

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-309

April 14, 1982

To: All State Departments and Agencies

Subject: Payment of Performance Advances for ratings due prior to March 31, 1982 for certain employees in the Administrative, Operational and Institutional Services Units.

The Division of the Budget has issued a waiver of the rules for payment of performance advances to employees in the Administrative (NU 02), Operational (NU 03) and Institutional (NU 04) Services units whose evaluation period ended prior to March 31, 1982, but who would not receive the payment until a payroll period that begins after April 1, 1982 under the original rules. Under the amended rules, performance advances for these employees will be paid effective March 31, 1982. This exception is necessary due to the proposed CSEA salary agreement which changes the salary schedule from four steps to five steps commencing April 1, 1982.

To compute an employee's new salary, apply the performance advance from the April 1, 1982 schedule (including the 2.8% COLA increase) attached to Bulletin P-304 to the April 1, 1982 increased salary as described in the same bulletin. The effective date of the increased salary is March 31 for both Administration and Institution agencies.

Agencies may submit PR-75's at any time to process these performance advances.

Questions concerning this Bulletin should be directed to the Salary Determination Section at 474-1248 or 474-3564.