



Office of the State Comptroller

PAYROLL BULLETIN

Subject New Transaction Code for Reporting Anniversary Date in Grade and Revision to Increment Codes for Employees in the CSEA and PEF Units	Bulletin No. P-369
	Date November 7, 1983

Effective immediately, a new transaction code-ANNIV DATE-is being added for reporting anniversary date in grade. The anniversary date will then print on your payroll register for all employees for whom it is reported.

The anniversary date in grade should be reported for all employees in the administrative (02), operational (03), institutional (04) and professional, scientific and technical (05) services units as follows:

1. Anniversary date in grade should be reported for all graded employees and all N.S. (grade 600) employees who are equated to grades and eligible for performance advances. ANNIV DATE is required as an Additional Transaction Code even if the date is the same as the Transaction Effective Date. Once reported, the date will remain in the employee's record until changed.
2. The anniversary date in grade should be reported upon initial appointment, whenever a change in grade is reported, and when the date changes as a result of a break-in-service (leave without pay or separation for less than one year).
3. The anniversary date in grade is the date from which the employee's credit in grade is computed (but no earlier than April 1, 1979).

Examples of anniversary date in grade

A grade 18 employee with an anniversary date of 4/1/79 who is promoted to grade 22 on 8/11/83 would have the anniversary date changed to 8/11/83.

A grade 11 employee, paid on the Institution cycle, has an anniversary date of 6/12/80. The employee is placed on leave without pay from 8/1-9/8/83 (a service credit loss of two payroll periods). The anniversary date is revised to 7/10/80.

A grade 5 employee, paid on the Administrative cycle, with an anniversary date of 4/1/80 serves in a grade 9 position for the period 6/2-10/19/83; effective 10/20/83 the employee is reinstated to the grade 5 position. Upon reinstatement, the grade 5 anniversary date is reported as 4/1/80.

A grade 23 employee, paid on the Institution cycle, with an anniversary date of 2/5/81 is demoted to grade 20 for the period 7/21-9/28/83 (five payroll periods). On reinstatement to grade 23 on 9/29/83, the former grade 23 anniversary date is revised to 4/16/81.

Under the Special Plan for Institution Teachers in the PS&T unit, all employees are evaluated on fixed evaluation dates and employees with 100 or more work days of service in regular pay status are eligible for performance advances. For these employees, the anniversary date reported should be date of appointment or the first day of the evaluation period during which an employee is expected to accumulate 100 work days of service, whichever is later.

Reporting requirements for the new transaction code are as follows:

Group 3
Class B

Complete blocks #01 through #06 and the following:

#07 Transaction Code - enter ANNIV DATE. If this block is filled use the first available Addt'l Trans Code Block.
49 Date - enter the employee's effective date of appointment or promotion in grade.

NOTE - The ANNIV DATE code may be reported as an additional transaction code with an appointment type or change in salary transaction. Remember that the anniversary date must be entered in the corresponding miscellaneous block even if it is the same as the effective date (reported in block 12) for an appointment type or change in salary transaction.

IMPORTANT - If a conflict occurs in the use of the Miscellaneous Blocks, enter ANNIV DATE and the date in the Remarks block. Use the miscellaneous blocks to report the other transaction. The anniversary date will be entered in the payroll file, but will not appear on your payroll register until the following payroll period.

Change to the Payroll Register

The anniversary date submitted on the PR-75 will print on the payroll register under the column and on the line currently provided for the CHECK SORT CODE.

Change in Increment Codes

Along with the addition of the anniversary date in grade, we are revising the increment codes. The new increment codes for employees in NU 02, 03, 04 and 05 will be

Code 01 Salary below job rate

Code XX

(year) The year during which the employee will first be at the job rate for the full fiscal year (but no earlier than 1978).

For example

an employee who reaches the job rate as a result of a performance advance effective November 3, 1983 would be coded 84, since 1984-85 is the first fiscal year during which the employee will be at the job rate.

For example

an employee, who was at the maximum of grade 5 on April 1, 1978 who served in a temporary grade 9 position, who is being reinstated to a grade 5 in January, 1984, would be coded 78 in the new position, since that is the year the employee reached the maximum in grade 5.

Effective immediately you should begin reporting the anniversary date in grade on all PR-75's reporting appointments, status changes and performance advances. The Bureau of Payroll Audit has begun adding the anniversary date to these PR-75's and some dates already appear on your payroll register. We have also been using the new increment codes for employees in the CSEA units, and you should report them on PR-75's. Do not begin reporting the new increment codes for employees in the PS&T unit, however. You will be notified when you are to begin using them.

Please do not submit PR-75's reporting the anniversary date for all of your employees. The Bureau of Payroll Audit is currently reviewing the records of all CSEA employees at the job rate to identify those eligible for the 1983 Longevity Lump Sum Payment and will be entering the anniversary date in grade for these employees automatically. You will receive a separate Bulletin explaining this process.

In the future, we will also be reviewing the records of all PS&T employees at the job rate to identify those eligible for the 1984 Longevity Lump Sum Payment, and will also code these employees.

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