



Office of the State Comptroller
PAYROLL BULLETIN

Subject	Payment of Performance Advances to employees in the Professional, Scientific and Technical Services Unit for ratings due on and after April 1, 1984.	Bulletin No.
		P-394
		Date
		June 7, 1984

The State and the Public Employees Federation, which represents employees in positions in the Professional, Scientific and Technical Services unit (05) have agreed to revision of the Employee Performance Evaluation Program to provide payment of performance advances on an annual basis. This new system applies for all evaluations which are due on or after April 1, 1984. (Although the original Memorandum of Understanding provided for the revised system to become effective for evaluation periods ending on and after March 19, 1983, this was later changed by GOER and PEF).

The Division of the Budget has waived the rules of the former program until such time as those rules are revised to reflect the new system. It will no longer be necessary for agencies to obtain prior Division of the Budget approval in order to pay annual performance advances. Budget approval (if not already issued) is still required prior to paying advances to those employees whose rating date fell before April 1, 1984 and actual payment (either variable or fixed) occurs thereafter.

The general rules for eligibility for performance advances have not changed. The system applies to all non-seasonal employees paid on an annual-salaried basis in graded positions (except grade 38) and in NS (grade 600) positions which are equated to grades who are below the job rate for their grade. Part-time employees in these positions are covered by the program. The amount of the performance advance is the amount shown (one-third of the range between the hiring and job rates) on the attached Salary Schedule for the grade of an employee's position or the difference between the employee's salary and the job rate, if less, since an employee may not exceed the job rate by application of a performance advance.

Under the new rules, employees (except Institution Teachers) are evaluated on the anniversary date following the completion of each year of service in grade and, if rated at least "Effective", they are eligible for a performance advance payable from the first day of the payroll period commencing twelve weeks following completion of the year of service. In converting to the annual payment system, any performance advance amount that was paid to an employee at six months under the former "fixed" or "variable" systems is deducted from the first advance that is due in the new system.

Special Plan for Institution Teachers

All ten-month teachers and other employees in positions covered by Section 136 of the Civil Service Law have a fixed evaluation period of September 1 to June 30 or, for these employees who have an obligation that commences on a date other than September 1, ten months beginning on the first day of their work year. Employees with 180 work days of service in regular pay status during the evaluation period will receive a performance advance from the attached Salary Schedule payable from the first day of the following work year.

In determining when an employee will become eligible for a performance advance, the following rules apply.

- a. Service in positions allocated to the same grade or in NS (grade 600) positions equated to the same grade counts as service in a grade.
- b. Service in a higher grade or in an NS position equated to a higher grade or, for an employee who does not complete the traineeship, in a Trainee position from which the employee will upon completion of the Traineeship advance to a position in the same grade or a higher grade counts as service in a grade.
- c. Service in graded positions or NS positions equated to grades in the three CSEA units, the security services and security supervisors units, the professional, scientific and technical unit, and in management/confidential positions counts as service upon movement into a professional, scientific and technical services position.

Although service rendered in other units counts, an employee must have completed one year of service since the last evaluation date which resulted in payment of a performance advance before becoming eligible for receipt of a PS&T performance advance.

- * d. With the exception of military leave without pay, an employee's anniversary date is extended by one payroll period for each complete payroll period during which an employee is on leave without pay (including lost time) or leave with less than full pay. Payroll periods during which an employee performs some services do not affect the anniversary date.
- e. Part-time employees are eligible to receive a performance advance under the same rules as full-time employees.

*This does not apply for employees covered under the Institution Teachers plan.

- f. Employees who have been appointed or promoted to a higher grade position who are not yet eligible for a performance advance in the higher grade are entitled to a reconstructed promotion salary effective on the date that the employee would have received an increment or performance advance in the lower grade. In reconstructing the employee's salary, the employee is presumed to be satisfactory and will receive an increment or performance advance in the lower grade, or the difference between the employee's salary in the lower grade and the job rate, if less.
- g. Employees who have a change in grade resulting from reallocation of their positions receive credit for service in the lower grade toward eligibility for performance advances in the higher grade.

Payment of Performance Advances

PR-75's must be submitted to pay the performance advances and may be submitted commencing with Administration payroll period #7 Lag June 28-July 11, 1984 and Institution payroll period #8 Lag July 5-18, 1984 and should be reported using the following transaction codes.

1. To report a performance advance due in the current grade.

Transaction Code: PERF ADV

Group 3
Class E

Complete blocks 01 through 06 and the following

#07 Transaction Code	-enter PERF ADV
12 Transaction Effective Date	-enter beginning date of the payroll period in which the performance advance is effective.
22 Salary Rate	
23 Gross (Add)	
24 Normal (Deduct)	
27 Increment Code	

2. To report an adjustment in current salary as a result of a performance advance in a previous grade.

Transaction Code: COR SAL

Enter the amount of performance advance in the Remarks Block and explain the recomputation of salary.

3. To report a "Below Effective" rating.

Transaction Code: UNSAT PERF

Group 3

Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code

12 Transaction Effective Date -enter the date at which the employee would have become eligible for a performance advance

22 Salary Rate

23 Gross (Add) -if applicable

27 Increment Code -if applicable

Should you require assistance in determining correct salary entitlement contact the Salary Determination Unit on 474-1248 or 474-3564.

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 PERFORMANCE ADVANCES FOR EMPLOYEES IN THE
 PROFESSIONAL, SCIENTIFIC AND TECHNICAL UNIT (05)
 EFFECTIVE APRIL 1, 1984

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advance Amount</u>
1	\$9588	\$11801	738
2	9969	12270	767
3	10478	12868	797
4	10968	13466	833
5	11508	14113	869
6	12149	14845	899
7	12855	15652	933
8	13586	16479	965
9	14368	17361	998
10	15207	18335	1043
11	16103	19371	1090
12	17032	20402	1124
13	18048	21552	1168
14	19110	22886	1259
15	20216	24126	1304
16	21373	25428	1352
17	22599	26853	1418
18	23903	28334	1477
19	25220	29821	1534
20	26535	31315	1594
21	27965	32943	1660
22	29491	34660	1723
23	31074	36440	1789
24	32753	38302	1850
25	34582	40349	1923
26	36427	42408	1994
27	38423	44716	2098
28	40469	46979	2170
29	42612	49344	2244
30	44862	51810	2316
31	47277	54449	2391
32	49814	57181	2456
33	52547	60106	2520
34	55370	63144	2592
35	58262	66234	2658
36	61213	69412	2733
37	64448	72839	2797