



Office of the State Comptroller
PAYROLL BULLETIN

Subject	1985 Salary Increase and Changes in Location Pay and Calculation of Promotion Salary for Employees in the Administrative (02) Operational (03) and Institutional (04) Services Negotiating Units	Bulletin No.
		P-436
		Date
		July 14, 1985

Legislation has been passed which implements the agreements between the State and the Civil Service Employee Association representing employees in the Administrative (02), Operational (03) and Institutional (04) services negotiating units and provides for a new 1985 salary schedule and a salary increase for these employees. There is a change in eligibility for location pay in Monroe County, an increase in location pay for the downstate areas and a change in the calculation of promotion salaries for employees who are incumbents of positions on March 31, 1985.

June 1985 Salary Increase

The salary increase is 5% of the June 6 salary for employees on the Institution payroll cycle and June 13 salary for employees on the Administrative cycle for incumbents of positions on March 31, 1985. The new 1985 Salary Schedule has six steps (instead of the previous five) with a hiring rate unchanged from the September 1984 schedule, four intermediary steps and the job rate. An increment amount is provided for advancement within salary grade. The increment advances will continue to be paid annually following an employee's anniversary date in his or her salary grade, based on rules and regulations of the Director of the Budget as explained in Bulletin P-325, dated August 27, 1982.

Location Pay Changes

Monroe County

Location pay is eliminated for employees in Monroe County, except that employees who were incumbents of positions on March 31, 1985 and receiving the \$200 Monroe County location pay on that date will continue to receive the \$200 as long as they remain continuously eligible.

Location pay for employees who are currently receiving it, but who were not receiving it on March 31, 1985, will be cancelled effective the first day of Administration Period 8L and Institution Period 9L

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of location pay in these areas has been increased to \$203 annually (\$7.78 biweekly) for the fiscal year commencing April 1, 1985. Location pay is paid to all full-time employees whose principal place of employment or official station is in these areas.

Calculation of Salary Upon Promotion

Employees who occupy positions in any of the negotiating units or designated management/confidential who were entitled to the 1985 raise (based on incumbency eligibility) and who are promoted on or after June 6, 1985 (Institution payrolls) or June 13, 1985 (Administration payrolls) and before April 1, 1986 to a position in the Administrative, Operational or Institutional Services units are entitled to (1) the appropriate percentage increase based on the number of grades promoted or (2) Step 1 on the June 1985 salary schedule, whichever results in the higher promotion salary.

Payment of Salary Increase

The 5% increase is payable to all incumbents of positions on March 31, 1985. An incumbent of a position is an employee who:

- a. Is active and being paid on March 31.
- b. Is on an approved leave with or without pay (including military or Worker's Compensation leave) on March 31.
- c. Is in layoff status on March 31 and is subsequently reinstated from a preferred list.

For employees who are incumbents of positions on March 31, 1985 and 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 the September 1, 1984 salary chart (attached to Bulletin P-401, dated August 21, 1984), the salary will be increased to the revised steps 1, 2, 3 or 4 or the job rate on the attached schedule.

For employees whose annual salary is not equal to any step on the September 1, 1984 salary schedule and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be increased by 5% rounded to the next whole dollar amount.

The salary increase is effective from the first day of Payroll Period 6 and will be paid in Administrative Payroll Period 8-L, checks dated August 7, 1985 and Institution Payroll Period 9-L, checks dated August 15, 1985.

The Office of the State Comptroller will automatically calculate the salary increase and retroactive adjustment for annual-salaried employees wherever possible and will produce a listing to identify employees receiving the increase and employees for whom agency action is necessary.

The salary increase will be applied as follows:

Class of Employees

1. Employees who were active at the end of Administration Period 25L (March 7-20) and Institution Period 26L (March 14-27) and who have not had a change in annual salary, or a change in part-time percentage since Period 5L.
OSC will apply the salary increase and calculate the retroactive adjustment. These employees will be printed on the Exception Listing with no message.

2. Employees who were active at the end of Administration Period 25L and Institution Period 26L and who have had a change in part-time percentage or who went on leave of absence without pay and have returned to active pay status since Period 5L.
OSC will apply the salary increase. The retroactive adjustment must be submitted by PR-75. These employees will be printed on the Exception Listing with the message - STAT CHG - RETRO NOT COMPUTED.
3. Employees who were active at the end of Administration Period 25L and Institution Period 26L and who have had a change in annual salary since Period 5L.
OSC will not apply the salary increase. The agency must calculate the new salary and submit a PR-75. These employees will be printed on the Exception Listing with the message - STATUS CHG - INCR NOT COMPUTED.
4. Employees who are now active, but were not active in Administration Period 25L and Institution Period 26L.
OSC will not apply the salary increase. If the raise is due, the agency must calculate the new salary and submit a PR-75. You will receive a separate Exception Listing of all of your employees who were not active on our files at the end of Administration Period 25L and Institution 26L for your review.
5. Employees now inactive, who may be due an adjustment for the salary increase.
The agency must submit a PR-75 if an adjustment is due. These employees will be printed on the Exception Listing with the message EMPLOYEE INACTIVE.
6. Employees with pay basis code HRY or DLY who were active at the end of Administration 25L and Institution Period 26L and have received payment in Period 6L or later.
OSC will not apply the salary increase. These employees will be printed on the Exception Listing with no message.

Adjustment of Location Pay

1. For agencies located in Monroe County,
 - a. If the employee was on the payroll in Administration Period 25L or Institution Period 26L and receiving the \$200 location pay, OSC will continue payment at the \$200 rate.
 - b. If the employee was not on the payroll in those periods and is currently receiving the \$200 location pay, OSC will cancel the payment. These employees will appear on a separate "Location Pay Adjustment" listing with the message LOC PAY CANCELLED.

These agencies are:

10300	Rochester Correctional Facility
28150	SUC at Brockport
34000	Transportation Region #4
50110	Rochester Psychiatric Center
50743	Rochester Childrens Services
51780	Monroe Developmental Center
51790	Monroe Secure Unit

2. For agencies located elsewhere in the State, OSC will change location pay to \$203 for all employees.
 - a. If the employee was on the payroll in Administration Period 25L or Institution Period 26L and has had no change in status, OSC will calculate the retroactive adjustment of \$.55 for periods 1L through 5L plus the adjustment due from period 6L. These employees will appear on a separate "Location Pay Adjustment" listing with no message.
 - b. All other employees will appear on the exception listing with the message RETRO NOT COMPUTED.

Tentative Salary Register

After payrolls are processed for Period Administration Period 7L and Institution Period 8L, 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. The retroactive adjustment for 2 payroll periods for Administrative agencies and 3 payroll periods for Institutions will be included in the normal gross salary for all employees for whom it can be automatically calculated.

A copy of the tentative salary register, and the Exception Listings 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.

PR-75's must be submitted for the following groups of employees.

1. Employees who appear on the Exception Listing for whom the salary increase and/or retroactive adjustment has not been calculated.
2. Employees who were on leave without pay in Periods 25L or 26L and are now active, and employees who were appointed prior to April 1, but after payroll Periods 25L or 26L. PR-75's must be submitted for the raise and the retroactive adjustment. Please review our listing of employees not active on March 31 very carefully and submit a PR-75 for each person who is actually entitled to the raise.

3. 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 5% rounded to the next whole dollar. Then divide the new annual salary by 2088 or 261 to determine the new hourly or daily rate.

4. Monroe County Agency employees

PR-75's must be submitted to continue the payment of location pay, if it has been cancelled, to employees who are eligible because they were incumbents on March 31, 1985.

5. Monroe County field agencies

PR-75's must be submitted to

- (1) cancel the payment of location pay to field employees who are no longer eligible because they were not incumbents on March 31, 1985.
- (2) to reduce the amount of location pay from \$203 to \$200 for employees who were incumbents on March 31, 1985.

Use the following transaction codes in reporting your changes.

- 1. a. To report an increased salary not computed automatically by OSC.
- b. To report an increased salary and retroactive adjustment for an inactive employee.

Transaction Code: COR FY SAL

Group 3
Class B

Complete blocks 01 through 06 and the following:

- #07 Transaction Code - enter COR FY SAL
- 12 Transaction Effective Date - enter beginning date of Period 6 or the effective date of the last salary change, if later
- 22 Salary Rate
- 23 Gross (Add)
- 24 Normal (Deduct) - as shown on tentative payroll

Remarks Block-provide a full explanation of your determination.

Use ADJ SAL PA as an additional code to report the retroactive adjustment due, including any amount due for location pay.

2. To report a retroactive adjustment only, including any amount due for location pay.

Transaction Code: ADJ SAL PA

3. To cancel location pay.

Transaction Code: AD SAL FAC
Enter 0 in Block 29

4. To reduce location pay on the tentative payroll from \$203 to \$200 and cancel the retroactive adjustment.

Transaction Code: AD SAL FAC
Enter \$200 in Block 29

Use ADJ LOC PA as an additional code to minus the retroactive adjustment computed from Period 1.

5. To report the new salary for hourly and daily employees.

Transaction Code: CHG RATE

6. Retroactive adjustments for overtime, holiday pay, lost time (including adjustments for refunds on AC-230's) may be processed in this period or in a later period.

In preparing your payroll for the period the raise is paid

- a. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "normal gross" on the tentative as the base salary for the period and add or subtract other salary changes to this figure to get your new gross (add). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.), the retroactive adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

- 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.

Special Instructions for Employees who have retired

Employees who have retired and are to receive an adjustment payment for the salary increase should not have retirement normal contributions deducted. For employees who have had contributions deducted, submit an AC-1040 to cancel the waiver code or the 21i additional annuity rate.

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.