



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject	September 1, 1984 Salary Increase for certain Management/Confidential Employees and Other Employees excluded from Collective Bargaining Units	Bulletin No. P-400
		Date August 21, 1984

Chapter 460 of the Laws of 1982 provides for a salary increase and new salary schedule for certain management/confidential employees and other employees excluded from collective bargaining units effective September 1, 1984. This increase is 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 for an increase of 4.76% over the April 1, 1984 Salary Schedule for grades 603 to 617, which is the amount necessary to bring the total percentage increase within the fiscal year to 10% for these grades. A copy of the September 1, 1984 Salary Schedule is attached.

The salary increase is 4.76% of the employee's April 1 salary rounded to the next whole dollar for the following employees:

1. Employees in grades 603 to 617.
2. 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.
3. Employees in Junior Administrative trainee positions (grade 800).

Payment of the September 1, 1984 Salary Increase

The salary increase is payable from the first day of Institution Period 12 Lag (August 30-September 12, 1984 - payroll checks dated September 27, 1984) and Administration Period 12 Lag (September 6-19, 1984 - payroll checks dated October 3, 1984).

In preparation for the raise, the Office of the State Comptroller has reviewed employees in NS (grade 600) positions with the Division of the Budget and identified those eligible for the raise. 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 receiving the increase and employees whose pay basis codes are HRY or DLY.

### Tentative Salary Register

After payrolls are processed for Period 11L 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. Hourly and Daily Employees.

PR-75's must be submitted to increase the rate for all eligible 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 4.76% 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.

2. Corrections for employees in NS (Grade 600) and Trainee (Grade 800) positions.

If OSC has increased the salary incorrectly for one of these employees or has not increased the salary for an eligible employee you must submit a PR-75 to correct the salary. Use transaction code COR FY SAL.

In preparing your payroll for the raise period

- 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 on 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.