performance advances may be paid to employees who qualify for them prior to March 31, 1982.

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
25	25419	26692	27965	29238	1273

