

**ACCOUNTING AND  
CONTROL MANUAL**

**BULLETIN**

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

**DIVISION OF AUDITS AND ACCOUNTS**

**BULLETIN NO.** P-325

August 27, 1982

To : All State Departments and Agencies

Subject: Payment of Increment Advances to certain employees in the  
Administrative, Operational and Institutional Services  
Units for ratings due on and after April 1, 1982

The State and the Civil Service Employees Association, which represents employees in positions in the Administrative (02), Operational (03) and Institutional (04) Services units, have agreed to revision of the Employee Performance Evaluation Program to provide payment of increment advances on an annual basis. This new system applies for all evaluations which are due on or after April 1, 1982.

In order to effect payment of these advances, the Division of the Budget has waived the rules of the former program until such time as those rules are revised to reflect the new system.

The general rules for eligibility for performance advances have not changed. The system applies to all non-seasonal employees paid on an annual-salaried basis in graded positions and in NS (grade 600) positions which are equated to grades who are below the job rate for their grade. Part-time employees in these positions are covered by the program. The amount of the increment advance is the amount shown on the Salary Schedule for the CSEA units (attached to Bulletin No. P-319), for the grade of an employee's position or the difference between the employee's salary and the job rate, if less, since an employee may not exceed the job rate by application of a performance advance.

Under the new rules, employees are evaluated following the completion of 26 payroll periods of service in grade or, for employees who were evaluated under the old system, upon completion of 26 payroll periods of service since their last final evaluation and, if rated better than "Unsatisfactory", they are eligible for an increment advance payable from the first day of the payroll period immediately following completion of the 26 periods of service.

NOTE: Under the old rules, a performance advance could be withheld only once in each grade as a result of an "Unsatisfactory" rating. This has been eliminated from the new rules. The increment advance is withheld each time an employee receives an "Unsatisfactory" rating.

In determining when an employee will become eligible for an increment advance, the following rules apply.

- a. Service in positions allocated to the same grade or in NS (grade 600) positions equated to the same grade counts as service in a grade.

For example,

An employee appointed on May 1, 1981 to an NS position equated to a grade 3 who is appointed to a position allocated to grade 3 on December 17, 1981 would become eligible for an increment advance in the grade 3 position on May 6, 1982.

- b. Service in a higher grade or in an NS position equated to a higher grade or, for an employee who does not complete the traineeship, in a Trainee position from which the employee will upon completion of the Traineeship advance to a position in the same grade or a higher grade counts as service in a grade.

For example,

An employee appointed on May 15, 1981 to a grade 5 position who is appointed on September 10, 1981 to a Trainee position which would result in advancement to a grade 9 position and then returns to the grade 5 position on April 22, 1982 would become eligible for an increment advance in the grade 5 position on May 20, 1982.

- c. Service in graded positions or NS positions equated to grades in the three CSEA units, the security and security supervisors units, the professional, scientific and technical unit, and in management/confidential positions counts as service upon movement into a CSEA position.

For example,

An employee who entered a management/confidential grade 5 position on May 1, 1981 and moved to a grade 5 position in the administrative services unit on August 27, 1981 will become eligible for an increment advance in the grade 5 position on May 6, 1982.

Although service rendered in other units counts, an employee must have completed 26 periods of service since the last evaluation date which resulted in payment of a performance advance before becoming eligible for receipt of an increment advance.

For example,

An employee entered a management/confidential grade 5 position on February 12, 1981 and moved to a grade 5 position in the Administrative services unit on February 25, 1982. Under the rules for Management/Confidential performance advances, the employee was evaluated on the October 1, 1981 cycle and subsequently received payment of a performance advance October 8, 1981. This employee will become eligible for their next increment advance on October 7, 1982.

- d. For each complete payroll period during which an employee is on leave without pay (including lost time) or leave with less than full pay, the date at which an employee becomes eligible for an increment advance is extended by one payroll period. Payroll periods during which an employee performs some services do not affect the eligibility date for increment advances.

For example,

An employee was an incumbent on April 1, 1981. The employee was on leave without pay beginning on the first day of payroll period 9 and returned to work on the fifth day of payroll period 11. The employee will become eligible for an increment advance in payroll period 4, reflecting the 2 complete payroll periods during which the employee was on leave. Period 11 counts as service because the employee was in service for part of the period.

An employee was incumbent on April 1, 1981. The employee was pay deducted for 5 days lost time during payroll period 2, 8 days during payroll period 4, 3 days in period 7 and 4 days in period 9. The employee will become eligible for an increment advance in payroll period 2, since all the payroll periods count as service because the employee was in service for part of each period and the payment is delayed only for complete payroll periods during which the employee is not in service.

- e. Part-time employees are eligible to receive an increment advance under the same rules as full-time employees.

For example,

An employee who was hired on May 21, 1981 to work 40% time in an annual position will become eligible to receive an increment advance on June 3, 1982 as long as the employee has performed some service in each payroll period.

- f. Employees who have been appointed or promoted to a higher grade position who are not yet eligible for an increment advance in the higher grade are entitled to a reconstructed promotion salary effective on the date that the employee would have received an increment advance in the lower grade. In reconstructing the employee's salary, the employee is presumed to be satisfactory and will receive an increment advance in the lower grade, or the difference between the employee's salary in the lower grade and the job rate, if less.
- g. Employees who have a change in grade resulting from reallocation of their positions receive credit for service in the lower grade toward eligibility for increment advances in the higher grade.

Payment of Increment Advances

PR-75's must be submitted to pay the increment advances and may be submitted in any payroll period.

Increment advances should be reported using the following transaction codes.

1. To report an increment advance due in the current grade for an active or inactive employee.

Transaction Code: PERF ADV

Group 3  
Class B

Complete blocks 01 through 06 and the following

#07 Transaction Code	- enter PERF ADV
12 Transaction Effective Date	- enter beginning date of the payroll period in which the increment advance is effective
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	
27 Increment Code	

Use ADJ SAL PA as an additional code to report the retroactive adjustment. Enter the amount of the increment advance in the Remarks Block and show the calculation of the retroactive adjustment.

2. To report an adjustment in current salary as a result of an increment advance in a previous grade.

Transaction Code: COR SAL and ADJ SAL PA

Enter the amount of increment advance in the Remarks Block and explain the recomputation of salary.

3. To report an adjustment only for an employee due an increment advance in another position when the current salary will not change.

Transaction Code: ADJ SAL PA

Enter the amount of increment advance in the Remarks Block and show the calculation of the retroactive adjustment.

4. To report a rating of "Unsatisfactory".

Transaction Code: UNSAT PERF

Group 3  
Class B

Complete blocks 01 through 06 and the following:

- #07 Transaction Code - enter UNSAT PERF
- 12 Transaction Effective Date - enter the date at which the employee would have become eligible for an increment advance
- 22 Salary Rate
- 23 Gross (Add) - if applicable
- 24 Normal (Deduct) - if applicable
- 27 Increment Code

5. Adjustments for overtime, lost time, holiday pay, etc., may be reported in the period the increment advance is reported or may be reported in a later period.

Special Instructions for Employees who have retired

Employees who have retired and are to receive an adjustment payment 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.

