

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

NEW YORK STATE
OFFICE OF THE STATE COMPTROLLER

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-83

May 20, 1974

TO : All Payroll Agencies

FROM : Department of Audit and Control
Bureau of Payroll Audit

SUBJECT: Salary Conversion for Employees in the Security
Services Negotiating Unit

Chapter 363 has been enacted granting increases to those employees holding positions in the Security Services Negotiating Unit (NU#01) effective April 1, 1974. Graded salaries will be increased in accordance with the revised salary schedule. NS (code 60) will be increased by 7%.

Eligible employees in the Security Services Negotiating Unit will receive the annual increment as provided on the April 1, 1973 salary schedule for Security Services Negotiating Unit. In addition, a general salary increase has been provided based on the revised salary schedule to be effective April 1, 1974. The following charts are attached:

Salary Limitation Chart. This shows the extended maximum and 1st additional step salaries for NU#01 in effect upon application of the annual service increments for April 1, 1974.

Salary Adjustment Chart. This shows the amount of the adjustment at each step by which salaries will be increased to the revised schedule to be effective April 1, 1974.

Salary Grade Schedule. This lists the salaries at the various steps, 1 through 25, in the fiscal year starting April 1, 1974 for employees in the Security Services Negotiating Unit.

The conversion will be processed in period #6, Institution - June 6 - 19, Administration - June 13 - 26. Care must be taken to use the proper increment schedule and adjustment schedule for Security Services Unit.

3. Part-time Employees with Annual Salaries.

If the position occupied is listed in the budget allocation as a full time position and the employee is working a stated percentage of full time, first determine the increased full time annual rate for the position as indicated in paragraph 1 above. Then reduce to stated part-time percentage to arrive at converted salary.

If position occupied is listed in the budget allocation for a stated percentage of full time such as $\frac{1}{4}$ time, $\frac{1}{2}$ time, determine the full annual and adjust as indicated in paragraph 1 above. Then reduce to part-time proportion of annual salary.

If the position occupied is listed in the budget allocation as a part-time position with no indication of full time involved, the adjustment will be 7% of the April 1 part-time salary rounded to the next higher whole dollar amount.

4. Annual Salaries at Less than \$5041.

The Director of the Budget is authorized to make appropriate salary adjustment covering such positions. Where an adjustment is provided, the positions and adjusted salaries must be listed on an amended Budget Certificate of approval. A form PR75 will be required for these increases and should be submitted only after the Budget Certificate has been issued.

5. Trainee and Interns in Security Services Negotiating Unit.

The annual salary of employees occupying Trainee (code 60) positions and receiving the Trainee salary, and of employees serving as Interns will be increased by 7% rounded to the next higher dollar amount.

An employee occupying a Trainee position who is receiving a salary based on former service in a graded position in the Security Services Negotiating Unit will receive a converted salary based on the former grade position. This should include an increment of the former grade if the employee has increment eligibility.

*New appointments, effective April 1, 1974 and thereafter, shall receive trainee annual rate established by Classification and Compensation.

6. Employees occupying a lower grade but receiving the salary of a higher grade due to abolishment of his former position which was in the Security Services Negotiating Unit, will receive a converted salary based on the higher grade.

Minimum Annual Salary

The basic annual salary is to be used when determining the incremented salary of those employees whose salary has been advanced to the \$6000 minimum after the completion of 26 full pay periods of service. The employees affected will be those whose salary was advanced from their

Tentative Payroll Listing

After payrolls are processed for period #5, Audit and Control will convert their computer records to reflect new fiscal year salaries, including increase. A tentative payroll listing will be prepared showing recomputed biweekly gross payments and variable deductions based on the incremented salaries, and new gross totals for the payroll.

A copy of your agency tentative listing will be forwarded to reach you shortly after you receive copies of your payroll listing for the #5 period. The tentative listing will be used as the "previous payroll" for all information supplied on all forms in the #6 payroll period. Audit and Control will prepare salary payments as they are indicated on the tentative payroll listing unless a PR form reporting a change is submitted by the agency. Therefore, the tentative payroll listing should be carefully examined by the agency and any correction required should be made by submission of Form PR75 in the #6 payroll period.

Because of the lack of certain information in the payroll record, there may be some items on your tentative payroll listing for which incremented salaries could not be determined. A listing of such items in the following categories will be printed and forwarded to you with your tentative listing.

1. Annual salary on the record is below the minimum of the grade.
2. Where a code 4 was indicated without a corresponding salary.
3. No grade or grade other than provided.
4. No pay basis code - computed as annual.
5. Salary change during conversion period.
6. Retroactive adjustment not computed.
7. Salary below \$5041 in NS (code 60) position.

You should review these listings and submit form PR75 in period #6 to supply the missing information and any necessary salary or part-time percentage corrections.

Preparation of Forms - Period #6

Prepare all forms PR75 usually submitted for a normal period to report all payroll changes to take effect during the #6 period. Be sure to submit PR forms for all corrections required to the tentative payroll listing.

1. Review exception listing and submit forms where required.
2. Check that correct salary determination was made for employees whose salary entitlement in the current grade is based on service in higher grade position which was abolished.

DEPARTMENT OF AUDIT AND CONTROL
 BUREAU OF PAYROLL AUDIT
 SALARY LIMITATIONS--ANNUAL INCREMENT, APRIL 1, 1974
 SECURITY SERVICES NEGOTIATING UNIT

<u>GRADE</u>	<u>ANNUAL INCREMENT</u>	<u>EXT. MAX.</u>	<u>EXT. 1ST ADD. STEP</u>	<u>2ND ADD. STEP</u>
1	235	6451	6451	6451
2	246	6721	6721	6721
3	258	7061	7061	7061
4	272	7405	7405	7405
5	286	7774	7774	7774
6	300	8194	8194	8194
7	312	8636	8636	8636
8	325	9101	9101	9101
9	340	9599	9599	9599
10	356	10138	10138	10138
11	371	10669	10706	10706
12	387	11116	11287	11287
13	405	11670	11931	11931
14	423	12251	12573	12598
15	441	12791	13189	13290
16	461	13425	13840	14018
17	484	14104	14562	14802
18	510	14867	15358	15644
19	532	15629	16141	16472
20	556	16397	16932	17308
21	580	17223	17781	18207
22	606	18104	18687	19165

In grades 1 through 10 the extended maximum salary is actually the salary at the 2nd additional step in the regular grade schedule. No one may advance beyond this salary by application of the annual increment. Since employees will reach this salary by the normal increments, there is no need to examine for 1st or 2nd additional increment eligibility.

In grades 11, 12, 13, the extended 1st additional step is actually the salary at the 2nd additional step in the regular grade schedule. Employees will reach this salary when eligible for the 1st additional step and there is no need to examine for 2nd additional increment eligibility.

From grade 23 on, the normal maximums and additional steps prevail as indicated in the regular salary grade schedule.

DEPARTMENT OF AUDIT AND CONTROL
P-83 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
SALARY ADJUSTMENT CHART--ALLOCATED POSITIONS IN SECURITY SERVICES NEGOTIATING UNIT
APRIL 1, 1974

GRADE		1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	MAX. SALARY	1ST ADD. STEP	2ND STEP STEP
1	OLD	5041	5276	5511	5746	5981	6216	6451
	ADJ	354	370	386	402	418	434	450
	NEW	5395	5646	5897	6148	6399	6650	6901
2	OLD	5245	5491	5737	5983	6229	6475	6721
	ADJ	368	385	402	419	436	453	470
	NEW	5613	5876	6139	6402	6665	6928	7191
3	OLD	5513	5771	6029	6287	6545	6803	7061
	ADJ	386	404	422	440	458	476	494
	NEW	5899	6175	6451	6727	7003	7279	7555
4	OLD	5773	6045	6317	6589	6861	7133	7405
	ADJ	404	423	442	461	480	499	518
	NEW	6177	6468	6759	7050	7341	7632	7923
5	OLD	6058	6344	6630	6916	7202	7488	7774
	ADJ	424	444	464	484	504	524	544
	NEW	6482	6788	7094	7400	7706	8012	8318
6	OLD	6394	6694	6994	7294	7594	7894	8194
	ADJ	448	469	490	511	532	553	574
	NEW	6842	7163	7484	7805	8126	8447	8768
7	OLD	6764	7076	7388	7700	8012	8324	8636
	ADJ	473	495	517	539	561	583	605
	NEW	7237	7571	7905	8239	8573	8907	9241
8	OLD	7151	7476	7801	8126	8451	8776	9101
	ADJ	500	523	546	569	592	615	638
	NEW	7651	7999	8347	8695	9043	9391	9739
9	OLD	7559	7899	8239	8579	8919	9259	9599
	ADJ	529	553	577	601	625	649	673
	NEW	8088	8452	8816	9180	9544	9908	10272
10	OLD	8002	8358	8714	9070	9426	9782	10138
	NEW	560	585	610	635	660	685	710
	ADJ	8562	8943	9324	9705	10086	10467	10848
11	OLD	8480	8851	9222	9593	9964	10335	10706
	ADJ	594	620	646	672	698	724	750
	NEW	9074	9471	9868	10265	10662	11059	11456
12	OLD	8965	9352	9739	10126	10513	10900	11287
	ADJ	628	655	682	709	736	763	790
	NEW	9593	10007	10421	10835	11249	11663	12077

DEPARTMENT OF AUDIT AND CONTROL
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 P-83
 SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT
 EFFECTIVE APRIL 1, 1974

<u>SALARY GRADE</u>	<u>ANNUAL INCREMENT</u>	<u>1ST YEAR</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	<u>4TH YEAR</u>	<u>MAX. SALARY</u>	<u>1ST ADD. STEP</u>	<u>2ND ADD. STEP</u>
1	251	5395	5646	5897	6148	6399	6650	6901
2	263	5613	5876	6139	6402	6665	6928	7191
3	276	5899	6175	6451	6727	7003	7279	7555
4	291	6177	6468	6759	7050	7341	7632	7923
5	306	6482	6788	7094	7400	7706	8012	8318
6	321	6842	7163	7484	7805	8126	8447	8768
7	334	7237	7571	7905	8239	8573	8907	9241
8	348	7651	7999	8347	8695	9043	9391	9739
9	364	8088	8452	8816	9180	9544	9908	10272
10	381	8562	8943	9324	9705	10086	10467	10848
11	397	9074	9471	9868	10265	10662	11059	11456
12	414	9593	10007	10421	10835	11249	11663	12077
13	433	10166	10599	11032	11465	11898	12331	12764
14	453	10764	11217	11670	12123	12576	13029	13482
15	472	11389	11861	12333	12805	13277	13749	14221
16	493	12040	12533	13026	13519	14012	14505	14998
17	518	12731	13249	13767	14285	14803	15321	15839
18	546	13464	14010	14556	15102	15648	16194	16740
19	569	14210	14779	15348	15917	16486	17055	17624
20	595	14950	15545	16140	16735	17330	17925	18520
21	621	15757	16378	16999	17620	18241	18862	19483
22	648	16617	17265	17913	18561	19209	19857	20505
23	676	17511	18187	18863	19539	20215	20891	21567
24	702	18455	19157	19859	20561	21263	21965	22667
25	732	19487	20219	20951	21683	22415	23147	23879