



Office of the State Comptroller

PAYROLL BULLETIN

Subject April 1, 1996 Performance Advances, Salary Increase and other changes in salary for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	Bulletin No. P-898
	Date March 21, 1996

Chapter 3, of the Laws of 1996, which implements the Agreements for 1995-1999 between the State and Council 82 for employees in the Security Services (NU 01) and Security Supervisors (NU 61) negotiating units provides, effective April 1, 1996 for the following:

Performance Advances
Revised Salary Schedule
2% Salary Increase
Location Pay Increase
Pre-Shift Briefing Pay
Premium Overtime Increase (Supervisors Unit)
Longevity Payments

The performance advances and salary increases will be processed in Period 1L, March 28-April 10, 1996 (checks dated April 25, 1996) for Institution employees and April 4-17, 1996 (checks dated May 1, 1996) for Administration employees.

CONTRACT PROVISIONS

April 1, 1996 Performance Advance

Pursuant to the Agreement, an employee whose basic annual salary is below the job rate of his or her current position and

1. who rendered 100 days of increment service during fiscal year 1994-1995 and is subject to the one-year increment deferral system
- OR
2. who rendered 100 days of increment service during fiscal year 1995-1996 and is not subject to the one-year increment deferral system

is eligible for a performance advance on April 1, 1996.

April 1, 1996 Salary Increase

The legislation provides for a 2% salary increase, rounded to the nearest whole dollar, for all employees in graded, NS (grade 600) and Trainee (grade 800) positions.

April 1, 1996 Revised Salary Schedule

A revised April 1, 1996 Salary Schedule (Attachment B) reflects the 2% salary increase.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties - The amount of location pay in these areas has been increased to \$783 annually.

Monroe County - The amount remains unchanged at \$203 annually.

Pre-Shift Briefing Pay

The rules for payment of Pre-shift briefing pay remain unchanged. The amounts will change to reflect new salaries.

Premium Overtime

Security Supervisors Unit - Premium Overtime paid to employees who occupy the position of Forest Ranger III remains at 12% annual salary. The not-to-exceed amount has been increased to \$5359 per fiscal year.

Longevity Payments

Employees who complete 10, 15 or 20 years of continuous service in positions in the Units continue to be eligible for longevity payments.

OSC has prepared a listing of employees with increment code X6 in their records. The listing is titled "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1996-97 (X6)". The listing indicates those employees who, when the increment code was entered into the record, were projected to be eligible to receive a longevity payment during the 1996-97 fiscal year.

This listing will be sent to you with the payroll for Period 1L. Agencies must review this listing and when the employee completes the 10, 15 or 20-year service requirement, submit a PR-75 form to process the longevity increase.

PAYMENT INSTRUCTIONSPerformance Advances

OSC will automatically apply the performance advance, if due, from the October 1, 1994 Salary Schedule, attached to Bulletin P-829, dated September 30, 1994, based on the two-digit increment code in the record. The first digit designates the status of the employee's base salary and the second digit identifies the year in which the next longevity payment is due, if any. The definitions for the increment codes are shown in Attachment A.

Salary Increase

Employees whose annual salary is identical to the Hiring Rate, Performance Advance Step 1, 2, 3, 4, 5, the Job Rate or the Longevity Steps of the salary grade of their position on the October 1994 salary schedule, will be automatically increased to the corresponding Rate, on the April 1, 1996 Salary Schedule.

Employees in graded positions whose annual salary is not equal to any step on the October 1994 schedule and those in NS (grade 600) or Trainee (grade 800) positions, will be increased by 2%, rounded to the nearest whole dollar amount.

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

Pre-Shift Briefing Pay - (NU 01)

OSC will automatically calculate the new amount of pre-shift briefing pay. OSC will not increase the amount of pre-shift briefing pay for employees whose current salary would result in a pre-shift briefing payment higher than \$48.00, but who are currently receiving \$48.00.

TENTATIVE SALARY REGISTER AND INFORMATION LISTINGS

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the performance advances, salary, location pay and pre-shift briefing pay (NU 01 only) increases.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. For all employees with pay basis code ANN or 8AN, the biweekly salary will be computed using the 365 day factor (refer to Bulletin P-889, dated February 13, 1996).

Separate "Security Information Listings" for NU 01 and NU 61 will be prepared showing the increased salaries and location pay for annual salaried employees, and identifying hourly and daily pay basis code employees. The listing for NU 01 will also show the increased Pre-Shift Briefing Pay amount.

The tentative salary register and Security Information Listings will be forwarded to you with your regular salary register for Period 26L.

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 change is submitted by the agency. Therefore, the listings should be carefully examined and any corrections made by submission of a PR-75.

PR-75 PREPARATION

In preparing your payroll for Period 1L:

1. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during the first payroll period. The increment codes reported should be the projected increment codes for 1997.
2. Employees with pay basis codes HRY or DLY will not be automatically increased. 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 2% rounded to the nearest whole dollar. Then divide the new annual by 2088 or 261 to determine the new hourly or daily amount.
3. 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** - To increase or decrease an annual salary reported on the tentative payroll.
If applicable use additional code PERF ADV.
2. **UNSAT PERF** - To report and reduce the salary for an employee who was rated
"Unsatisfactory" for service rendered during the 1995-96 fiscal year.
3. **CHG RATE** - To report an increase for an employee who is paid on an Hourly or Daily basis.

PR-76 PREPARATION

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

NEED HELP ?

For assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 474-5261.

For assistance in determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3087.

Attachments