



Office of the State Comptroller  
**PAYROLL BULLETIN**

<b>Subject</b> April 1, 1984 Salary Increase for employees in the Administrative Services, Operational Services and Institutional Services Negotiating Units	<b>Bulletin No.</b> p-383
	<b>Date</b> February 28, 1984

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, 1984 for these employees.

April 1, 1984 Salary Increase

The salary increase is 5% of the April 1 salary. The new April 1, 1984 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 continue at 15% of the daily rate of pay on April 1, 1984.

Payment of Salary Increase

The salary increase is 5% of the April 1, 1984 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 September 1, 1983 salary chart (attached to Bulletin P-364, dated September 1, 1983), 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, 1984 salary schedule.

For employees whose annual salary is not equal to any step on the September 1, 1983 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 29 to April 11, 1984 for Institution agencies-payroll checks dated April 26, 1984 and April 5 to 18, 1984 for Administration agencies-payroll checks dated May 2, 1984).

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 26L, OSC will convert the computer records to reflect the increases. A tentative salary register will be prepared showing computed biweekly gross payments (using the non leap year factor .038356) 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 366 day factor (.038251).

- 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.

Attachments