



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1994 Performance Advances, Salary Increase and other changes in salary for Employees in the Professional, Scientific and Technical Services Unit	Bulletin No. P-814
	Date March 28, 1994

Chapter 74 of the Laws of 1993, which implements the Agreement for 1991-1995 between the State and the Public Employees Federation representing employees in the Professional, Scientific and Technical Services (NU 05) negotiating unit provides, effective April 1, 1994, for the following:

Performance Advances
Revised Salary Schedule
4% Salary Increase
Location Pay Increase

The Department of Civil Service, with the approval of the Director of the Budget, has increased the Geographic Area Pay Differential for certain Nursing titles in NYC, Nassau and Suffolk Counties, effective April 1, 1994.

The performance advances and increases will be processed in Period #1L, March 31 - April 13, 1994 (checks dated April 28, 1994) for Institution employees and April 7 - 20, 1994 (checks dated May 4, 1994) for Administration employees.

A. CONTRACT PROVISIONS

April 1, 1994 Performance Advances

Pursuant to the Agreement, an employee whose basic annual salary is below the job rate of his or her current position and who completes one year of service in the position by March 31, 1994, is eligible for receipt of a performance advance on April 1, 1994.

April 1, 1994 Revised Salary Schedule

The revised April 1, 1994 Salary Schedule (attached) was generally constructed by increasing the April 1, 1993 Hiring Rates and Job Rates by 4%.

April 1, 1994 Salary Increase

The legislation provides for a 4% salary increase, rounded to the nearest whole dollar for all employees in graded, NS (grade 600) and Trainee (grade 800) positions.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties - The amount of location pay in these areas has been increased to \$759 annually.

Monroe County - The amount remains unchanged at \$200 annually.

B. Geographic Area Pay Differential

NYC, Nassau and Suffolk Counties - The amount of geographic area pay differential for certain nurse titles in these areas has been increased. The titles and geographic amounts are listed on Civil Service Title and Salary Plan, Advisory Memorandum No. 94-03, March 1994, Page 4.

PAYMENT INSTRUCTIONSPerformance Advances

OSC will automatically apply the performance advance from the April 1, 1993 Salary Schedule attached to Bulletin P-775, dated July 9, 1993 for employees with increment code '01' or the new FIS salary for employees with increment code '04'. A copy of PS&T increment codes and definitions is attached.

Salary Increase

For employees whose annual salary is identical to the Hiring Rate or the Job Rate of the salary grade of their position on the April 1993 salary schedule, the salary will be automatically increased to the corresponding Hiring Rate or Job Rate on the April 1, 1994 Salary Schedule.

Employees with pay basis codes HRY, DLY or BIW will not be automatically increased. PR-75s must be submitted.

Geographic Area Pay Differential

OSC will increase the geographic area pay differential for employees whose 1994 salary is equal to or below the job rate. The geographic differential will not be automatically increased for employees whose salary is greater than the 1994 job rate or whose grade is 600. A PR-75 must be submitted.

Workers' Compensation

For employees who are on any Workers' Compensation Program, performance advances, salary, location pay and geographic area pay differential increases will be reflected on the tentative register for Payroll Period 1L. No agency action is required in Payroll Period 1L unless the salary is incorrect on the tentative.

However, for employees on the Workers' Compensation Leave with Percentage Supplement Program (identified as WC PT SUP on the Information Listing), the agency is required to submit an AC-2753 (Workers' Compensation Supplemental Payment Form) to increase the supplemental payment. The AC-2753 must be submitted in the payroll period in which a supplemental payment will be processed for a "disability" date beyond March 30, 1994 for Institution and April 6, 1994 for Administration. Refer to Bulletin P-782 (Page 4) for the processing of supplemental payment change transactions.

Tentative Salary Register and PS&T Information Listing

After payrolls are processed for Institution Period #26L and Administration Period #27L, OSC will convert the computer records to reflect the automatic performance advances, salary, location and geographic area pay differential increases.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Period #1L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a salary change is submitted by the agency. Therefore, the listing should be carefully examined and any corrections made by submission of a PR-75.

A "PS&T NU 05 Information Listing" will be prepared showing the performance advance and/or 4% salary, location pay and geographic area pay differential increases. Employees with pay basis codes HRY, DLY or BIW will be identified on this listing.

Employees who are on Workers' Compensation will also be identified on the listing according to the Workers' Compensation Program.

The tentative salary register and Information Listing will be sent to you along with your regular salary register for Institution Period #26L and Administration #27L.

PR-75 Preparation

In preparing your payroll for Period #1L:

1. Employees who are on the PS&T Information Listing with increment code '05' will automatically receive the 4% salary increase. If the employee, prior to commencement of Sick Leave with 1/2 Pay, fulfilled the service requirement to receive a performance advance, prepare a PR-75 form to process the increment.
2. To calculate the increased salary for an hourly or daily employee, first multiply the hourly rate by 2088 or the daily rate by 261 to determine the annual salary. Increase the annual by 4% rounded to the nearest whole dollar. Then divide the new annual by 2088 or 261 to determine the new hourly or daily amount.

3. To calculate the increased salary for a biweekly employee, multiply the current biweekly salary by 4% and add that amount to the current biweekly to arrive at the new increased biweekly salary. Prepare a PR-75 to process the increase.
4. Prepare PR-75 forms to increase the amount of geographic area pay differential for a graded Nurse whose basic annual salary is above the job rate of his or her grade or a grade 600 Nurse who is entitled to an increase in geographic pay to the "adjusted job rate".
5. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during the Period #1L. The increment codes reported should be the projected increment codes for April 1, 1995.
6. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction codes to report changes or corrections to the tentative payroll:

1. COR FY SAL
 - a. To increase or decrease an annual salary reported on the tentative payroll. If applicable, use PERF ADV as an additional transaction code.
 - b. To report an increase for an employee who is paid on a biweekly basis.
2. UNSAT PERF
To report and, if applicable, reduce the salary for an employee who was rated "Unsatisfactory" on his or her last anniversary rating.
3. CHG RATE.
To report an increase for an employee who is paid on an Hourly or Daily basis.
4. AD SAL FAC
To report the correct geographic area pay differential for employees whose salary is higher than the 1994 job rate or whose grade is 600.

PR-76 Preparation

The normal amount of "Previous Payroll" on the PR-76 should be the amount shown on the tentative register.

NEED HELP?

1. For assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 486-3066.
2. For questions about salary, contact the Salary Determination Unit at (518) 486-3087.
3. For questions about Workers' Compensation, contact the Workers' Compensation Unit at (518) 474-6004.

Attachments

INCREMENT CODES FOR PS&T EMPLOYEES

- 01 Employees who are below the job rate of their grade and are eligible for a performance advance the following April 1.
- 03 Employees who are below the job rate of their grade and are not entitled to a performance advance the following April 1, due to (1) lack of a full year of service credit or (2) an "Unsatisfactory" service rating.
- 04 (with FIS salary)
Employees promoted during the fiscal year who are below the job rate of their grade and have insufficient service to qualify for a performance advance in the higher grade the following April 1, but who will be entitled to a reconstructed promotion salary.
- 05 Employees who are below the job rate of their grade and on sick leave with 1/2 pay, who formerly had an increment code of '01' or '04'. This code is automatically entered by OSC.
- XX (year)
Employees who are at or above the job rate of their grade and may be eligible for a longevity award. 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 example:

An employee who reached the job rate as a result of a performance advance on November 8, 1990 would be coded '91', since 1991-'92 was the first full fiscal year during which the employee was at the job rate.