



Office of the State Comptroller

PAYROLL BULLETIN

Subject 1982-83 Performance Awards for Employees Covered by the Budget Director's Rules and Regulations for Management/Confidential Employees	Bulletin No. P-350
	Date March 25, 1983

The Governor's Office of Employee Relations has completed processing 1982-83 Management/Confidential Performance Awards for some agencies.

Eligibility Requirements

Employees, other than employees in the exempt class, in annual salaried positions allocated to a salary grade or in N.S. (grade 600) positions which are equated to a salary grade who are subject to the management/confidential evaluation system are eligible for a performance award if they

- a. have 100 days of service in the six month period between April 1, 1982 thru September 30, 1982
- b. are receiving a salary equal to 98% or more of the job rate prior to April 1, 1982 (prior to the payment of any performance advance due on April 1)
- c. were still in the same grade or a lower grade on the date of their first evaluation after April 1, 1982 and
- d. receive a numerical rating of 7, 8 or 9 for the rating period.

The actual amount of the performance award is based on the employee's numerical summary rating and the average of the numerical summary rating for all other eligible employees receiving a rating of 7, 8 or 9 for the quarter, and is determined by the Task Force on Performance Evaluation using information supplied by each agency.

All employees receiving a salary prior to April 1, 1982 equal to or greater than the salary shown below for their grade are eligible for performance awards.

Grade	603	\$ 9,921	Grade	617	\$20,737
	604	10,386		618	21,893
	605	10,906		619	23,048
	606	11,479		620	24,219
	607	12,118		621	25,487
	608	12,758		622	26,844
	609	13,452		623	28,594
	610	14,215		661	31,253
	611	15,023		662	34,696
	612	15,825		663	38,533
	613	16,722		664	42,594
	614	17,658		665	47,384
	615	18,628		666	52,264
	616	19,638*		667	56,752

Performance awards are based on the evaluation received on the July 1 and October 1 quarterly dates.

Payment of Performance Awards

Agencies which have completed their evaluations and have received the payment amounts from the Task Force on Performance Evaluation may submit PR-75's with the payment information using transaction code PERF AWARD. The payment will be included in the employee's regular paycheck for the period. The amount reported for the award in the Misc Block should be included in the Gross (Add) in the period in which the PR-75 is processed. Use the following block requirements for reporting PERF AWARD.

Transaction Code: PERF AWARD

Group 3

Class B

Block Requirements: Complete blocks 01 through 06 and

#07 Transaction Code - enter PERF AWARD

49 Misc Block A - enter the amount of the
performance award

If other transactions are reported for the individual during this payroll period, PERF AWARD may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the performance award data may be reported in the Remarks block. (Remember to use SPECIAL as an additional transaction code.)

Withholding Taxes

Withholding taxes will be calculated automatically on an annualized basis for this payment. (No fixed taxes will be accepted in this period and employees will be taxed at their normal exemptions.)

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.

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.