



Office of the State Comptroller

PAYROLL BULLETIN

Subject September 1, 1983 Salary Increase for employees in the Administrative Services, Operational Services and Institutional Services Negotiating Units	Bulletin No. P-364
	Date September 1, 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 September 1, 1983 for these employees.

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

The salary increase is applied as follows:

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, 1983 salary chart (attached to Bulletin P-353, dated March 29, 1983), the salary will be increased to the hiring rate, performance advance rate 1, 2 or 3 or the job rate on the attached September 1, 1983 salary schedule.

For employees whose annual salary is not equal to any step on the April 1, 1983 salary schedule, the salary will be increased by 4.76% rounded to the next whole dollar amount.

Payment of Salary Increase

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

Tentative Salary Register

After payrolls are processed for Period 10L (Administration) and 11L (Institution), OSC will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly 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. Employees in N.S. (grade 600) positions which are equated to grades whose salary, as a result of the 4.76% 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 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.

In preparing your payroll for Period 11L Administration and 12L Institution:

- 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 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 SEPTEMBER 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	8981	9402	9823	10244	10665	421
2	9343	9784	10225	10666	11107	441
3	9824	10285	10746	11207	11668	461
4	10279	10766	11253	11740	12227	487
5	10786	11298	11810	12322	12834	512
6	11400	11931	12462	12993	13524	531
7	12049	12607	13165	13723	14281	558
8	12739	13317	13895	14473	15051	578
9	13466	14071	14676	15281	15886	605
10	14253	14888	15523	16158	16793	635
11	15095	15762	16429	17096	17763	667
12	15966	16657	17348	18039	18730	691
13	16924	17645	18366	19087	19808	721
14	17913	18667	19421	20175	20929	754
15	18960	19742	20524	21306	22088	782
16	20037	20857	21677	22497	23317	820
17	21188	22053	22918	23783	24648	865
18	22421	23326	24231	25136	26041	905
19	23638	24587	25536	26485	27434	949
20	24883	25870	26857	27844	28831	987
21	26228	27261	28294	29327	30360	1033
22	27648	28729	29810	30891	31972	1081
23	29136	30263	31390	32517	33644	1127
24	30719	31885	33051	34217	35383	1166
25	32425	33644	34863	36082	37301	1219

