

**ACCOUNTING AND
CONTROL MANUAL**

BULLETIN

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

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-273

July 7, 1981

To : All State Departments and Agencies

Subject: Performance Advances for employees covered by the Budget Director's Rules and Regulations for Management/Confidential Employees payable between April and June, 1981

The Director of the Budget and the Director of Employee Relations have again adopted interim rules for processing performance advances to Management/Confidential employees for rating periods ending between April 1 and September 30, 1981. The interim rules are effective during the transition to the new performance evaluation system currently being introduced.

The interim rules apply to employees designated management/confidential (06), employees of PEKs (66), and employees of the Division of Military and Naval Affairs (46 and 47). They cover all full-time and part-time annual-salaried employees-other than those in the exempt class in positions allocated to salary grades or in N.S. (grade 600) positions which are equated to salary grades, whose salary is below the job rate for their grade.

The interim rules provide for performance advances to be paid to all employees whose performance is considered to be at least "At Expected Level" by their supervisors. Although no formal evaluation is required, each eligible employee's supervisor must provide, in writing, a statement that the employee performs at least at that level. The Division of the Budget has prepared a sample form for this purpose and a copy is attached to this bulletin. These forms should be completed by the supervisor and reviewer and retained in the agency Personnel Office.

If a supervisor believes that an employee is performing at less than "At Expected Level", a full performance evaluation must be done using the forms and procedures previously in effect. An employee rated "below expected level" or "below minimum level" is ineligible for a performance advance. Each agency should submit a letter to the Department of Audit and Control listing all employees who receive these ratings.

Since legislation is currently pending to provide a new Salary Schedule effective July 1, 1981 for management/confidential employees, this Bulletin contains instructions only for advances due between Payroll Periods 1 and Payroll Period 6 for Institutions and Payroll Period 7 for Administrative agencies. Separate instructions will be issued for performance advances dues after these periods.

DETERMINATION OF PERFORMANCE ADVANCES

The amount of performance advances for all management/confidential employees, including those who received an advance from "Schedule A" on April 1, 1980, are the amounts shown on the chart below. Employees who received an advance from "Schedule A" on April 1, 1980 and are still in the same grade or a lower grade are due a performance advance effective April 1, 1981. All other employees are due an advance when they complete six months of service in grade since their last performance advance, or from their date of appointment if no performance advance has been received. Employees who have been appointed or promoted to a higher grade who are not yet eligible for a performance advance in the higher grade are entitled to a reconstructed promotion salary effective on the date that the employee would have received a performance advance in the lower grade, as explained in Bulletin No. P-248 issued February 3, 1981. General eligibility rules covering lost time, part-time, N.S. and other service, are listed on page 4 of Bulletin P-234 issued August 21, 1980. However, rule b requires the following clarification.

Service in a Trainee position from which the employee will upon completion of the Traineeship advance to a position in the same grade or a higher grade counts as service in a grade for the employee who did not complete the traineeship.

Since no employee may exceed the job rate for his/her grade as a result of a performance advance, the actual amount of the advance is the amount listed below, or the difference between the employee's salary and the job rate for the grade, if less. A copy of the January 1, 1981 salary schedule is attached.

All Management/Confidential Employees
 Performance Advances due Between
 Payroll Period 1 and Institution
 Period 6 and Administration Period 7

"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		

PAYMENT OF PERFORMANCE ADVANCES

PR-75's must be submitted to pay the advances and they may be submitted in any payroll period. Performance advances effective April 1, 1981 are payable from the first day of Payroll Period 1 (March 26 for Administration payrolls and April 2 for Institution payrolls). All other performance advances are payable from the first day of the payroll period following the date the employee completes the required six months of service.

In order to assist agencies in identifying employees due for a performance evaluation a revised increment code structure is being implemented for management/confidential employees. These new codes are described below.

Increment Code

10	This code should be used for all employees who are below the job rate for their grade who are evaluated on the January and July schedule.
13	This code should be used for all employees who are at or above the job rate for their grade who are evaluated on the January and July schedule.
20	This code should be used for all employees who are below the job rate for their grade who are evaluated on the April and October schedule
23	This code should be used for all employees who are at or above the job rate for their grade who are evaluated on the April and October schedule.

Performance advances should be reported using the following transaction codes.

- To report a performance advance for an active or inactive employee.

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)	
27 Increment Code	- enter the appropriate code as described above

Use ADJ SAL PA as an additional code to report the retroactive adjustment. Enter the amount of the performance advance in the Remarks Block and show the calculation of the retroactive adjustment.

2. To report an adjustment in current salary as a result of a performance advance in a previous grade

Transaction Code: COR SAL and ADJ SAL PA

Enter the amount of the performance advance in the Remarks Block and explain the recomputation of salary. Be sure to enter the appropriate increment code as described above in block 27.

3. To report an adjustment only for an employee due a performance advance in another position when the current salary will not change

Transaction Code: ADJ SAL PA and COR INC CD

Enter the amount of performance advance in the Remarks Block and show the calculation of the retroactive adjustment.

4. To report a rating of "Below Expected Level" or "Below Minimum Level"

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 date at which the employee would have become eligible for a performance advance
22 Salary Rate	
23 Gross (Add)	- if applicable
24 Normal (Deduct)	- if applicable
27 Increment Code	- enter the appropriate code as described above.

5. Adjustments for overtime, lost time, holiday pay, etc, may be reported in the period the performance advance is reported or may be reported in a later period.

Special Instructions for Employees who have retired

Employees who have retired and are to receive an adjustment payment should not have retirement normal contributions deducted. For employees who have had contributions deducted, submit an AC-1040 to cancel the waiver code or the 21i additional annuity rate.

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

July 7, 1981

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	

July 7, 1981

ATTACHMENT A

TO: Director of Personnel

FROM:

SUBJECT: Performance Evaluations for M/C Employees for Rating
Periods Ending After January 1, 1980

I certify that the work performance of the following employee(s)
under my supervision is at least "at expected level" for the
rating period indicated:

<u>Name</u>	<u>Item No.</u>	<u>Rating Period</u>
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Rater: _____
Signed _____ Date _____

Reviewer: _____
Signed _____ Date _____

