

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-286

November 16, 1981

To : All State Departments and Agencies

Subject: 1981 Performance Awards for Employees in the  
Administrative, Operational and Institutional  
Services Negotiating Units

Performance awards for employees in the administrative (02), operational (03), and institutional services negotiating units will be paid during the week of December 14, 1981.

Performance awards are paid to employees in non-seasonal annual-salaried positions allocated to salary grades or in NS (grade 600) positions which are equated to a salary grade who

- (a) were at or above the job rate for their grade on March 31, 1981 (prior to payment of performance advances effective April 1, 1981 which were payable in Institution Period 3 and Administration Period 4) and who are still in that grade on October 1, 1981 or for employees who have had a change to a lower grade since March 31, 1981, were at or above the job rate for their grade on October 1, 1981 and would have been at or above the job rate on March 31, 1981 if they had been in that grade.
- (b) have 100 days of service between April 1 and September 30, 1981 or its equivalent for part-time employees.
- (c) are rated "Outstanding" for rating periods ending between April 2 and October 1, 1981.

Part-time employees are eligible for a pro-rated award based on the percentage of time worked on October 1.

Under an agreement between the State and the Civil Service Employees Association, as implemented in recent legislation, the amount of the 1981 award is \$400.

In determining whether an employee has the required service the following rules apply.

- (a) an employee who has been full time for the entire period must have 100 full days of service.
- (b) an employee who has been part-time for the entire period must have 100 part-time days of service. For example, an employee who was hired to work 60% time must have 60 full days of service.
- (c) an employee who was part-time for part of the period and full time for part of the period must have worked 75% of the total number of days that he/she could have worked during the period. For example, an employee who was 50% part-time for 6 payroll periods and then full-time for 7 payroll periods could have worked 100 full days during the period. They must have 75 full days of service to qualify for an award.
- (d) an employee in a 10 month teaching position must have worked 75% of the total number of days that he/she could have worked during the period.

Any days on leave without pay (including lost time) or leave with less than full pay (including sick leave at half pay) do not count as service.

In order to assist agencies in identifying employees who would be eligible for performance awards, the Department of Audit and Control has provided a listing of all graded employees who are at the job rate for their grade who may be eligible.

This listing was sent out during the week of October 19, 1981 and was produced as of the end of Period 13, prior to the October 1, 1981 salary increase. As a result of rounding of salary schedules, some of these employees are receiving a salary slightly less than the job rate on the October 1 schedule. They are still considered to be at the job rate, however, and are eligible for an award. These adjusted job rates are listed below.

<u>Grade</u>	<u>Adjusted Job Rate</u>	<u>Grade</u>	<u>Adjusted Job Rate</u>
1	\$ 8358	14	\$16402
2	8705	15	17306
3	9139	16	18276
4	9579	17	19319
5	10058	18	20408
6	10599	19	21493
7	11193	20	22599
8	11796	21	23798
9	12447	22	25055
10	13156	23	26371
11	13922	24	27735
12	14681	25	29231
13	15526		

Each agency is responsible for identifying employees in N.S. (grade 600) positions who are eligible for an award.

The performance awards are one-time lump sum payments which are not part of base salary, but are included as compensation for retirement purposes. The payment will be made in a separate check after Period 18 (November 26 to December 9, 1981) for Institutions and Period 19 (December 3 to 16, 1981) for Administrative agencies. Deductions will be taken for federal, state and New York City taxes, social security, retirement normal contributions, and garnishees. The checks and registers will be distributed during the week of December 14, 1981.

The information necessary to make the performance award payment will be reported by PR-75 during regular payroll processing and should be submitted in Payroll Period 18 (November 26 to December 9, 1981) for Institutions and Period 19 (December 3 to 16, 1981) for Administrative agencies. If you cannot submit the information in the required payroll period, do not submit it in a later payroll period until instructed to do so. A second payment date will be established and new instructions will be issued.

Transaction Code PERF AWARD is used to report this information.

Transaction Code: PERF AWARD

Group 3

Class B

Block Requirements: Complete blocks 01 through 06 and

#07 Transaction Code - enter PERF AWARD.

49 Misc Block A - enter the amount of the performance award.  
For part-time employees the amount of the payment is determined by multiplying \$400.00 by the employee's PT% on October 1, 1981.

Note: The performance award payment should not be reported in the GROSS (ADD) block since it will not be paid in the Period in which the PR-75 is processed.

If other transactions are reported for the individual during this payroll period, PERF AWARD may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the performance award data must be reported in these blocks. Enter the other information in the Remarks block. (Remember to use SPECIAL as an additional transaction code.) The amount of the performance award payment should not be added to the GROSS (ADD).

Prepare a special PR-76 Transmittal. Write Performance Award Payment at the top of the form and enter your total in the Certification Total block and sign the Agency Payroll Certification. Submit the PR-76 for the performance award payment at the time you submit your regular payroll for period 18 (or 19).

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.

