



Office of the State Comptroller
PAYROLL BULLETIN

Subject September 1, 1983 Salary Increase for certain Management/Confidential Employees and Other Employees excluded from Collective Bargaining Units	Bulletin No. P-363
	Date August 29, 1983

Chapter 460 of the Laws of 1982 provides for a salary increase and new salary schedule for certain management/confidential employees and other employees excluded from collective bargaining units effective September 1, 1983. This increase is described below.

Management/Confidential employees (NU 06),
employees of the Division of Military and
Naval Affairs (NU 46 and 47 employees)
of PERB (NU 66).

The legislation provides for an increase of 4.76% over the April 1, 1983 Salary Schedule for grades 603 to 617, which is the amount necessary to bring the total percentage increase within the fiscal year to 10% for these grades. A copy of the September 1, 1983 Salary Schedule is attached.

The salary increase is 4.76% of the employee's April 1 salary rounded to the next whole dollar for the following employees:

1. Employees in grades 603 to 617.
2. Employees in NS (grade 600) positions if their positions are equated to grade 617 or below, or if not equated, would in the opinion of the Director of the Budget be equated to a grade 617 or below.
3. Employees in Junior Administrative trainee positions.

Payment of the September 1, 1983 Salary Increase

The salary increase is payable from the first day of Administration Period 11 LAG (August 25 - September 7, 1983 - payroll checks dated September 21, 1983) and Institution Period 12 LAG (September 1 - 14, 1983 - payroll checks dated September 29, 1983).

In preparation for the raise, the Office of the State Comptroller has reviewed employees in NS (grade 600) positions with the Division of the Budget and identified those eligible for the raise. The Office of the State Comptroller will automatically calculate the salary increase for eligible annual-salaried employees and will produce a listing to identify employees receiving the increase and employees whose pay basis codes are HRY or DLY.

Tentative Salary Register

After payrolls are processed for Period 10L (Administration) and Period 11L (Institution) OSC will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed bi-weekly gross payments 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. Hourly and Daily Employees

PR-75's must be submitted to increase the rate for all eligible 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 4.76% 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.

2. Corrections for employees in NS (grade 600) positions.

If OSC has increased the salary incorrectly for one of these employees or has not increased the salary for an eligible employee you must submit a PR-75 to correct the salary. Use transaction code COR FY SAL.

In preparing your payroll for the raise period

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.
- 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 on 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 MANAGEMENT/CONFIDENTIAL
 NEGOTIATING UNITS 06, 46, 47 & 66
 EFFECTIVE SEPTEMBER 1, 1983

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>
603	9885	12139
604	10340	12707
605	10984	13343
606	11466	14045
607	12150	14826
608	12839	15609
609	13593	16459
610	14347	17393
611	15240	18380
612	16064	19362
613	17023	20459
614	18056	21604
615	19084	22791
616	20182	24027
617	21349	25372
618	22174	26298
619	23386	27686
620	24599	29094
621	25946	30616
622	27362	32246
623	28785	34348
661	31104	37542
662	34537	41679
663	38376	46287
664	42488	51165
665	47221	56920
666	52326	62781
667	57718	68172
668	48602+	

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