NEW YORK STATE

OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-310

May 6, 1982

To   : All State Departments and Agencies

Subject: April 1, 1982 Salary Increase for employees in the
Professional, Scientific and Technical Services
Negotiating Unit

Legislation has been passed 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), and provides for a salary increase and a new Salary Schedule effective April 1, 1982.

Payment of the Salary Increase

The salary increase is 9% of the April 1 salary, rounded to the next whole dollar unt. The new Salary Schedule includes the 9% increase and has also been rounded to tne next higher whole dollar amount. A copy of the Salary Schedule is attached. The salary increase is payable from the first day of Payroll Period 1 (March 25 to April 7, 1982 for Administrative agencies and April 1 to 14, 1982 for Institutions) and will be paid in Payroll Period 5 (May 20 to June 2, 1982 for Administrative agencies and May 27 to June 9, 1982 for Institutions).

The Office of the State Comptroller 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 26 (March 11 to 24 for Administration agencies; March 18 to 31 for Institutions) and have not had a change in annual salary, or a change in part-time percentage.

> OSC 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 26 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 26 and who have not had a change in annual salary.

> OSC 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 26.

> OSC 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.

5. Employees with pay basis code HRY or DLY who were active at the end of Period 26 and have received payment in Period 1 or later.

> OSC will not apply the salary increase. These employees will be printed on the Exception Listing with no message.

Tentative Salary Register

After payrolls are processed for Period 4, OSC 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 retroact adjustment for 4 payroll periods 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 for 3 payroll periods.

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. OSC 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.

2. 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 9% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

Use the following transaction codes in reporting your changes.

    a. To report an increased salary not computed automatically by OSC.

    b. 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 1 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 1.

2. To report a retroactive adjustment only.

> Transaction Code: ADJ SAL PA

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 5

    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

OFFICE OF THE STATE COMPTROLLER
BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
SALARY GRADE SCHEDULE FOR
PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)
EFFECTIVE APRIL 1, 1982

Salary Grade	Hiring Rate	Job Rate
1	$ 8219	$10116
2	8546	10519
3	8982	11031
4	9402	11544
5	9865	12099
6	10415	12726
7	11020	13418
8	11647	14127
9	12317	14884
10	13037	15718
11	13805	16607
12	14601	17490
13	15473	18476
14	16383	19620
15	17331	20683
16	18323	21800
17	19375	23021
18	20492	24291
19	21621	25566
20	22749	26847
21	23975	28242
22	25283	29714
23	26640	31240
24	28079	32837
25	29648	34592
26	31229	36357
27	32940	38336
28	34695	40276
29	36532	42303
30	38461	44418
31	40532	46680
32	42707	49023
33	45050	51530
34	47470ᐧ	54135
35	49950	56784
36	52479	59509
37	55253	62447
38	51525+	