



Office of the State Comptroller
PAYROLL BULLETIN

Subject	April 1, 1984 Salary Increase for Management/Confidential Employees and Other Employees excluded from Collective Bargaining Units	Bulletin No. P-385
		Date February 28, 1984

Chapter 460 of the Laws of 1982 provides for a salary increase and new salary schedule for management/confidential employees and other employees excluded from collective bargaining units effective April 1, 1984. These increases are 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 a new Salary Schedule which includes a 5% or 8% increase.

Employees in Grades Positions

Effective April 1, 1984, employees in grades 603-617 will receive a salary increase of 5% of their April 1 salary and employees in grade 618-668 will receive a salary increase of 8%. A copy of the April 1, 1984 Salary Schedule is attached.

Employees in NS (Grade 600) Positions

The legislation provides a salary increase of 5% of the April 1 salary for 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. All other employees in NS (grade 600) positions will receive a salary increase of 8% of the April 1 salary.

Correction Superintendents paid under Section 19 of the Correction Law (Grade 700)

The legislation provides a new salary schedule on April 1, 1984 as listed below.

Effective April 1, 1984

Hiring Rate	Job Rate
\$53,422	\$69,581

Effective April 1, 1984 all employees will receive a salary increase of 8% of the April 1 salary.

Employees of the State Police whose salaries are provided for in Section 215.1 (a) of the Executive Law (NU 18)

Effective April 1, 1984 all employees will receive a salary increase of 8% of the April 1 salary.

SPECIAL PROVISIONS AFFECTING THE SALARY INCREASE

1. Withholding of the Salary Increase by the Director of the Budget

The legislation provides for the withholding of any increase or partial increase when the Director of the Budget determines that the increase is not warranted or is not appropriate. You will receive a Budget Bulletin with instructions concerning this provision.

2. Identification of Employees in Positions Equated to or Considered Equal to Grade 617 or Below

In preparation for the salary increase, the OSC identified all employees in NS (grade 600) positions which are equated to grade 617 or below on a Budget certificate. The Division of the Budget is reviewing all non-equated positions and will inform OSC of their determination and the appropriate raise will be given automatically.

3. Employees in Trainee Positions

Employees in trainee positions will receive the salary increase based upon the grade of the position for which they are training. The only management/confidential trainee title which results in appointment to a position in a salary grade less than grade 617 is the Junior Administrative Assistant trainee. Employees in this title will receive the 5% salary increase. All other management/confidential trainees are in programs for appointment to positions allocated to grade 618 or higher. Employees in these positions will receive the 8% salary increase.

Payment of the April 1, 1984 Salary Increase

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 grade 600 employees receiving the 5% or 8% increase and employees whose pay basis codes are HRY or DLY.

The salary increase will be applied as follows:

Class of Employees

1. Employees in graded positions.

OSC will apply the salary increase of 5% for grades 603-617 and 8% for grades 618-668.

These employees will not appear on the Exception Listing.

2. Employees in NS (Grade 600) Positions.

OSC will apply the salary increase of 5% for employees in NS positions equated to grade 603-617 on the Budget Certificate, or determined to be equal to grade 617 or below by the Director of the Budget and trainee positions when the attained salary grade would be equal to or less than 617.

OSC will apply the salary increase of 8% for all other employees.

These employees will be printed on the listing with a message identifying whether the increase was computed at 5% or 8%.

3. 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.

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 who are not to receive the full increase.

The Legislation provides for the withholding of any increase or partial increase when the Director of the Budget determines that the increase is not warranted or is not appropriate. If OSC has increased the salary automatically for one of these employees, the agency must submit a PR-75 to reduce it to the salary approved by the Director of the Budget. 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 8% 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.

If you believe that an employee should receive the 5% raise instead, contact your Budget Examiner. You must have prior approval from Budget before the 5% raise can be processed.

3. Correction Superintendents in Grade 700 positions.

Correction Superintendents in grade 700 positions will not be increased automatically. PR-75's must be submitted. Use transaction code COR FY SAL.

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.
- 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