

NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-321

July 13, 1982

To : All State Departments and Agencies

Subject: April 1, 1982 Salary Increase for Management/Confidential Employees  
and Other Employees excluded from Collective Bargaining Units

Legislation has been passed providing a salary increase and new salary schedule for management/confidential employees and other employees excluded from collective bargaining units effective April 1, 1982. These increases are described below.

Management/confidential employees (NU 06), employees of the Division of Military and Naval Affairs (NU 46 and 47) employees of PERB (NU 66)

The legislation provides a new Salary Schedule which includes a 9% increase.

Effective April 1, 1982, all employees in graded (including grade 668) and N. S. (grade 600) positions will receive a salary increase of 9% of their April 1 salary.

A copy of the April 1, 1982 Salary Schedule is attached.

Correction Superintendents paid under Section 19 of the Correction Law (Grade 700).

The legislation provides a new salary schedule on April 1, 1982, as listed below.

Effective April 1, 1982	
Hiring Rate	Job Rate
\$45,800.	\$59,653.

Effective April 1, 1982, all employees will receive a salary increase of 9% of the April 1 salary.

Employees in the SUNY professional Service who are considered to be management/confidential (NU 13) and employees of the State Police whose salaries are provided for in Section 215.1(a) of the Executive Law (NU 18).

Effective April 1, 1982 all employees will receive a salary increase of 9% of the April 1 salary.

#### Change in percentage increase for promotion to M grade

Section 131.2 (a) of the Civil Service Law has been amended to provide an increase in the percentage amount that an employee promoted to an M grade position is entitled to receive. Effective for all promotions on or after April 1, 1982, an employee will receive an increase of 1 ½% of his or her basic annual salary plus 3% for each M grade promoted, or the hiring rate of the new M grade, whichever is higher.

#### Performance Advances

The Task Force on Performance Evaluation will approve advance amounts based on the April 1982 9% salary schedule starting with the July 1, 1982 quarter; approved advances for any previous quarter (including April 1982) are based on the October 1981 schedule. Agencies who receive approval to pay M/C performance advances for April 1982 must increase that amount by 9%. In those agencies where M/C advances have already been approved and paid for April 1982, the employee is entitled to the 9% increase on the salary including the advance.

#### Payment of the April 1, 1982 Salary Increase

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 10 (July 29 to August 11, 1982 for Administrative agencies and August 5 to 18, 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 9, 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 9 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 8 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 automatically.

Note: The salaries of employees promoted to M-grade positions on or after April 1, 1982 must be recalculated in accordance with the revision explained above.

2. Employees who are not to receive the full increase.

The Legislation provides for the withholding of any increase or partial increase when the Director of the Budget determines that the increase is not warranted or is not appropriate. If OSC has increased the salary automatically for one of these employees, the agency must submit a PR-75 to reduce it to the salary approved by the Director of the Budget.

3. 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.

4. Correction Superintendents in Grade 700 positions

Correction Superintendents in grade 700 positions will not be increased automatically. PR-75's must be submitted.

Use the following transaction codes in reporting your changes.

- 1. a. To report an increased salary not computed automatically by OSC.
- b. To report a decreased salary for an employee not entitled to the full increase applied by OSC.
- c. 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 Period 10

- 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.

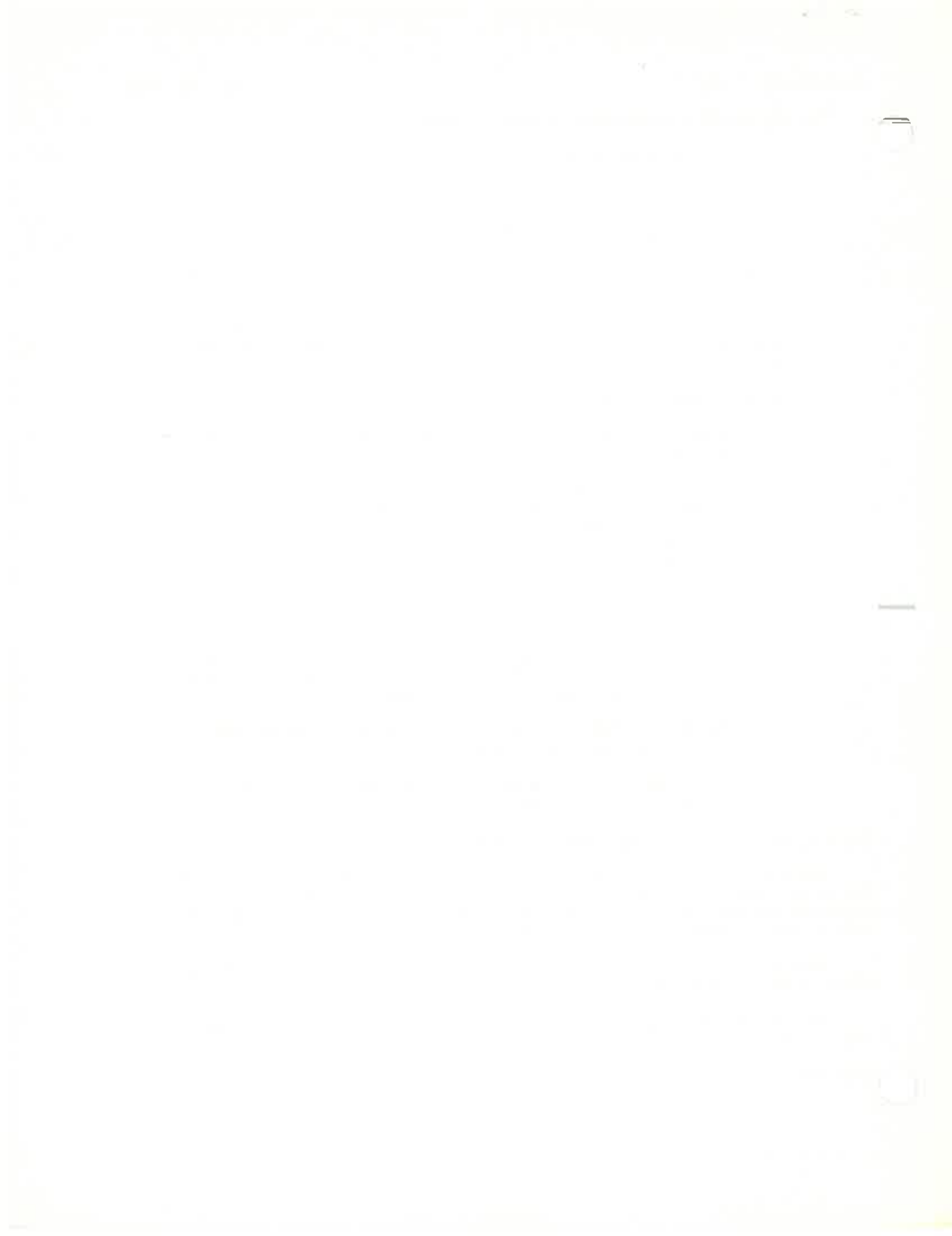
#### Special Instructions for Employees who have retired

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 MANAGEMENT/CONFIDENTIAL  
NEGOTIATING UNITS 06, 46, 47 & 66  
EFFECTIVE APRIL 1, 1982

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
603	8986	11035
604	9400	11551
605	9985	12130
606	10423	12768
607	11045	13478
608	11671	14190
609	12357	14962
610	13042	15811
611	13854	16709
612	14603	17601
613	15475	18599
614	16414	19640
615	17349	20719
616	18347	21842
617	19408	23065
618	20531	24350
619	21653	25635
620	22776	26938
621	24024	28348
622	25335	29857
623	26652	31803
661	28800	34761
662	31978	38591
663	35533	42858
664	39340	47375
665	43723	52703
666	48450	58130
667	53442	63122
668	45001+	

