



Office of the State Comptroller

PAYROLL BULLETIN

Subject 1984-85 Performance Awards for Employees Covered by the Budget Director's Rules and Regulations for Management/Confidential Employees	Bulletin No. P-416 Date January 2, 1985
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The Governor's Office of Employee Relations has completed processing 1984-85 Management/Confidential Performance Awards for some agencies.

Eligibility Requirements

Employees, other than employees in the exempt class, in annual-salaried positions allocated to a salary grade or in N.S. (grade 600) positions which are equated to a salary grade who are subject to the management/confidential evaluation system are eligible for a performance award if they

- a. have 100 days of service in the six month period between April 1, 1984 thru September 30, 1984
- b. are receiving a salary equal to 98% or more of the job rate prior to April 1, 1984 (prior to the payment of any performance advance due on April 1)
- c. were still in the same grade or a lower grade on the date of their first evaluation after April 1, 1984 and
- d. receive a numerical rating of 7, 8 or 9 for the rating period.

The actual amount of the performance award is based on the employee's numerical summary rating and the average of the numerical summary rating for all other eligible employees receiving a rating of 7, 8 or 9 for the quarter, and is determined by the Task Force on Performance Evaluation using information supplied by each agency.

All employees receiving a salary prior to April 1, 1984 (before payment of the April salary increase) equal to or greater than the salary shown below for their grade are eligible for performance awards.

Grade 603 \$11,897	Grade 617 \$24,865
604 12,453	618 25,773
605 13,077	619 27,133
606 13,765	620 28,513
607 14,530	621 30,004
608 15,297	622 31,602
609 16,130	623 33,662
610 17,046	661 36,792
611 18,013	662 40,846
612 18,975	663 45,362
613 20,050	664 50,142
614 21,172	665 55,782
615 22,336	666 61,526
616 23,547	667 66,809

Performance awards are based on the evaluation received on the July 1 and October 1 quarterly dates.

Payment of Performance Awards

Agencies which have completed their evaluations and have received the payment amounts from the Task Force on Performance Evaluation may submit PR-75's with the payment information using transaction code PERF AWARD. The payment will be included in the employee's regular paycheck for the period. The amount reported for the award in the Misc Block should be included in the Gross (Add) in the period in which the PR-75 is processed. Use the following block requirements for reporting PERF AWARD.

Transaction Code: PERF AWARD

Group 3
Class B

Block Requirements: Complete blocks 01 through 06 and

#07 Transaction Code - enter PERF AWARD
49 Misc Block A - enter the amount
of the performance
award

If other transactions are reported for the individual during this payroll period, PERF AWARD may be used in an additional transaction code block. If there are conflicts in using the miscellaneous blocks, the performance award data may be reported in the Remarks block. (Remember to use SPECIAL as an additional transaction code.)

Withholding Taxes

Withholding taxes will be calculated automatically on an annualized basis for this payment. (No fixed taxes will be accepted in this period and employees will be taxed at their normal exemptions.)

Since the taxes for this payment are being automatically adjusted, agencies should not accept W-4 forms from employees changing exemptions for this payment only.

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.