

ACCOUNTING
AND CONTROL
MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-319

June 23, 1982

To : All State Departments and Agencies

Subject: April 1, 1982 Salary Increase and Other Changes in Salary
for employees in the Administrative Services, Operational
Services and Institutional Services Negotiating Units

Legislation has been passed which implements the agreements between the State and the Civil Service Employee Association representing employees in the Administrative (02), Operational (03) and Institutional (04) services negotiating units and provides for a new salary schedule and a salary increase for these employees. An additional Lump Sum Payment in this fiscal year, changes in standby pay and an increase in holiday compensation for Thanksgiving and Christmas Day are also provided for in the legislation.

April 1, 1982 Salary Increase

The salary increase is 9% of the April 1 salary. The new 1982 Salary Schedule has five steps (instead of the previous four) with a hiring rate, three intermediary steps and the job rate. An increment amount (equal to the difference between the steps) is provided for advancement within salary grade. The increment advances will be paid annually, on an employee's anniversary date in his or her salary grade, based upon rules and regulations of the Director of the Budget. Detailed instructions for the payment of increment advances will be issued when the rules and regulations have been adopted.

Additional Lump Sum Payment

The agreement also provides for a payment of 1% of an employee's basic annual salary to employees who were active and in NU 02, 03 or 04 on March 31, 1982 and who were rated at least "satisfactory" or its equivalent for service in fiscal 1981-1982. The payment is a one-time lump sum payment which is not part of the base salary, but is included as compensation for retirement purposes. The payment will be 1% of the basic annual salary at the time of payment and will be made in a separate check in December.

Other Changes

Standby on-call Pay

The rules for Standby on-call pay have been revised and employees are now eligible to receive full standby pay for each 8 hours or part thereof on standby in addition to any overtime or recall pay they may be entitled to upon being recalled to work. The current rate is 12½% of the daily rate of pay; this will increase to 15% of the daily rate of pay on April 1, 1983.

Holiday Compensation-Thanksgiving and Christmas Day

Employees eligible to receive additional compensation for time worked on Thanksgiving or Christmas Day will receive payment calculated at time and one-half or .15 of their biweekly gross salary, including any additional salary factors. Holiday pay for less than a full day should be prorated.

Payment of Salary Increase

The salary increase is 9% of the April 1, 1982 salary rounded to the next whole dollar.

For employees whose annual salary is identical to the hiring rate or the job rate of the salary grade of his/her position on the April 1, 1982 salary chart attached to Bulletin P-304 (dated March 10, 1982), the salary will be increased to the hiring rate or the job rate on the attached salary schedule.

For employees who are considered to be at the job rate but whose salaries are not equal to the job rate due to the method in which the salary schedules were increased during the past 3 years and who were receiving a salary on April 1, 1982 that falls within the Adjusted Job Rate Range shown below for their grade, the salary will be increased to the job rate on the attached salary schedule.

<u>Salary Grade</u>	<u>Adjusted Job Rate Range</u>	<u>Salary Grade</u>	<u>Adjusted Job Rate Range</u>
1	8894-8895	14	17453-17455
2	9263	15	18414-18422
3	9724-9731	16	19446-19453
4	10193-10197	17	20554-20559
5	10700-10710	18	21715-21718
6	11277-11282	19	22869-22880
7	11908-11914	20	24043-24053
8	12550-12552	21	25316-25339
9	13244-13248	22	26659-26665
10	13999-14005	23	28057-28062
11	14814-14818	24	29510-29512
12	15620-15627	25	31103-31110
13	16519-16523		

The salary increase is effective 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 Institution Payroll Period 8 (July 8 to 21, 1982) and Administrative Payroll Period 9 (July 15 to 28, 1982).

The Office of the State Comptroller will automatically calculate 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.

Special Instructions for Certain Groups of Employees

1. Employees in CSEA NS (grade 600) positions which are equated to grades.

Each agency must review the salary of these employees to identify employees who are below the hiring rate of the grade to which the position is equated after the 9% salary increase is applied. If the equated grade is on your current Budget Certificate, the certificate does not need to be amended. Prepare a PR-75 to increase the employee's salary to the hiring rate, entering the equated grade in the remarks block. If the budget certificate does not contain the equated grade, you must have an amended certificate before you submit the PR-75.

2. Employees who have moved from a CSEA position to another negotiating unit since April 1.

Employees who were in CSEA positions but are currently in another negotiating unit may be due a salary recomputation and/or adjustment. OSC cannot identify these employees. Each agency is responsible for identifying them and submitting PR-75's for the new salary and/or adjustment.

Tentative Salary Register

After payrolls are processed for Institution Period 7 and Administration Period 8, 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 retroactive adjustment for 7 payroll periods for Institutions and 8 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 for 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. 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.
3. Employees in NS (grade 600) positions which are equated to grades whose salary, as a result of the 9% increase, will be below the hiring rate.

Use the following transaction codes in reporting your changes.

1. 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

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 the period the raise is paid

- 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 ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02,
 OPERATIONAL SERVICES NEGOTIATING UNIT 03 AND INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 EFFECTIVE APRIL 1, 1982

9% INCREASE

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Advancement Rate 1</u>	<u>Advancement Rate 2</u>	<u>Advancement Rate 3</u>	<u>Job Rate</u>	<u>Increment Advancement Amount</u>
1	8163	8546	8929	9312	9695	383
2	8493	8894	9295	9696	10097	401
3	8931	9350	9769	10188	10607	419
4	9343	9786	10229	10672	11115	443
5	9807	10272	10737	11202	11667	465
6	10362	10845	11328	11811	12294	483
7	10954	11461	11968	12475	12982	507
8	11582	12107	12632	13157	13682	525
9	12241	12791	13341	13891	14441	550
10	12958	13535	14112	14689	15266	577
11	13724	14330	14936	15542	16148	606
12	14515	15143	15771	16399	17027	628
13	15387	16042	16697	17352	18007	655
14	16286	16971	17656	18341	19026	685
15	17236	17947	18658	19369	20080	711
16	18217	18962	19707	20452	21197	745
17	19263	20049	20835	21621	22407	786
18	20381	21204	22027	22850	23673	823
19	21488	22351	23214	24077	24940	863
20	22622	23519	24416	25313	26210	897
21	23844	24783	25722	26661	27600	939
22	25133	26116	27099	28082	29065	983
23	26489	27513	28537	29561	30585	1024
24	27926	28986	30046	31106	32166	1060
25	29478	30586	31694	32802	33910	1108



1

