

**ACCOUNTING  
AND CONTROL  
MANUAL**

**BULLETIN**

**NEW YORK STATE  
OFFICE OF THE STATE COMPTROLLER**

**DIVISION OF AUDITS AND ACCOUNTS**

**BULLETIN NO.** P-322

July 13, 1982

To : All State Departments and Agencies

Subject: April 1, 1982 Salary Increase and other changes in Salary for Employees of the Security Services and Security Supervisors Negotiating Units.

Legislation has been passed which implements the agreements between the State and Council 82 representing employees in the Security Services (01) and Security Supervisors (61) Negotiating Units and provides for a new Salary Schedule and a salary increase for these employees and for other changes as described below.

APRIL 1, 1982 SALARY INCREASE

The Salary increase is 9% of the April 1 salary. The new April 1, 1982 Salary Schedule includes the 9% increase. Also, the amount of the longevity payment for each grade has been increased to equal the amount of the performance advance for that grade, and the longevity maximum has been increased correspondingly.

PERFORMANCE ADVANCE PAYMENTS

Performance advances for employees in these units will be paid to employees who are in graded positions on April 1, 1982 and whose basic annual salary is below the job rate for their grade, who have the equivalent of 10 full biweekly pay periods of service (100 full work days) in their grade or a higher grade between April 1, 1981 and March 31 1982, and who receive a final performance rating of "Outstanding, Excellent, Good or Needs Improvement". However, since an employee may have a performance advance withheld only once in each grade as a result of an "Unsatisfactory" rating, an employee receiving a second "Unsatisfactory" rating should also receive a performance advance.

Employees who were appointed or promoted to a higher grade prior to April 1, 1982 who do not have sufficient service to qualify for a performance advance in the higher grade are entitled to a reconstructed promotion salary on April 1 reflecting the performance advance that would have been received in the lower grade. Any longevity being paid to employees is subtracted from annual salary before determining eligibility for a performance advance. The amount of the performance advance is the amount shown on the April 1, 1982 Salary Schedule (prior to application of the 9% increase) for the grade of the employee's position or the difference between the employee's basic annual salary and the job rate, if less, since an employee may not exceed the job rate for his position by application of a performance advance.

A letter listing all employees who receive an "Unsatisfactory" performance rating must be submitted to the Bureau of Payroll Audit.

#### LONGEVITY PAYMENTS

##### Security Unit

Longevity payments are continued for employees in the security unit. Employees in this unit are entitled to a longevity payment upon the completion of ten years of continuous service in titles in the Security and Security Supervisors Units and to a second longevity payment upon the completion of 15 years of such service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10 or 15 years of service, but the employee's salary may not exceed the longevity maximum of the grade.

##### Security Supervisors Unit

Longevity payments are continued for employees in the Security Supervisors Unit, but the eligibility criteria have been changed. Employees in the security supervisors unit are now entitled to a longevity payment upon the completion of 10 years of continuous service in titles in the Security and Security Supervisors Units and to a second longevity payment upon the completion of 15 years of such service. The amount of the payment is the amount shown on the Salary Schedule for the grade of the position the employee is in at the time the employee completes the required period of service, but the employee's salary may not exceed the longevity maximum of the grade.

Continuous service as used in determining eligibility for the longevity payments is actual paid service or time on Workers' Compensation leave or military leave. An employee who goes on leave and returns or who separates from service and is reinstated within a year or from a preferred list or by Commission action receives credit for prior service.

The amount of the longevity payment has been increased effective April 1, 1982 to equal the amount of a performance advance and the longevity maximum has been increased correspondingly. Longevity payments in both units will be paid from the first day of the payroll period which begins after the date the employee completes the required service.

##### Adjustments in Salary for Certain Employees

In implementing the new rules for longevity payments, certain employees as described below, will be entitled to adjustments in salary effective April 1, 1982.

1. Employees in either the Security or Security Supervisors Unit who are currently receiving longevity payment(s) under the previous contract are entitled to an adjustment in salary, effective April 1, equal to the difference between the old longevity amount and the new longevity amount for the current grade of the title(s) which the employee was in upon completion of the required 10 or 15 years of continuous service.

2. Employees in the Security Supervisors unit who are not currently receiving longevity payments, but who have the required 10 or 15 years of service under the revised rules are entitled to receive the longevity payment(s), effective April 1 equal to the amount of the longevity payment for the current grade of the title(s) in which the employee was in upon completion of the required 10 and 15 years of continuous service.

A Schedule listing the longevity adjustment amount for each grade is attached. Examples of the calculation of adjustments are also attached.

#### INCREASE IN PRE-SHIFT BRIEFING PAY

The Legislation also provides for an increase in pre-shift briefing pay to \$30.00 biweekly, effective on April 1, 1982. The increase is payable from the first day of Payroll Period 1.

#### INCREASE IN PREMIUM OVERTIME

The premium overtime paid to certain employees in the Security unit has been increased to 11% of basic annual salary, effective April 1, 1982. This increase is payable from the first day of Period 1.

#### ADJUSTMENT OF COLA FOR 1981-82

The legislation provides for an additional COLA amount of .6% for 1981-82, so that the total COLA for that fiscal year will be paid as if the salary increase had been 7%. The additional .6% will be paid later and you will receive separate instructions for this payment.

#### INSTALLATION OF "LAG" PAYROLL

As part of the Council 82 agreements, the Union and the State have agreed to the installation of a "lag" payroll for employees in these units. Under the "lag" system, employees will no longer be paid on a current basis (i.e., employees are paid on payday for all services performed in the two week period ending on that day) but will be paid on a delayed (or lag) basis whereby they will be paid on payday for services performed in the two-week period ending two weeks prior to payday. This two-week delay between when services are performed and when payment is received will become a permanent part of the State Payroll process.

The two-week delay will be installed gradually throughout this fiscal year. Council 82 has chosen a system whereby their employees will be paid 1/2 day less each payroll period for the first 20 payroll periods of the fiscal year. At the end of the 20 payroll periods, the full two-week lag will be in place and in Period 21 and thereafter employees will return to being paid for 10 days each period.

New Payroll Schedules have been developed for Council 82 employees. Copies of these Schedules are attached. For each payroll period during the implementation period, the dates of service to be paid are listed. Council 82 employees must be paid according to these new schedules; the regular payroll calendars no longer apply

for these employees. The new payment schedules apply to all new as well as current employees.

A new factor of .036438, representing  $9\frac{1}{2}$  days pay, will be used to calculate the "lag normal gross" in Periods 10 through 20. We will multiply the factor X the basic Annual Salary (including all additional annual salary factors) and add \$28.50 (95% of \$30.00) for pre-shift briefing pay. The new factor will be used on the tentative for Period 10 and for all Periods through Period 20.

The new factor is used only to calculate the  $9\frac{1}{2}$  day "lag normal". The daily rate (used for payments of less than or more than  $9\frac{1}{2}$  days, lost-time, holiday pay etc.) continues to be calculated as 1/10 of the "regular normal" using the factor of .038356. All other payments, (overtime, intermittent inconvenience, etc.) are also unaffected by the "lag" process.

Since the "lag" process should have begun in Period 1, it will be implemented retroactively along with the salary increase, and the payment cycle is as follows:

#### Payroll Period 10

In Payroll Period 10 we will adjust employees retroactively and subtract  $4\frac{1}{2}$  days pay, at the employees latest salary, representing the amount which would have been reduced through Period 9. In addition employees will be paid for  $9\frac{1}{2}$  days of service in that period (factor of .036438).

#### Payroll Periods 11 through 20

In each payroll period between Period 11 through 20, employees will be paid for a maximum of  $9\frac{1}{2}$  days based on the dates of service on the new Payroll Schedules.

#### Payroll Period 21

In Payroll Period 21, the deferral process will be complete and all employees will be on a full two-week lag between completion of services and payment. Employees will be paid for 10 days each pay period in and after Period 21. You must, however, continue to use the New Security Payroll Schedules for determining the dates of service to be paid in the pay period.

Many payroll office personnel in agencies with security employees attended training sessions in Albany and received materials containing explanations and examples for completing PR-75's during the implementation periods. If you did not attend these sessions and would like copies of the materials, contact the Payroll Planning Unit on 474-1246 or 474-1247 .

INCREMENT CODES FOR PERFORMANCE ADVANCES AND LONGEVITY PAYMENTS

Increment codes for Security Unit employees are two digit codes. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any. Employees at the job rate receiving two longevity payments are code 99.

The Office of the State Comptroller has reviewed the records of all Security Unit employees and determined eligibility for performance advances, longevity adjustments and longevity payments (for employees in the Security Supervisors Unit who have the service required to qualify for longevity payment(s) on April 1). The increment codes which will appear on your payroll are described below:

CODE

- 1 (+ Year) Employee below job rate and entitled to performance advance in April 1982. Longevity payment due in year indicated. For example, Code 16 would mean that a performance advance was due in April and a longevity payment is due in the 1986-87 fiscal year.
- 3 (+ Year) Employee below job rate and not entitled to performance advance (lack of service) or salary at or above job rate. Longevity payment due in the year indicated. For example, Code 37 would mean that no performance advance is due in April and longevity payment is due in the 1987-88 fiscal year.
- 4\_(with FIS Salary) OSC has determined the salary which may include a performance advance (if due) on the base salary or longevity payment(s) or longevity adjustment(s) as explained above. The FIS Salary also includes the 9% raise.
- 40 (with FIS Salary) Salary recalculated as explained above. Employee is not entitled to future longevitys or adjustments, but base salary is below job rate of current position and employee is due future performance advance(s).
- 49 (with FIS Salary) Salary recalculated as explained above. Employee's base salary is at or above job rate of current position and all longevitys and adjustments will be paid this year.
- 4X (with FIS Salary,  
second digit 2 thru 8) Salary recalculated as explained above. Employees base salary may be below or at job rate, and due 10 or 15 year longevity payment in year indicated.

- 6\_ (with FIS Salary) OSC has determined the salary, including longevity payment(s) and/or longevity adjustment(s) as explained above. The FIS Salary includes the 9% raise.
- 6\_ (without FIS Salary) Employee is entitled to 9% salary increase only.
- Note: Increment code 6 designates an employee who is receiving the salary of a higher grade due to abolishment of previous position prior to October 1972.
- 69 (with FIS Salary) Salary recalculated as explained above. Employee's base salary is at or above job rate of current position and all longevitys and adjustments will be paid this year.
- 6X (with/without FIS Salary, plus second digit) Salary the same or recalculated as explained above. Employee due 10 or 15 years longevity payment in year indicated.
- 99 Employee's salary is at or above longevity maximum of current position; if the employee's salary after application of 9% increase is below new longevity maximum, the salary will be advanced to the new longevity maximum.

Each agency will also be sent a list of employees who will complete 10 or 15 years of service during 1982-83 and become eligible for a longevity payment.

PAYMENT OF THE SALARY INCREASE AND IMPLEMENTATION OF THE "LAG" PROCESS

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, performance advance rate 1 or 2, 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, performance advance rate 1 or 2, 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>
101	9112-9113	114	17905-17908
102	9493-9495	115	18904-18905
103	9974	116	19950
104	10452	117	21079
105	10974	118	22279-22280
106	11571-11572	119	23473-23475
107	12209-12210	120	24674-24675
108	12875-12877	121	25972-25974
109	13589-13592	122	27399-27401
110	14361-14363	123	28784-28787
111	15182	124	30271
112	16018-16020	125	31914
113	16941-16943		

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 Payroll Period 10 (July 29 to August 11, 1982 for Administrative agencies and August 5-18, 1982 for Institutions).

The Office of The State Comptroller will automatically calculate the performance advance, longevity adjustment and/or salary increase 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 increases will be applied as follows:

Class of Employees

1. Employees who were active at the end of Period 26 (March 11 to 24 for Administrative 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 increased salary 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 increased salary. 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 increases. The agency must calculate the new salary and retroactive adjustment 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 increases.

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 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 Security position to another negotiating unit since April 1.

Employees who were in Security 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 Payroll 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 adjustments for 9 payroll periods offset by the deduction of 4½ days at the increased salary for the retroactive implementation of lag payroll plus the new 9½ day lag normal will be included in the normal gross salary for all employees for whom it can be automatically calculated. An example of this calculation is attached.

Employees identified as "Lag" on the salary register will receive an adjustment for one less period offset by the deduction of 4 days for the retroactive implementation of the lag payroll.

Note: At some time, employees who are currently paid on a "lag" basis must be removed from "lag". It is up to each agency to determine when this will be done. Submit a PR-75 using transaction code "REM LAG" in any 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 Period 9. 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 NET as an additional code to report the retroactive adjustment and "lag" 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 and lag adjustment must be entered on the PR-75 with transaction code ADJ NET.

- 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.

#### Withholding Taxes

Withholding taxes will be calculated automatically for this payment. For active employees, they will be computed at the withholding rates which would have applied if the employee had received the adjustment in equal biweekly installments during 1982. (No fixed taxes will be accepted in this period and employees will

be taxed at their normal exemptions). For inactive employees, the adjustment will be taxed at fixed percentages of 20% for Federal, 5% for State, 1.8% for NYC Resident and .45% for NYC Non-Resident tax.

Since the taxes for this payment are being automatically adjusted, agencies should not accept W-4 forms from employees changing exemptions for this payment only.

#### Payments in Periods 11 Through 20

Your payroll for Period 10 will include the calculation of the "lag normal gross" using the new factor of .036438. In preparing your payroll for Periods 11 through 20

1. Always use the new Payroll Schedules to determine the dates to be paid in each period.
2. Use the new factor for the "lag normal gross" whenever you are calculating a normal gross for a security employee.
3. Report other transactions such as overtime, lost-time, holiday pay, etc., just as you do now.

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.

Attachments



Following are examples of longevity payments and adjustments:

(1)

Employee has completed 10 years of service as a Correction Officer and received one longevity payment on 3/4/82; current 114 salary is \$18550.

Advance salary to job rate of revised April 1, 1982 9% schedule plus one longevity.

\$19517	114 job rate
+937	longevity
<u>\$20454</u>	

(2)

Another employee in the same position as (1) above (the job rate plus one longevity), is receiving a current salary of \$18551; \$1.00 higher due to application of the longevity in April 1981.

Advance this salary also to the job rate of revised April 1, 1982 9% schedule plus one longevity, \$20454.

(3)

Employee has completed at least 15 years of service as a Correction Officer and received 2 longevity payments; current salary is \$19196, \$1.00 higher than the longevity maximum on the schedule.

Advance salary to longevity maximum rate of revised April 1, 1982 9% schedule, \$21391.

(4)

Employee has service as a Correction Officer during the years 1959-1976, and was promoted to Correction Sergeant 7/15/76. Current salary is \$22557, the longevity maximum of grade 117.

New salary is computed by application of the 1982 9% salary increase, plus two longevity adjustments of grade 114 (from attached chart), the current grade of the Correction Officer position held at the time 10 and 15 years of service was completed.

\$22557	grade 117 current salary
<u>+2031</u>	9% salary increase
24588	
234	grade 114 long. adjust.- 10 years
<u>234</u>	grade 114 long. adjust.- 15 years
\$25056	4/1/82 revised grade 117 salary

(5)

Employee has service as a Correction Officer during the years 1959-1979, and was promoted to Correction Sergeant 6/21/79. Current salary is \$22240, which includes a base salary below the job rate of grade 117, plus two longevity payments of grade 114.

New salary is computed by application of a grade 117 performance advance to the base salary for April 1982, plus the 9% salary increase, plus two longevity adjustments of grade 114, the current grade of the Correction Officer position held at the time 10 and 15 years of service was completed.

\$22240	grade 117 current salary
-645	less grade 114 long. pay- 10 years
<u>-645</u>	less grade 114 long. pay- 15 years
20950	grade 117 base salary
<u>+129</u>	grade 117 partial perf. adv. to job rate
21079	grade 117 job rate
+645	re-add grade 114 long. pay- 10 years
<u>+645</u>	re-add grade 114 long. pay- 15 years
22369	
<u>+2014</u>	9% salary increase
24383	
+234	grade 114 long. adjust. -10 year
<u>+234</u>	grade 114 long. adjust. -15 year
\$24851	4/1/82 revised grade 117 salary

(6)

Employee has service as a Correction Officer during the years 1962-1973, Correction Sergeant for the period 4/12/73-4/5/78, and Correction Lieutenant since 4/6/78. Current salary is \$24674, the job rate of grade 120.

New salary is computed by application of the 9% salary increase, plus a longevity payment of grade 114 (the current grade of the position held at time 10 years of service was completed), and a longevity payment of grade 117 (current grade of position held when 15 years of service completed).

Job rate to	\$24674	grade 120 current salary (job rate)
	+2221	9% salary increase
job rate	<u>26895</u>	
	+937	grade 114 long. pay- 10 years
	<u>27832</u>	
	+1074	grade 117 long. pay- 15 years
	<u>\$28906</u>	4/1/82 revised grade 120 salary

(7)

Employee has service as a Correction Officer during the years 1958-1969, Correction Sergeant for the period 12/11/69-2/11/76, and Correction Lieutenant since 2/12/76. Current salary is \$25522, the job rate plus one longevity payment of grade 120 (based on 10 years combined service as Sergeant and Lieutenant).

New salary is computed by application of the 9% salary increase, plus a longevity adjustment of grade 114 (the current grade of the position held when employee initially completed 10 years of service), plus a longevity payment of grade 117, (the current grade of the position held at the time 15 years of service was completed).

\$25522	grade 120 current salary
+2297	9% salary increase
<u>27819</u>	
+234	grade 114 long. adjust. -10 years
<u>28053</u>	
+1074	grade 117 long. pay -15 years
<u>\$29127</u>	

CALCULATION FOR RETRO RAISE & LAG ADJUSTMENT

EXAMPLE

Correction Officer - Grade 114 - 400 Inc Pay - PSB  
Sick Lv 50%

15325 OLD ANNUAL  
860 PAR  
16185

Advance to New Performance  
Advancement Rate 1

17643 NEW ANNUAL

OLD ANNUAL

15325  
400 Inc  
15725  
x .038356  
603.14  
23.00 PSB  
626.14  
x 50%  
313.07 OLD NORMAL

NEW ANNUAL

17643  
400 Inc  
18043  
x .038356  
692.05  
30.00  
722.05  
50%  
361.02 NEW RAISE NORMAL

361.02  
-313.07  
47.95 1 Per Retro  
x 9 Periods  
431.55 Raise Adj  
-162.45 Lag Adj  
269.10 Total Retro Adj

36.10 Dly Rt  
x 4.5  
162.45 Lag Adj

NEW LAG NORMAL

17643  
400 Inc  
18043  
x .036438  
657.45  
28.50 PSB  
685.95  
50%  
342.97

342.97 Lag Normal  
269.10 Retro Adj  
612.07



1982 Longevity Adjustment Chart  
Security Services/Security Supervisors Units

<u>GRADE</u>	<u>AJUSTMENT</u>
101	129
102	137
103	143
104	150
105	159
106	167
107	174
108	178
109	187
110	197
111	205
112	217
113	222
114	234
115	243
116	255
117	268
118	281
119	295
120	308
121	322
122	355
123	350
124	363
125	378



DEPARTMENT OF AUDIT AND CONTROL  
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01  
 AND SECURITY SUPERVISORS NEGOTIATING UNIT 61  
 EFFECTIVE APRIL 1, 1982  
 2.8% INCREASE

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>	<u>Longevity Payments</u>	<u>Longevity Maximum</u>
101	7687	8162	8637	9112	475	357	9826
102	7990	8491	8992	9493	501	375	10243
103	8399	8924	9449	9974	525	393	10760
104	8799	9350	9901	10452	551	413	11278
105	9234	9814	10394	10974	580	434	11842
106	9741	10351	10961	11571	610	457	12485
107	10304	10939	11574	12209	635	475	13159
108	10895	11555	12215	12875	660	496	13867
109	11519	12209	12899	13589	690	518	14625
110	12192	12915	13638	14361	723	542	15445
111	12920	13674	14428	15182	754	566	16314
112	13654	14442	15230	16018	788	589	17196
113	14478	15299	16120	16941	821	617	18175
114	15325	16185	17045	17905	860	645	19195
115	16219	17114	18009	18904	895	672	20248
116	17142	18078	19014	19950	936	702	21354
117	18124	19109	20094	21079	985	739	22557
118	19171	20207	21243	22279	1036	778	23835
119	20230	21311	22392	23473	1081	810	25093
120	21281	22412	23543	24674	1131	848	26370
121	22432	23612	24792	25972	1180	884	27740
122	23658	24905	26152	27399	1247	921	29241
123	24929	26214	27499	28784	1285	964	30712
124	26275	27607	28939	30271	1332	999	32269
125	27744	29134	30524	31914	1390	1043	34000



OFFICE OF THE STATE COMPTROLLER  
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION  
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01  
 AND SECURITY SUPERVISORS NEGOTIATING UNIT 61  
 EFFECTIVE APRIL 1, 1982

9% Increase

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement &amp; Longevity Amount</u>	<u>Longevity Maximum Rate</u>
101	8379	8897	9415	9933	518	10969
102	8710	9256	9802	10348	546	11440
103	9156	9728	10300	10872	572	12016
104	9590	10191	10792	11393	601	12595
105	10066	10698	11330	11962	632	13226
106	10618	11283	11948	12613	665	13943
107	11232	11924	12616	13308	692	14692
108	11877	12596	13315	14034	719	15472
109	12557	13309	14061	14813	752	16317
110	13290	14078	14866	15654	788	17230
111	14083	14905	15727	16549	822	18193
112	14883	15742	16601	17460	859	19178
113	15781	16676	17571	18466	895	20256
114	16706	17643	18580	19517	937	21391
115	17678	18654	19630	20606	976	22558
116	18686	19706	20726	21746	1020	23786
117	19755	20829	21903	22977	1074	25125
118	20898	22027	23156	24285	1129	26543
119	22052	23230	24408	25586	1178	27942
120	23196	24429	25662	26895	1233	29361
121	24452	25738	27024	28310	1286	30882
122	25788	27147	28506	29865	1359	32583
123	27172	28573	29974	31375	1401	34177
124	28640	30092	31544	32996	1452	35900
125	30242	31757	33272	34787	1515	37817



OFFICE OF THE STATE COMPTROLLER  
PAYROLL SCHEDULE  
SECURITY AND SECURITY SUPERVISORS UNITS  
1982-83

Administration Cycle

<u>Payroll Period</u>	<u>Pay Date</u>	<u>Dates of Service to be Paid</u>	
10	August 11	July 22pm-August 4	(9½ days)
11	August 25	August 5-August 18 ½ day	"
12	Sept 8	August 18pm-August 31	"
13	Sept 22	Sept 1-Sept 14 ½ day	"
14	Oct 6	Sept 14pm-Sept 27	"
15	Oct 20	Sept 28-Oct 11 ½ day	"
16	Nov 3	Oct 11pm-Oct 23	"
17	Nov 17	Oct 24-Nov 5 ½ day	"
18	Dec 1	Nov 5pm-Nov 18	"
19	Dec 15	Nov 19-Dec 2 ½ day	"
20	Dec 29	Dec 2pm-Dec 15	"
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21	Jan 12	Dec 16-Dec 29 full deferral (10 days)	
22	Jan 26	Dec 30-Jan 12	"
23	Feb 9	Jan 13-Jan 26	"
24	Feb 23	Jan 27-Feb 9	"
25	March 9	Feb 10-Feb 23	"
26	March 23	Feb 24-March 9	"





OFFICE OF THE STATE COMPTROLLER  
PAYROLL SCHEDULE  
SECURITY AND SECURITY SUPERVISORS UNITS  
1982-83

Institution Cycle

<u>Payroll Period</u>	<u>Pay Date</u>	<u>Dates of Service to be Paid</u>	
10	August 19	July 29pm-August 11	(9½ days)
11	Sept 2	August 12-August 25 ½ day	"
12	Sept 16	August 25pm-Sept 7	"
13	Sept 30	Sept 8-Sept 21 ½ day	"
14	Oct 14	Sept 21pm-Oct 4	"
15	Oct 28	Oct 5-Oct 18 ½ day	"
16	Nov 10	Oct 18pm-Oct 30	"
17	Nov 24	Oct 31-Nov 12 ½ day	"
18	Dec 9	Nov 12pm-Nov 25	"
19	Dec 23	Nov 26-Dec 9 ½ day	"
20	Jan 6	Dec 9pm-Dec 22	"
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21	Jan 20	Dec 23-Jan 5 full deferral	(10 days)
22	Feb 3	Jan 6-Jan 19	"
23	Feb 17	Jan 20-Feb 2	"
24	March 3	Feb 3-Feb 16	"
25	March 17	Feb 17-March 2	"
26	March 31	March 3-March 16	"

