



Office of the State Comptroller
PAYROLL BULLETIN

Subject Salary Increases for certain N.S. Employees	Bulletin No. P-550
	Date December 21, 1987

Division of the Budget Bulletin D-1071 (dated December 10, 1987) describes the procedure agencies are to follow to obtain authorization for salary increases equivalent to the reallocation increases already granted to graded employees via implementation of the Job Evaluation system for employees who occupy N.S. (grade 600) annual and non-annual, full or part-time positions. Once approved, salary increases and adjustments for these employees are retroactive to April 9 (Institution-cycle employees) and April 16, 1987 (Administrative-cycle employees).

NOTE: The Division of the Budget approval authorizes salary increases only. Agencies who wish to reclassify a position or change a title to conform to title consolidation in the original Reallocation Plan should contact their Classification and Compensation representative in the Department of Civil Service.

Calculation of salary increases

Annual-salaried employees

Refer to the reallocation list attached to Bulletin P-536 (dated August 3, 1987) or P-543 (dated October 16, 1987) for the new equivalent-grade and follow the salary calculation instructions as also contained in those bulletins. If the employee is entitled to longevity salary, follow the instructions in P-535 or P-536.

Hourly or daily rate employees

Multiply an hourly rate by 2088 or a daily rate by 261 to arrive at an annual salary. Increase the annual salary to the new equivalent-grade rate and reduce to the new hourly or daily rate by dividing by the factor.

Payment of the increase and adjustment

Following Budget approval, agencies may submit their PR-75s for payroll processing in Group 3 using the transaction codes SAL INCR (for annual rates) or CHG RATE (for hourly or daily rates) and ADJ SAL PA. You must submit a copy of the approved Budget Listing with your PR-75s.