



Office of the State Comptroller
PAYROLL BULLETIN

Subject Change in Eligibility for the 1985 PS&T Longevity Lump Sum Payment	Bulletin No. P-479
	Date April 15, 1986

Chapter 27 of the Laws of 1986 amends the eligibility requirements for the 1985 \$1000 longevity lump sum payment to employees in the Professional, Scientific and Technical Services unit (NU 05). Under the legislation, employees who received a Performance Advance to bring their salary to the job rate on July 1, 1980, who were active on the payroll for the entire period from April 1 to June 30, 1980, will receive credit for that 3 months. Therefore, employees who reached the job rate on July 1, 1980, who had no break in service between April 1, 1980 and March 31, 1985 are eligible for the 1985 payment.

All other eligibility requirements are described in Bulletin P-424, dated March 15, 1985.

OSC is reviewing the salary records of all currently active PS&T employees who have an increment code of '81' in their record. During the week of April 28, you will receive a tentative listing of employees we have determined to be eligible for the payment. Review the listing carefully, especially for employees who are ineligible because they received "Below Minimum" ratings between January 1 and December 31, 1984 which were never reported to OSC.

Corrections to the preliminary listing should be submitted on the form which is attached to this Bulletin (duplicate this sample if you need additional forms) and must be received in this Office no later than Wednesday, May 7. Agencies must add employees in N.S. positions which are equated to grades (making certain documentation of the equated grade is on file in OSC or submitted with the correction sheet) and employees who have become inactive or had a change in status (promotion, transfer to a position in another negotiating unit or Man/Con group). For employees who have transferred between agencies, payment is processed in the current agency.

For employees who permanently separated prior to January 1, 1986 (Period 19L, December 5-18, 1985 Institution and December 12-25, 1985 Administration) there is no longer a master record in the OSC file. Submit a PR-75 with an APPT REMOVE transaction and add the employee's name to the correction form with a notation that a PR-75 was submitted.

Also, please prepare a PR-76 Transmittal. Enter PS&T Longevity LSP at the top, leave the certification total blank, and sign the agency payroll certification. Submit the transmittal along with your corrections, if any.

The longevity payment will be paid in a separate check dated May 13, 1986. The checks and registers will be distributed the week of May 12. Deductions will be taken for Federal, State and City taxes, social security, retirement normal contributions, garnishees and Deferred Compensation.

Should you require assistance in determining longevity eligibility contact the Salary Determination Unit on 474-1248 or 474-3564.

Attachment

CORRECTIONS TO PEF LONGEVITY LSP

AGENCY _____

ADDITIONAL EMPLOYEES ELIGIBLE FOR LONGEVITY LSP

AGENCY CODE (CC 1-5)	LINE NUMBER (CC 6-10)	EMPLOYEE NAME (CC 11-35)	SOCIAL SECURITY NUMBER (CC 36-44)	INCREMENT CODE * (CC 45-46)

*Enter '80' for eligible employees.

EMPLOYEES INELIGIBLE FOR LONGEVITY LSP

AGENCY CODE (CC 1-5)	LINE NUMBER (CC 6-10)	EMPLOYEE NAME (CC 11-35)	SOCIAL SECURITY NUMBER (CC 36-44)	REASON