



Office of the State Comptroller **PAYROLL BULLETIN**

Subject October 1, 1983 Salary Increase for Employees of the Security Services and Security Supervisors Negotiating Units	Bulletin No. P-365
	Date September 12, 1983

Chapter 465 of the Laws of 1982 which implements the agreements between the State and Council 82 representing employees in the Security Services (01) and Security Supervisors (61) Negotiating Units provides for a salary increase and a new Salary Schedule for these employees.

The Council 82 agreements provide for an increase of 3.77% 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 October 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 the job rate of the salary grade of their position on the April 1, 1983 salary chart (attached to Bulletin P-354, dated March 29, 1983), the salary will be increased to the hiring rate, performance advance rate 1, 2 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 3.77% rounded to the next whole dollar amount.

NOTE: Employees in Correction Officer Trainee positions will not receive this increase, but will continue to receive the salaries authorized by the Division of the Budget effective August 4, 1983.

Payment of Salary Increase

The salary increase is payable from the first day of Institution Period 14 LAG (September 29-October 12, 1983-payroll checks dated October 27, 1983) and Administration Period 14 LAG (October 6-19, 1983-payroll checks dated November 2, 1983).

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 whose pay basis codes are HRY or DLY.

Tentative Salary Register

After payrolls are processed for Period 13 LAG, 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 3.77% 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 3.77% 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 14L:

- 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

September 12, 1983

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01
 AND SECURITY SUPERVISORS NEGOTIATING UNIT 61
 EFFECTIVE OCTOBER 1, 1983

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Performance Advancement Rate 1</u>	<u>Performance Advancement Rate 2</u>	<u>Job Rate</u>	<u>Performance Advancement & Longevity Amount</u>	<u>Longevity Maximum Rate</u>
101	9217	9787	10357	10927	570	12067
102	9580	10181	10782	11383	601	12585
103	10073	10702	11331	11960	629	13218
104	10550	11211	11872	12533	661	13855
105	11074	11769	12464	13159	695	14549
106	11679	12411	13143	13875	732	15339
107	12356	13117	13878	14639	761	16161
108	13065	13856	14647	15438	791	17020
109	13814	14641	15468	16295	827	17949
110	14619	15486	16353	17220	867	18954
111	15492	16396	17300	18204	904	20012
112	16371	17316	18261	19206	945	21096
113	17361	18345	19329	20313	984	22281
114	18376	19407	20438	21469	1031	23531
115	19445	20519	21593	22667	1074	24815
116	20555	21677	22799	23921	1122	26165
117	21732	22913	24094	25275	1181	27637
118	22988	24230	25472	26714	1242	29198
119	24257	25553	26849	28145	1296	30737
120	25517	26873	28229	29585	1356	32297
121	26899	28313	29727	31141	1414	33969
122	28367	29862	31357	32852	1495	35842
123	29890	31431	32972	34513	1541	37595
124	31505	33102	34699	36296	1597	39490
125	33268	34934	36600	38266	1666	41598

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