

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-284

October 30, 1981

To : All State Departments and Agencies

Subject: October 1, 1981 Salary Increase for Management/Confidential Employees
and Other Employees excluded from Collective Bargaining Units

Legislation has been passed providing a salary increase and new salary schedule for management/confidential employees and other employees excluded from collective bargaining units effective October 1, 1981. These increases are described below.

Management/confidential employees (NU 06), employees of the Division of Military and Naval Affairs (NU 46 and 47) employees of PERB (NU 56)

A new Salary Schedule effective October 1, 1981 incorporates the following changes.

- a) the job rates of the January 1, 1981 schedule were raised by an amount ranging from \$150 at grade 603 to \$300 at grade 665 and above.
- b) the hiring rates and the job rates (including the additional increase described above) for grades 603 through 667 have been increased by 7%. A new hiring rate for grade 668 has been established which is less than the previous rate for this grade.

Effective October 1, 1981, all employees in graded (including grade 668) and N.S. (grade 600) positions will receive a salary increase of 7% of their October 1 salary.

A copy of the October 1, 1981 Salary Schedule is attached.

Correction Superintendents paid under Section 19 of the Correction Law (Grade 700).

The plan provides a new salary schedule on October 1, 1981 as listed below.

Effective October 1, 1981	
Hiring Rate	Job Rate
\$42,018	\$54,727

Effective October 1, 1981, all employees will receive a salary increase of 7% of the October 1 salary.

Employees in the SUNY Professional Service who are considered to be management/confidential (NU 13) and employees of the State Police whose salaries are provided for in Section 215.1(a) of the Executive Law (NU 18).

Effective October 1, 1981 all employees will receive a salary increase of 7% of the October 1 salary.

The legislation also authorizes a deferred payment in April, 1982 to all employees of an amount equal to the difference between the increase actually paid and the amount that would have been paid had the increases and schedules in effect on October 1, 1981 been in effect on April 1, 1981.

Payment of the October 1, 1981 Salary Increase

The October 1, 1981 salary increase is 7% of the October 1 salary rounded to the next whole dollar. The increase is payable from the first day of payroll period 14 (September 24 to October 7, 1981 for Administration agencies and October 1 to 14, 1981 for Institutions) and will be paid in payroll period 17 (November 12 to 25, 1981) for Institutions and pay period 18 (November 19 to December 2, 1981) for Administration agencies.

The Department of Audit and Control will automatically compute the salary increase and retroactive adjustment for annual-salaried employees wherever possible and will produce a listing to identify employees receiving the increase and employees for whom agency action is necessary.

The salary increase will be applied as follows:

Class of employees

1. Employees who were active at the end of Period 13 (September 10 to 23 for Administration agencies; September 17 to 30 for Institutions) and have not had a change in annual salary, or a change in part-time percentage.

Audit and Control will apply the salary increase and calculate the retroactive adjustment. These employees will be printed on the Exception Listing with no message.

2. Employees who were active at the end of Period 13 and who have had a change in part-time percentage, but no change in annual salary.

Employees who are now active, but were not active in Period 13 and who have not had a change in annual salary.

Audit and Control will apply the salary increase. The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STAT CHG - RETRO NOT COMPUTED.

3. Employees who have had a change in annual salary since Period 13.

Audit and Control will not apply the salary increase. The agency must calculate the new salary and submit a PR-75. These employees will be printed on the Exception Listing with the message STAT CHG - INCR NOT COMPUTED.

4. Employees now inactive, who may be due an adjustment for the salary increase.

The agency must submit a PR-75 if an adjustment is due. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE.

Tentative Salary Register

After payrolls are processed for Institution Period 16 and Administration Period 17, 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. The retroactive adjustment for 3 payroll periods for Institution and 4 payroll periods for Administration agencies will be included in the normal gross salary for all employees for whom it can be automatically calculated. Employees identified as "LAG" on the salary register will receive an adjustment of 1 less payroll period.

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

PR-75's must be submitted for the following groups of employees.

1. Employees who appear on the Exception Listing for whom the salary increase and/or retroactive adjustment has not been calculated automatically.
2. Employees who are not to receive the full increase.

The Legislation provides for the withholding of any increase or partial increase when the Director of the Budget determines that the increase is not warranted or is not appropriate. If the Department of Audit and Control has increased the salary automatically for one of these employees, the agency must submit a PR-75 to reduce it to the salary approved by the Director of the Budget.

3. Hourly and Daily Employees

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.

4. Correction Superintendents in Grade 700 positions

Correction Superintendents in grade 700 positions will not be increased automatically. PR-75's must be submitted.

Use the following transaction codes in reporting your changes.

1. a. To report an increased salary not computed automatically by Audit and Control.
- b. To report a decreased salary for an employee not entitled to the full increase applied by Audit and Control.
- c. To report an increased salary and retroactive adjustment for an inactive employee.

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 beginning date of period 14 or the effective date of the last salary change, if later
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	- as shown on tentative payroll

Remarks Block - provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due from Period 14.

2. To report a retroactive adjustment only.

Transaction Code: ADJ SAL PA

3. To report the new salary for hourly and daily employees.

Transaction Code: CHG RATE

Use ADJ SAL PA as an additional code to report the retroactive adjustment.

4. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) may be processed in this period or in a later period.

In preparing your payroll for Period 17 (or 18)

- 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). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.), the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

- 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.

Special Instructions for Employees who have retired

Employees who have retired and are to receive an adjustment payment for the salary increase 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.

Attachment

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 OCTOBER 1, 1981

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
603	8244	10123
604	8623	10597
605	9160	11128
606	9562	11713
607	10133	12365
608	10707	13018
609	11336	13726
610	11965	14505
611	12710	15329
612	13397	16147
613	14197	17063
614	15058	18018
615	15916	19008
616	16832	20038
617	17805	21160
618	18835	22339
619	19865	23518
620	20895	24713
621	22040	26007
622	23243	27391
623	24451	29177
661	26422	31890
662	29337	35404
663	32599	39319
664	36091	43463
665	40112	48351
666	44449	53330
667	49029	57910
668	41285+	

