

OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-335

November 15, 1982

To : All State Agencies and Departments

Subject: Bonus to Employees in the Administrative, Operational
and Institutional Services Negotiating Units

Chapter 220 of the Laws of 1982, which implements the contracts between the State and the Civil Service Employees Association representing employees in the administrative (02), operational (03) and institutional (04) services negotiating units provides for a bonus payment to be made in December, 1982.

The bonus payment will be paid to all employees who

1. On March 31, 1982 were on the payroll (active or on leave with partial pay) in a position in the administrative, operational or institutional negotiating unit
- and 2. who are still on the payroll (active or on leave with partial pay) in a position in the Executive Branch, even if in another negotiating unit or management/confidential group, on the date of payment

OR

- who died or retired between April 1, 1982 and the date of payment
- and 3. whose performance in 1981-82 was rated at least "Satisfactory" or its equivalent. An employee is eligible for the payment unless the last rating for 1981-82 was unsatisfactory. An employee who received no ratings during 1981-82 will receive the payment.

Employees who are on leave without pay on the date of payment, who are otherwise eligible for the bonus will receive the payment if they return to the payroll within one year of the payment date. Instructions for payments to these employees are provided later in this Bulletin.

The bonus payment is a one-time lump sum payment which is included as salary for retirement purposes. The amount of the bonus is 1% of the employee's basic annual salary (excluding all additional salary factors) on the payroll on the date of payment as described below.

1. All annual-salaried employees who are on the payroll in full-time positions on the date of payment will receive 1% of their basic annual salary.
2. All annual-salaried employees who are on the payroll in part-time positions on the date of payment will receive 1% of their part-time basic annual salary (annual salary X PT%).
3. All annual-salaried employees who are on the payroll on leave with partial pay on the date of payment will receive 1% of their regular basic annual salary. For instance, a full-time employee on sick leave with $\frac{1}{2}$ pay will receive 1% of his/her full basic annual salary.
4. All employees paid a biweekly rate (pay basis code of BIV on the date of payment) will receive 1% of their computed basic annual salary, adjusted by their part-time percentage, if any. (Biweekly rate \div .038356 X PT%)
5. All employees paid an hourly rate (pay basic code HRV) or a daily rate (pay basis code DLY) on the date of payment will receive 1% of their computed basic annual salary, adjusted for the number of hours or days reported during the previous payroll period.

(Hourly rate X 2088) X (number of hours worked \div 80)

(Daily rate X 261) X (number of days worked \div 10)

The bonus payment will be paid in a separate check following processing of the payrolls for Institution Periods 18 (N and R) and Administration Periods 19 (N and R). The checks will be dated December 14 and checks and registers will be issued the week of December 13. Deductions will be taken for Federal, State and New York City taxes, social security, retirement normal contributions and garnishees. Income tax withholding will be automatically adjusted so that the amount withheld is equal to the amount that would have been deducted if the payment had been paid throughout the year.

Preparation for Payment

In preparation for the bonus payment, this Office identified all employees in positions in the CSEA negotiating units who were active or on leave with partial pay at the end of Payroll Period 26 (March 11 to 24, 1982 for Administrative agencies; March 18 to 31, 1982 for Institutions). During the week of November 15, 1982 you will receive a preliminary list of employees in your agency who, as of now, are eligible to receive the bonus. All employees will be paid the bonus in the agency in which they are employed on the date of payment, so employees who transferred into your agency during the current fiscal year will appear on your listing and employees who transferred out of your agency will not. Also, employees otherwise eligible who are currently separated from service or on leave without pay will automatically receive the payment if they return to the payroll prior to the date of payment. The amount of the bonus payment will be calculated automatically at the time of payment.

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You must review this listing and identify the following employees.

1. Additional employees who are eligible for the bonus because they were appointed to the payroll or reinstated from leave after Payroll Period 26, but effective on or before March 31, 1982.
2. Employees on the listing who are ineligible for the bonus because they separated from service or went on leave without pay after Period 26, but effective on or before March 31, 1982.
3. Employees on the listing who are ineligible for the bonus because their last rating for fiscal year 1981-82 was unsatisfactory.

Corrections to the preliminary listing for these groups of employees should be submitted on the form which is attached to the Bulletin. (Duplicate this sample if you need additional forms.) These corrections should be submitted as soon as possible and must be received in this Office no later than Friday, December 3.

Also, please prepare a PR-76 Transmittal. Enter CSEA BONUS at the top, leave the certification total blank, and sign the agency payroll certification. Submit the Transmittal along with your corrections, if any.

Transaction Code CSEA BONUS

Transaction code CSEA BONUS will be used after the special payroll is run on December 14, 1982 to:

- a. pay an employee who was not paid on the special payroll through error.
- b. pay an employee who was on leave without pay on the date of payment who returns to the payroll prior to December 15, 1983. The amount of the bonus payment will be 1% of the basic annual salary the employee would have been receiving on December 14, 1982 if he or she had not been on leave without pay.

Reporting requirements are as follows:

Group 3
Class B

Complete blocks 01 through 06 and the following:

- 07 Transaction Code - enter CSEA BONUS. If this block is filled, use the first Add'l Trans Code block.
- 23 Gross (Add)
24 Normal (Deduct)
49 Misc Block A - enter PLUS
50 Misc Block B - enter amount of bonus

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

Attachment

OFFICE OF THE STATE COMPTROLLER

CSEA BONUS
1982

AGENCY CODE _____

AGENCY _____

ADDITIONAL EMPLOYEES ELIGIBLE FOR BONUS

LINE	SS NO.	NAME

INELIGIBLE FOR BONUS BECAUSE OF "UNSATISFACTORY" RATING
OR BECAUSE INACTIVE ON MARCH 31

LINE	SS NO.	NAME

