



Office of the State Comptroller
PAYROLL BULLETIN

Subject Entry of Increment Codes on Form PR-75	Bulletin No. P-616
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Certain payroll transactions require the entry of an 'Increment Code' in Block 27 of the PR-75 form. This Bulletin describes the general requirements for reporting the code and, by negotiating unit, the current increment codes and their definitions. The accurate and timely processing of future performance advances and longevity increases or lump sum payments depends on these codes. Please be sure that you routinely enter this information on the PR-75 when it is a block requirement.

The increment code block is used for employees who occupy positions assigned to the Security Services and Security Supervisors; Administrative, Institutional and Operational; Professional, Scientific and Technical Services; and Rent Regulation Services units and projects the employee's eligibility for receipt of a performance or increment advance for a particular rating period or for longevity salary increase(s) or longevity lump sum payments.

During the year, the increment code should be reported for all employees in the above units in grades 001-037, 101-125 and grade 600 if equated to a grade for the transactions listed below. The increment code must be reported on the PR-75 even if the increment code is not changing.

- a. All appointment type transactions, including appointments, promotions, demotions, transfers, reinstatements, etc..
- b. All changes in grade and/or salary, including longevity salary.
- c. All performance or increment advances.
- d. All reports of Unsatisfactory Service or when Rescinding an Unsatisfactory Service Rating.

A PR-75 may also be submitted at any time to correct an increment code.

Definitions of increment codes are:

ADMINISTRATIVE, INSTITUTIONAL, OPERATIONAL; PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES; RENT REGULATION SERVICES

- 01 Employees who are below the job rate of their grade and are eligible for performance advances.
- XX (year) Employees who are at or above the job rate of their grade and may be eligible for a longevity salary increase (NU 02, 03, 04) or longevity lump sum payment (NU 05 or 67). The year is the last two digits of the year during which the employee was (or will be) first at the job rate for the full fiscal year, but no earlier than 1976 for PS&T employees, 1977 for CSEA, and 1978 for RRSU.

For example:

An employee who reached the job rate as a result of a performance advance effective November 3, 1987 would be coded 88, since 1988-89 is the first full fiscal year during which the employee was at the job rate.

Special Increment Code Designation for Positions Reallocated to Lower Grades

Chapter 581 of the Laws of 1987 added a new provision to guarantee salary protection rights to employees whose positions were downgraded as a result of the Job Evaluation System reallocations.

- 61 Current salary falls below Job Rate of higher grade.
- 69 Current salary equals or exceeds Job Rate plus \$1500 of higher grade.
- 50-59 The first digit '5' designates employees who have been downward reallocated, whose current salary equals or exceeds the Job Rate of the higher grade and who are entitled to longevity salary. The second digit indicates the April 1 or year in which they began the fiscal year at the maximum/job rate of their former higher grade. For example, increment code 53 designates an employee who attained job rate salary on April 1, 1983 or during the 1982-'83 fiscal year.

SECURITY SERVICES/SUPERVISORS

- 1 (+ Year) Employees whose salary is below the job rate for their grade and entitled to a performance advance in April. Longevity payment is due in the year indicated.
- For example, code 10 would mean that a performance advance is due in April and a longevity payment is due in the 1990-91 fiscal year.
- 2 (+ Year) Employees whose base salary is at or above the job rate of their current position, are receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.

- 3 (+ Year) Employees whose salary is below the job rate for their grade and are not entitled to a performance advance (due to lack of service) or employees whose salary is at the job rate, or the job rate and receiving one longevity payment. Longevity payment (10 or 15-year) is due in the year indicated.
- 4 (+ Year) Employees who are receiving longevity pay whose base salary is below the job rate of their current position, and who are entitled to a performance advance in April and longevity pay in the year indicated.
(with FIS salary)
- 5 (+ Year) Employees who are receiving two longevity payments whose base salary is below the job rate of the current position and who are entitled to a performance advance in April and 20-year longevity pay in the year indicated.
(with FIS salary)

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.

Additionally, there are two miscellaneous codes that indicates when all longevity payments have been processed or a promotion recalculation is due to the employee.

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

OR

Employees whose base salary is at or above the job rate of the current position, and who have received all longevity payments due.

OR

Employees promoted during the fiscal year who have insufficient service to qualify for a performance advance in the higher grade but who are entitled to a reconstructed promotion salary.

(In the above '08' categories, OSC determines the FIS salary.)

- 99 Employees whose salary reflects all performance advances and longevity payments due to them and whose salary equals or exceeds the 20-year longevity step salary of the grade that the employee presently occupies.

Refer to the OSC PAYROLL MANUAL, CHAPTER C, SECTION 5, BLOCK REQUIREMENTS, pages 68-103 (March 1988 revision) to verify if the 'Increment Code' is required for a specific Transaction Code. Questions regarding correct increment codes may be directed to the Salary Determination Section at (518) 474-3564.

