



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 Professional, Scientific and Technical Services Negotiating Unit	Bulletin No.	P-444
		Date	July 25, 1985

Legislation has been passed which implements the agreement between the State and the Public Employees Federation representing employees in the Professional, Scientific and Technical services negotiating Unit 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 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 a hiring rate unchanged from the April 1984 schedule and a job rate increased by 5%. An increment amount is provided for advancement within salary grade which is 1/4 of the range for the salary grade. The new amounts are effective for all advances payable on and after June 6. All other provisions of the rules and regulations covering advances remain as explained in Bulletin P-394, dated June 7, 1984. Increment advances for employees effective June 6 or 13 and later may now be submitted.

Location Pay Change in 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 9L and Institution Period 10L.

The amount of location pay in the downstate areas remains at \$200. 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 PS&T Services unit are entitled to (1) the appropriate percentage increase based on the number of grades promoted or (2) the hiring rate on the June 1985 Salary Schedule increased by 5%, whichever results in the higher promotion salary. The increased rates appear as the last column on the attached Salary Schedule.

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.

The salary increase is 5% of the June 6 or June 13 salary, rounded to the next whole dollar amount and will be paid in Administrative Payroll Period 9-L, checks dated August 21, 1985 and Institution Payroll Period 10-L, checks dated August 29, 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 a 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 for agencies in Monroe County

1. 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.
2. 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

Tentative Salary Register

After payrolls are processed for Administration Period 8L and Institution Period 9L, 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 3 payroll periods for Administrative agencies and 4 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 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.

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 employees

PR-75's must be submitted to cancel the payment of location pay to field employees who are no longer eligible because they were not 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.

2. To report a retroactive adjustment only.

Transaction Code: ADJ SAL PA

3. To cancel location pay.

Transaction Code: AD SAL FAC
Enter 0 in Block 29

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

Transaction Code: CHG RATE

5. 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.

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND
 TECHNICAL SERVICES NEGOTIATING UNIT 05
 EFFECTIVE JUNE 6, 1985 INSTITUTION
 JUNE 13, 1985 ADMINISTRATION

<u>Salary Grade</u>	<u>Hiring Rate</u>	<u>Job Rate</u>	<u>Performance Advancement Amount</u>	<u>Hiring Rate for March 31, 1985 Incumbents</u>
01	9588	12392	701	10068
02	9969	12884	729	10468
03	10478	13512	759	11002
04	10968	14140	793	11517
05	11508	14819	828	12084
06	12149	15588	860	12757
07	12855	16435	895	13498
08	13586	17303	930	14266
09	14368	18230	966	15087
10	15207	19252	1012	15968
11	16103	20340	1060	16909
12	17032	21423	1098	17884
13	18048	22630	1146	18951
14	19110	24031	1231	20066
15	20216	25333	1280	21227
16	21373	26700	1332	22442
17	22599	28196	1400	23729
18	23903	29751	1462	25099
19	25220	31313	1524	26481
20	26535	32881	1587	27862
21	27965	34591	1657	29364
22	29491	36393	1726	30966
23	31074	38262	1797	32628
24	32753	40218	1867	34391
25	34582	42367	1947	36312
26	36427	44529	2026	38249
27	38423	46952	2133	40345
28	40469	49328	2215	42493
29	42612	51812	2300	44743
30	44862	54401	2385	47106
31	47277	57172	2474	49641
32	49814	60041	2557	52305
33	52547	63112	2642	55175
34	55370	66302	2733	58139
35	58262	69546	2821	61176
36	61213	72883	2918	64274
37	64448	76481	3009	67671
38	60099			