



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b> April 1, 1983 Salary Increase for employees in the Professional, Scientific and Technical Services Negotiating Unit	<b>Bulletin No.</b> P-352
	<b>Date</b> March 29, 1983

Chapter 78 of the Laws of 1982 which implements the agreement between the State and the Public Employees Federation, representing employees of the professional, scientific and technical services negotiating unit (NU05) provides for a salary increase and a new Salary Schedule effective April 1, 1983.

Payment of the Salary Increase

The salary increase is 8% of the April 1 salary, rounded to the next whole dollar amount. The new Salary Schedule includes the 8% increase and has also been rounded to the next higher dollar amount. A copy of the Salary Schedule is attached. The salary increase is payable from the first day of Payroll Period 1 LAG (March 31 to April 13, 1983 for Institution agencies-payroll checks dated April 28, 1983 and April 7 to 20, 1983 for Administration agencies-payroll checks dated May 4, 1983).

The Office of the State Comptroller will automatically compute the salary increase for annual-salaried employees and will produce a listing to identify employees whose pay basis codes are HRY or DLY.

The salary increase will be applied as follows:

Class of Employees

1. Employees in annual salaried positions.  
OSC will apply the salary increase. These employees will not appear on the Exception Listing.
2. Employees with pay basis code HRY or DLY.  
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 27L (Institution) and 28L (Administration), OSC will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly gross payments (using the leap year factor) and variable deductions based on the new salaries.

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 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 8% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate. Use transaction code CHG RATE.

## In preparing your payroll for Period 1

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

Remember that transactions for holiday pay, lost time, etc. which are effective in the old fiscal year must be computed using the 365 day factor (.038356).

- 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.

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  
PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)  
EFFECTIVE APRIL 1, 1983

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
1	\$8877	\$10926
2	9230	11361
3	9701	11914
4	10155	12468
5	10655	13067
6	11249	13745
7	11902	14492
8	12579	15258
9	13303	16075
10	14080	16976
11	14910	17936
12	15770	18890
13	16711	19955
14	17694	21190
15	18718	22338
16	19789	23544
17	20925	24863
18	22132	26235
19	23351	27612
20	24569	28995
21	25893	30502
22	27306	32092
23	28772	33740
24	30326	35464
25	32020	37360
26	33728	39266
27	35576	41403
28	37471	43499
29	39455	45688
30	41538	47972
31	43775	50415
32	46124	52945
33	48654	55653
34	51268	58466
35	53946	61327
36	56678	64270
37	59674	67443
38	55647+	

