



Office of the State Comptroller

PAYROLL BULLETIN

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| Subject September 1, 1984 Salary Increase for employees in the Administration Services, Operational Services and Institutional Services Negotiating Units | Bulletin No. P-401 |
| | Date August 21, 1984 |

Chapter 220 of the Laws of 1982, which implements the agreements between the State and the Civil Service Employees 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 September 1, 1984 for these employees.

The agreement provides for an increase of 4.76% over the April 1, 1984 salary schedule, which is the amount necessary to bring the total percentage increase within the fiscal year to 10%. A copy of the September 1, 1984 Salary Schedule is attached.

The salary increase is applied as follows:

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 April 1, 1984 salary chart (attached to Bulletin P-383, dated February 28, 1984), the salary will be increased to the hiring rate, performance advance rate 1, 2 or 3 or the job rate on the attached September 1, 1984 salary schedule.

For employees whose annual salary is not equal to any step on the April 1, 1984 salary schedule and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by 4.76% rounded to the next whole dollar amount.

Payment of Salary Increase

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

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. Employees in N.S. (grade 600) and Trainee (grade 800) positions which are equated to grades whose salary, as a result of the 4.76% 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 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.

In preparing your payroll for Period 12L:

- 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