



Office of the State Comptroller  
**PAYROLL BULLETIN**

Subject  April 1, 1985 Performances Advances for Employees of the Security Services and Security Supervisors Negotiating Unit	Bulletin No.  P-426
	Date  April 5, 1985

Although an agreement between the State and Council 82 is not yet in place for April 1, 1985, the Governor's Office of Employee Relations has authorized continuation of the present system to permit payment of Performance Advances to employees who, on April 1, occupy positions in the Security Services (01) & Security Supervisors (61) negotiating units.

Performance advances for employees in these units will be paid to employees who are in graded positions on April 1, 1985 and whose basic annual salary is below the job rate for their grade, who have the equivalent of 10 full biweekly pay periods of service (100 full work days) in their grade or a higher grade between April 1, 1984 and March 31, 1985, and who receive a final performance rating of "Outstanding, Excellent, Good or Needs Improvement". However, since an employee may have a performance advance withheld only once in the grade as a result of an "Unsatisfactory" rating, an employee receiving a second "Unsatisfactory" rating should also receive a performance advance.

Employees who were appointed or promoted to a higher grade prior to April 1, 1985 who do not have sufficient service to qualify for a performance advance in the higher grade are entitled to a reconstructed promotion salary on April 1 reflecting the performance advance that would have been received in the lower grade.

Any longevity being paid to employees is subtracted from annual salary before determining eligibility for a performance advance. The amount of the performance advance is the amount shown on the October 1, 1984 Salary Schedule (Bulletin P-404 dated September 17, 1984) for the grade of the employee's position or the difference between the employee's basic annual salary and the job rate, if less, since an employee may not exceed the job rate for his/her position by application of a performance advance.

A PR-75 must be submitted to the Bureau of Payroll Audit for employees who receive an "Unsatisfactory" performance rating.

Longevity Payments

Employees in the Security and Security Supervisors Unit are entitled to longevity payment upon the completion of ten years of continuous service in titles in the Security and Security Supervisors Units and to a second longevity payment upon the completion of 15 years of service. The amount of the payment is the amount shown on the salary schedule for the grade of the position the employee is in at the time the employee completes the required 10 or 15 years of service, but the employee's salary may not exceed the longevity maximum of the grade.

Continuous service as used in determining eligibility for the longevity payments is actual paid service or time on Workers' Compensation leave or military leave. An employee who goes on leave and returns or who separates from service and is reinstated within a year or from a preferred list or by Commission action receives credit for prior service.

Longevity payments in both units are paid from the first day of the payroll period which begins after the date the employee completes the required service.

#### Pre-Shift Briefing Pay & Premium Overtime

Pre-shift briefing pay will continue at the rate of \$36.00 biweekly and premium overtime paid to certain employees in the Security unit will remain at 11% of basic annual salary.

#### Increment Codes for Performance Advances and Longevity Payments

Increment codes for Security Unit employees are two digit codes. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any. Employees at the job rate receiving two longevity payments are code 99.

Salary registers currently contain the increment codes which are described below:

- 1 (+ Year) Employees who are below the job rate for this grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.

For example, code 16 would mean that a performance advance is due in April and a longevity payment is due in the 1986-87 fiscal year.

- 3 (+ Year) Employees who are below the job rate for this grade and are not entitled to a performance advance (due to lack of service) or employees whose salary is at the job rate. Longevity payment is due in the year indicated.

For example, code 37 would mean that no performance advance is due in April and longevity payment is due in the 1987-88 fiscal year.

- 4 (+ Year) Employees who are receiving longevity pay whose base (with FIS salary) salary is below the job rate of current position, and salary) who are entitled to performance advances on the base salary and longevity pay in the year designated by the second digit.

Employees promoted during 1984-85 who have insufficient service to qualify for a performance advance in the higher grade, but who are entitled to a reconstructed promotion salary and to longevity pay in the year designated by the second digit.

- 40 (with FIS salary) Employees whose base salary is below the job rate of this current position who are entitled to performance advance(s), but who have received all longevity payments due.

Employees promoted during 1984-85 who have insufficient service to qualify for a performance advance in the higher grade but who are entitled to a reconstructed promotion salary, and who have received all longevity payments due.

NOTE: Increment code 6 designates employees who are receiving the salary of a higher grade due to abolishment of their previous positions prior to October 1972.

- 6 (+ Year) Employees whose base salary is at or above the job rate of the abolished position and who are entitled to longevity pay in the year designated by the second digit.
- 69 Employees whose base salary is at or above the job rate of the abolished position and who are receiving all longevity payments due.
- 99 Employees whose salary reflects all performance advances and longevity payments due to them.

The Office of the State Comptroller will automatically apply the performance advance, if due. The advances are payable from the first day of Payroll Period 1LAG (March 28-April 10, 1985 for Institution agencies - payroll checks dated April 24, 1985 and April 4-17, 1985 - payroll checks dated May 1, 1985 for Administrative agencies).

Each agency will also be sent a list of employees who will complete 10 or 15 years of service during 1985-86 and become eligible for a longevity payment.

The Office of the State Comptroller will automatically apply the performance advance wherever possible and will produce a listing to identify employees as follows:

1. Employees who are receiving performance advances.
2. Employees whose increment code is missing.

The OSC will not apply any performance advance. These employees will be printed on the Exception Listing with the message PAR CD missing.

### Tentative Salary Register

After payrolls are processed for Period 26 LAG, OSC will convert the computer records to reflect the performance advances. 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 employees.

1. Eligible employees for whom the performance advance has not been automatically applied. Use transaction code COR FY SAL.
2. Employees receiving Unsatisfactory Performance ratings. Use transaction code UNSAT PERF.

In preparing your payroll for Period 1, remember the following requirements:

1. Prepare all PR-75 forms usually submitted for a normal period, to report all payroll changes to take effect during the first period. The increment codes reported should be the projected increment code for 1986.
2. Submit PR-75 forms for all corrections to the tentative register and for items on the exception listing described above.
3. Submit PR-75 forms for employees with unsatisfactory performance ratings.
4. The normal (deduct) figure on PR-75 forms should be the amount shown on the tentative payroll listing.
5. The normal amount of Previous Payroll on the PR-76 for Period 1 should be the amount shown on the tentative payroll listing.

### Update of Increment Codes

The salary register for Period 1 will reflect the updated increment codes for next year for all active employees as defined below.

For employees with increment code 10-19 on the tentative payroll whose increased salary is:

- a. below the job rate, the increment code will remain the same.
- b. equal to the job rate, the first position of the increment code will be updated to 3 and the second position will remain the same.

For employees with increment code 30-39 on the tentative payroll whose increased salary is:

- a. below the job rate, the first position of the increment code will be updated to 1 and the second position will remain the same.
- b. equal to the job rate, the code will remain the same.

For employees with increment code 40-49 with FIS salary:

The increment code will remain the same, the FIS salary will be removed.

For employees with increment code 60-69, 99:

The increment code will remain the same.

If a PR-75 is submitted in Period 1 and the increment code is a block requirement, the increment code on the PR-75 will be reflected on the Period 1L salary 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.