



# Office of the State Comptroller PAYROLL BULLETIN

<b>Subject</b> April 1, 1983 Salary Increase and Increase in Standby pay for employees in the Administrative Services, Operational Services and Institutional Services Negotiating Units	<b>Bulletin No.</b> P-353
	<b>Date</b> March 29, 1983

Chapter 220 of the Laws of 1982, which implements the agreements between the State and the Civil Service Employee Association representing employees in the Administrative (02), Operational (03) and Institutional (04) services negotiating units provides for a new salary schedule and a salary increase effective April 1, 1983 for these employees. A change in the rate of standby pay is also provided for in the legislation.

### April 1, 1983 Salary Increase

The salary increase is 5% of the April 1 salary. The new April 1, 1983 Salary Schedule includes the 5% increase. (A copy of the new Salary Schedule is attached.)

### Standby on-call Pay

The rate for Standby on-call Pay will increase to 15% of the daily rate of pay on April 1, 1983.

### Payment of Salary Increase

The salary increase is 5% of the April 1, 1983 salary rounded to the next whole dollar.

For employees whose annual salary is identical to the hiring rate, performance advance rate 1, 2 or 3, or the job rate of the salary grade of their position on the April 1, 1982 salary chart (attached to Bulletin P-319, dated June 23, 1982), the salary will be increased to the hiring rate, performance advance rate 1, 2 or 3, or the job rate on the attached April 1, 1983 salary schedule.

For employees whose annual salary is not equal to any step on the April 1, 1982 salary schedule, the salary will be increased by 5% rounded to the next whole dollar amount.

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 calculate 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.

Special Instructions for Certain Employees

Employees in CSEA 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 5% 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.

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 for the following groups of employees.

1. Employees in N.S. (grade 600) positions which are equated to grades whose salary, as a result of the 5% increase, will be below the hiring rate of the grade. Use transaction code COR FY SAL.

**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 5% 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 ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02,  
 OPERATIONAL SERVICES NEGOTIATING UNIT 03 AND INSTITUTIONAL SERVICES NEGOTIATING UNIT 04  
 EFFECTIVE APRIL 1, 1983

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Advancement Rate 1</u>	<u>Advancement Rate 2</u>	<u>Advancement Rate 3</u>	<u>Job Rate</u>	<u>Increment Advancement Amount</u>
1	8572	8974	9376	9778	10180	402
2	8918	9339	9760	10181	10602	421
3	9378	9818	10258	10698	11138	440
4	9811	10276	10741	11206	11671	465
5	10299	10787	11275	11763	12251	488
6	10881	11388	11895	12402	12909	507
7	11500	12033	12566	13099	13632	533
8	12163	12714	13265	13816	14367	551
9	12852	13430	14008	14586	15164	578
10	13606	14212	14818	15424	16030	606
11	14412	15048	15684	16320	16956	636
12	15239	15899	16559	17219	17879	660
13	16156	16844	17532	18220	18908	688
14	17102	17821	18540	19259	19978	719
15	18096	18843	19590	20337	21084	747
16	19129	19911	20693	21475	22257	782
17	20228	21053	21878	22703	23528	825
18	21401	22265	23129	23993	24857	864
19	22563	23469	24375	25281	26187	906
20	23753	24695	25637	26579	27521	942
21	25036	26022	27008	27994	28980	986
22	26391	27423	28455	29487	30519	1032
23	27815	28890	29965	31040	32115	1075
24	29323	30436	31549	32662	33775	1113
25	30950	32114	33278	34442	35606	1164

