

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

BULLETIN

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-318

June 16, 1982

To : All State Departments and Agencies

Subject: Payment of Deferred Lump Sum COLA Adjustments to Employees
Represented by the Civil Service Employees Association

The Deferred Lump Sum COLA adjustments due to employees in the CSEA units (NU 02, 03, and 04) will be paid to employees in Administrative Agencies during the week of June 21, 1982 and to employees in Institutional Agencies during the week of June 28, 1982.

Although the salary increase for 1981-82 was 6.4%, the new 1982-85 CSEA contracts provide for an additional COLA amount of .6%, so that the total COLA adjustment will be computed as if the salary increase had been 7%. Legislation providing for the additional COLA has been passed and therefore the COLA adjustments will be computed as follows:

	<u>Administration</u>	<u>Institution</u>
7% of adjusted gross for	Payroll Periods 1 to 13 (3/26-9/23/81)	Payroll Periods 1 to 13 (4/2 to 9/30/81)
3.38% of adjusted gross for	Payroll Periods 14 to 26 (9/24/81-3/24/82)	Payroll Periods 14 to 26 (10/1/81-3/31/82)

In addition, employees are entitled to an additional .6% on all payments made for services (overtime and holiday pay) performed prior to Period 1, but paid in and after Period 1. We have accumulated the amounts of these payments and the adjustment will be included on the COLA payment.

The eligibility requirements and detailed instructions for this payment are contained in Bulletin P-301 issued February 25, 1982. If you have not already submitted a PR-76 Transmittal for this payment, please prepare one. Write COLA at the top of the transmittal, enter the adjusted total in the certification total block and sign the agency payroll certification. Submit the transmittal to this Office by June 21, 1982 for Administrative Agencies and June 28, 1982 for Institutions.

Along with the checks and salary registers, you will receive a revised listing showing the accumulated adjusted gross salary for each six months period and the additional accumulated gross for payments in and after Period 1 and the calculated deferred COLA payment for each of your employees.

Questions concerning this payment should be directed to the Payroll Planning Unit at (518) 474-1246 or 474-1247.