

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-280

September 14, 1981

To : All State Departments and Agencies

Subject: October 1, 1981 Salary Increase and Payment of  
Performance Advances for the Period October 1, 1981  
through March 31, 1982 for employees in the  
Professional, Scientific and Technical Services  
Negotiating Unit

Chapter 733 of the Laws of 1979, which implements the agreement between the State and the Public Employees Federation, representing employees of the professional, scientific and technical services negotiating unit (NU 05), provides for a salary increase and a new Salary Schedule effective October 1, 1981.

Payment of the Salary Increase

The salary increase is 7% of the October 1 salary, added to the October 1 salary and then rounded to the next higher five dollar amount. The new Salary Schedule includes the 7% increase and has also been rounded to the next higher five dollar amount. A copy of the Salary Schedule is attached. The salary increase is payable from the first day of Payroll Period 14 (September 24 to October 7, 1981 for Administrative agencies and October 1 to 14, 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 on LAG for whom PR-75's must be submitted in the following period.

Tentative Salary Register

After payrolls are processed for Period 13, 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 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 7 % rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. To report the new rate for hourly and daily employees use transaction code CHG RATE.

In preparing your payroll for that period

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

NOTE: See special instructions below for payment of performance advances.

- 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.

PERFORMANCE ADVANCES FOR THE PERIOD OCTOBER 1, 1981  
THROUGH MARCH 31, 1982

The general description of the performance advance program and eligibility criteria for employees in the PS&T negotiating unit are contained in Payroll Bulletin P-277, issued August 20, 1981. The rules for the payment of the second round of performance advances are described below. Since there is a new Salary Schedule the amounts of performance advances due in and after Period 14 are increased and are shown on the attached charts.

Performance advances for the second half of 1980-81 will be paid as follows.

A. Employees with 120 full work days of service in grade during 1980-81.

1. Employees in grades 23 and below

Employees who on October 1, 1981 are in positions allocated to grade 23 and below who have 120 full work days of service in their grade (or in that grade and a higher grade combined) in 1980-81, if rated "Outstanding" for the evaluation period ending April 30, 1981, and also rated "Outstanding" for the evaluation period ending September 30, 1981 will receive a performance advance equal to 1/3 of the salary range for their grade, as shown on Chart A which is attached. Employees rated "Below Minimum" for the evaluation period ending April 30, 1981 and rated "Effective" or "Outstanding" for the evaluation period ending September 30, 1981 will also receive a performance advance. The performance advance for all employees, including employees in Teaching Positions paid under Section 136 of the Civil Service Law, is effective January, 1982 and is payable from the first day of Payroll Period 21 (December 31 to January 13, 1982 for Administration agencies and January 7 to 20, 1982 for Institutions).

NOTE: Employees covered by this paragraph who were in positions allocated to grade 24 and above for the first evaluation period and received a performance advance under the variable rate plan who have subsequently been demoted to a position allocated to grade 23 or below are entitled to receive a salary in the lower grade which includes a full performance advance of 1/3 of the salary range, effective at the time of appointment to the lower grade, which is the amount they would have received if they had been in the lower grade when the performance advance was due. They will be eligible for a second performance advance under the rules stated above.

2. Employees in grades 24 and above

Employees who on October 1, 1981 are in positions allocated to grades 24 and above who have 120 full work days of service in their grade (or in that grade and in a higher grade combined) in 1980-81, will receive performance advances based on their ratings for the evaluation period ending September 30, 1981 as described below.

<u>Rating</u>	<u>Performance Advance</u>
Effective	Not less than 12.5% nor more than 20% of the salary range for the grade.*
Outstanding	Not less than 25% nor more than 40% of the salary range for the grade.*
Below Minimum	No Performance Advance.

\*Chart B converting the percentages to minimum and maximum dollar amounts for each grade is attached.

The performance advance is effective October 1, 1981 and is payable from the first day of Payroll Period 14 (September 24 to October 7, 1981 for Administrative agencies and October 1 to 14, 1981 for Institutions).

As with the April or July performance advances, employees who have transferred or been demoted from a position in another bargaining unit into a position in the PS&T unit at the same grade or a lower grade must have 120 full work days of service since the last performance advance was received in the previous position. If they have less than 120 full work days of service since receiving their last performance advance, they are covered under the rules described in paragraph B below.

Employees must be on the payroll at the time the evaluation is due in order to be rated. However, employees who have 120 full work days of service in their grade in 1980-81 and who are not on the payroll on September 30, 1981 but who return to service are eligible to be rated and to receive a performance advance effective October 1 or January 1, as appropriate, or on the date of their return, if later.

Although performance advances for employees in grades 23 and below are not payable until January 1, employees who would have been eligible for a performance advance, but who have been appointed, promoted or demoted to another grade after September 30 are entitled to a salary reconstruction as described below.

- a. Employees appointed or promoted to a higher grade position between October 1 and December 31.

These employees are entitled to receive a reconstructed promotion salary including the performance advance in the lower grade, effective January 1.

- b. Employees appointed or demoted to a lower grade position between October 1 and December 31.

These employees will be eligible for a performance advance in the lower grade, effective January 1.

B. Employees with less than 120 full work days of service in grade during 1980-81.

Employees who are in positions allocated to any grade who were

- (a) newly appointed
- or (b) promoted to a higher grade
- or (c) were on leave without pay

and therefore do not have 120 full work days of service in their grade in 1980-81 will be evaluated at the time they complete six months of service in regular pay status (including any service in 1980-81) since their appointment or since the last performance advance was received and will receive performance advances based on their ratings, as described below.

<u>Rating</u>	<u>Performance Advance</u>
Effective	Not less than 12.5% nor more than 20% of the salary range for the grade.*
Outstanding	Not less than 25% nor more than 40% of the salary range for the grade.*
Below Minimum	No Performance Advance.

\*Chart B converting the percentages to minimum and maximum dollar amounts for each grade is attached.

The performance advance is effective 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.

Special Plan for Institution Teachers

Under the special plan for Institution Teachers, which applies only to those employees who did not have 120 full work days of service in their grade (or in that grade and a higher grade combined) in 1980-81, employees will be evaluated for the period ending January 31, 1982. Employees with 100 full work days of service in regular pay status during the evaluation period will receive a performance advance based on the percentages applicable to their rating as specified above. Performance advances for the evaluation period ending January 31 will be payable from the first day of Payroll Period 23 (February 4 to 17, 1982) for Institutions and Payroll Period 24 (February 11 to 24, 1982) for Administration agencies.

Employees who are appointed or promoted to a higher grade during 1981-82 continue to be eligible for reconstructed promotion salaries, effective on the date that the performance advance would have been received in the lower grade.

Payment of Performance Advances

A. Performance Advances due prior to October 1, 1981.

Performance advances for agencies which did not receive approval from the Division of the Budget prior to August 28 and therefore were not paid in Period 13 will be paid as follows:

1. Payment in Period 14

Some agencies have received approval from the Division of the Budget and the performance advances will be paid in Period 14. (The agencies which will be paid in this period will be notified by the Department of Audit and Control.) The Department of Audit and Control will automatically apply the performance advances for certain employees in grades 23 and below, as described in Bulletin P-277. The tentative salary register prepared at the end of Period 13 will include both the performance advances and the general salary increase. You will also receive an Exception Listing for the performance advances and a separate Exception Listing for the raise.

2. Payment after Period 14

As agencies receive approval from the Budget, they will be notified by the Department of Audit and Control of the date when payments will be made. A tentative salary register and an Exception Listing will be prepared, as described in Bulletin P-277. Since the October salary increase will already have been paid the retroactive adjustment will be computed in two calculations as follows.

Salary prior to raise plus performance advance from 7/1/81 chart for 6 payroll periods for Administrative agencies and 7 payroll periods for Institutions.

Salary above increased by 7% and rounded to the next higher five dollar amount for the period from Period 14 through the period just prior to payment.

In preparing your payroll for the period in which the performance advances will be paid, you must prepare PR-75's for the groups of employees specified on pages 8 and 9 of Bulletin P-277. Since the general salary increase will be paid in Period 14, in preparing PR-75's to pay performance advances you must use the following transaction code.

Transaction Code: COR FY SAL

Group 3  
Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter COR FY SAL  
12 Transaction Effective Date - enter 9/24/81 for Administrative agencies or 10/1/81 for Institutions  
22 Salary Rate - enter the employee's recomputed salary including the October 1 salary increase  
23 Gross (Add)  
24 Normal (Deduct)

Use ADJ SAL PA as an additional code to report the retroactive adjustment. Enter the date and amount of the performance advance, and the rating for an employee subject to the variable rate payment plan, in the Remarks Block and show the calculation of the retroactive adjustment for each period of time.

B. Performance advances due in and after Period 14

All performance advances due in and after Payroll Period 14 must be reported by PR-75. Use the transaction codes described in Bulletin P-277.

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

DEPARTMENT OF AUDIT AND CONTROL  
BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
SALARY GRADE SCHEDULE FOR  
PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)  
EFFECTIVE OCTOBER 1, 1981

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
1	\$7540	\$9280
2	7840	9650
3	8240	10120
4	8625	10590
5	9050	11100
6	9555	11675
7	10110	12310
8	10685	12960
9	11300	13655
10	11960	14420
11	12665	15235
12	13395	16045
13	14195	16950
14	15030	18000
15	15900	18975
16	16810	20000
17	17775	21120
18	18800	22285
19	19835	23455
20	20870	24630
21	21995	25910
22	23195	27260
23	24440	28660
24	25760	30125
25	27200	31735
26	28650	33355
27	30220	35170
28	31830	36950
29	33515	38810
30	35285	40750
31	37185	42825
32	39180	44975
33	41330	47275
34	43550	49665
35	45825	52095
36	48145	54595
37	50690	57290
38	47270+	





DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
 PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)  
 FIXED PAYMENT PLAN-  
 PERFORMANCE ADVANCEMENTS FOR EMPLOYEES IN GRADES 23 & BELOW  
 JANUARY 1, 1982

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>
1	\$7540	\$9280	580
2	7840	9650	604
3	8240	10120	627
4	8625	10590	655
5	9050	11100	684
6	9555	11675	707
7	10110	12310	734
8	10685	12960	759
9	11300	13655	785
10	11960	14420	820
11	12665	15235	857
12	13395	16045	884
13	14195	16950	919
14	15030	18000	990
15	15900	18975	1025
16	16810	20000	1064
17	17775	21120	1115
18	18800	22285	1162
19	19835	23455	1207
20	20870	24630	1254
21	21995	25910	1305
22	23195	27260	1355
23	24440	28660	1407



DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
 PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)  
 PERFORMANCE ADVANCEMENTS FOR GRADES 24 AND ABOVE  
 AND OTHER EMPLOYEES SUBJECT TO THE  
 VARIABLE RATE PAYMENT PLAN  
 OCTOBER 1, 1981

Grade	Effective	Outstanding
	Min. 12.5% - Max. 20%	Min. 25% - Max. 40%
1	\$218 - 348	\$435 - 696
2	227 - 362	453 - 724
3	235 - 376	470 - 752
4	246 - 393	492 - 786
5	257 - 410	513 - 820
6	265 - 424	530 - 848
7	275 - 440	550 - 880
8	285 - 455	569 - 910
9	295 - 471	589 - 942
10	308 - 492	615 - 984
11	322 - 514	643 - 1028
12	332 - 530	663 - 1060
13	345 - 551	689 - 1102
14	372 - 594	743 - 1188
15	385 - 615	769 - 1230
16	399 - 638	798 - 1276
17	419 - 669	837 - 1338
18	436 - 697	872 - 1394
19	453 - 724	905 - 1448
20	470 - 752	940 - 1504
21	490 - 783	979 - 1566
22	509 - 813	1017 - 1626
23	528 - 844	1055 - 1688
24	546 - 873	1092 - 1746
25	567 - 907	1134 - 1814
26	589 - 941	1177 - 1882
27	619 - 990	1238 - 1980
28	640 - 1024	1280 - 2048
29	662 - 1059	1324 - 2118
30	684 - 1093	1367 - 2186
31	705 - 1128	1410 - 2256
32	725 - 1159	1449 - 2318
33	744 - 1189	1487 - 2378
34	765 - 1223	1529 - 2446
35	784 - 1254	1568 - 2508
36	807 - 1290	1613 - 2580
37	825 - 1320	1650 - 2640

