



Office of the State Comptroller

PAYROLL BULLETIN

Subject April 1, 1997 Bonus LSP for certain employees in CSEA, Rent Regulation, PS&T and M/C	Bulletin No. P-941
	Date March 11, 1997

The agreements between the State and Civil Service Employees Association, representing employees in the Administrative (02), Operational (03), and Institutional (04) Services and Division of Military and Naval Affairs (47) Negotiating Units; the Public Employees Federation, representing employees in the Professional, Scientific and Technical Services (05) Negotiating Unit; and the legislation for employees designated Management/Confidential or excluded from collective bargaining (06, 46 & 66) provide for a Bonus Lump Sum Payment of \$700.

The bonus payment will be included in the checks of Period 1L, March 27-April 9, 1997 dated April 24, 1997 for the Institution payroll and April 3-16, 1996, dated April 30, 1997 for the Administration payroll.

ELIGIBILITY AND PAYMENT AMOUNTS

Employees who, on March 31, 1997, are in full-time employment status (employees participating in the Voluntary Reduction in Work Program and on Sick Leave at half-pay are included in this category) and who have six months or more of continuous service as defined by Section 130.3(c) of the Civil Service Law are entitled to a \$700 bonus payment.

Employees who, on March 31, 1997, are in other than full-time status (part-time annual, hourly, per diem or other pay basis code except FEE), must have six months or more of service since April 1, 1996 to be eligible. The bonus amount is based on the number of days of service during the last six months of pay status prior to the last day of service worked in fiscal year 1996-1997. The amount of the payment is as follows:

<u>DAYS OF SERVICE IN THE SIX MONTH PERIOD</u>	<u>BONUS LSP AMOUNT</u>
130 or more	\$700.00
97 but less than 130	525.00
65 but less than 97	350.00
32 but less than 65	175.00

Employees who meet either criteria but are on an authorized leave on March 31, 1997 are entitled to the payment if they return during the fiscal year 1997-1998. Employees who have been laid off, terminated, or died before March 31, 1997 or retired before April 1, 1997 are not entitled to this payment.

NOTE: Employees who retire under the provisions of the 1996 Retirement Incentive Program, but who were separated from service within 30 days prior to April 1, 1997, and who would have otherwise qualified for the payment are eligible to receive it.

Statewide elected officials and commissioners and other officers and employees whose salaries are set by Section 169 of the Executive Law are also excluded from this payment.

TENTATIVE PAYROLL & THE 1996 BONUS LSP PAYMENT INFORMATION LISTING

OSC has been accumulating the Bonus Days since Pay Period 14L. Lost time reported on a PR-75 or an AC-230 in Pay Period 14L through 26L was automatically subtracted from the Bonus Days. If EXTRA TIME or OT ST TIME was processed in Pay Period 14L through 26L, the number of Bonus Days were automatically increased by the number of days. The Bonus Days for employees on any Workers Compensation Program are accumulated at full-time status unless the employee was other than full-time when placed on a Workers' Compensation Program.

A tentative payroll will be produced at the end of Pay Period 26L reflecting the Bonus Lump Sum Payment amount that OSC has calculated. An information listing titled "1997 Bonus LSP Payment" will also be produced at the end of Pay Period 26L. Employees who appear on this listing are:

1. Employees receiving the Bonus LSP payment automatically. The payment will be listed with no message.
2. Employees currently on a Workers' Compensation Program. Payment and Bonus Days will show with the message **WORKERS COMP**. They are eligible for payment in Pay Period 1L.
3. Employees who are currently full-time employees who have less than 130 days of service
OR
Employees who are currently on a percentage (excluding those in the Voluntary Reduction in Work Program or on Sick Leave at half-pay) and have less than 32 days of service.

The Bonus Days will show with the message **INSUFFICIENT SERVICE**.

4. Employees currently on an authorized leave without pay. Bonus Days will show with the message **LWOP**.
5. Employees whose pay basis code is **HRY** or **DLY**. Bonus Days and amount will show with the message **VERIFY SERVICE**.

The Tentative Salary Register and Information Listing will be forwarded to you with your regular register for Period 26L. Please review the listing carefully and submit a PR-75 for any corrections or additions. Employees on the Administrative payrolls in Pay Period 26L who have been terminated, laid off or died on or after March 31, 1997 or retired on or after April 1, 1997 will not appear on the listing. PR-75s will need to be submitted to pay these employees if they are eligible. PR-75's must be submitted for employees described in paragraphs 2 thru 5 if they are eligible for the payment.

The tentative salary register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Pay Period 1L. OSC will prepare the payments as they are indicated on the tentative register unless a PR-75 form reporting a change is submitted by the agency.

PREPARATION OF PR-75 FORMS

Submit PR-75's using the transaction code **BONUS LSP** for the following conditions:

1. To correct or cancel an automatic **BONUS LSP** payment. This can only be done in Pay Period 1L to prevent paying an incorrect amount. To correct a **BONUS LSP**, enter the correct amount of the **BONUS LSP**. To cancel, enter 0 for the amount.

NOTE: The legislation allows the withholding of the **BONUS LSP** from individual employees by the Division of the Budget. You will need to use **BONUS LSP** to cancel the payment for anyone for whom the payment is withheld.

2. For employees who are entitled to a payment but do not appear on the listing because of a lay off, termination, or death on or after March 31, 1997 or retirement on or after April 1, 1997.
3. For employees who appear on the listing who are eligible for a payment for whom OSC has not included a payment on the tentative register.
4. For employees who appear on the listing with the message **INSUFFICIENT SERVICE** but the agency has determined the employee is eligible.
5. For Correction Superintendents paid under Section 19 of the Correction Law (Grade 700). These employees are not identified on the Information Listing.
6. You will also use this code during 1996-97 for employees who appear on the listing with the message **LWOP** and are reinstated to the payroll during the year.

Transaction Code: **BONUS LSP**

Group 3
Class B

Complete Blocks 01 through 06 and the following:

07 Transaction Code	- enter BONUS LSP
23 Gross (Add)	
24 Normal (Deduct)	- if applicable
49 Misc. Block A	- enter 97
50 Misc. Block B	- enter the BONUS LSP amount (\$700.00, 525.00 350.00 or 175.00) to cancel in Period 1L, enter 0

Use the transaction code **ADJ BONUS** to correct a Bonus LSP payment already paid.

Transaction Code: **ADJ BONUS**

Group 3

Class B

Complete Blocks 01 through 06 and the following:

07 Transaction Code	- enter ADJ BONUS
23 Gross (Add)	
24 Normal (Deduct)	- if applicable
49 Misc. Block A	- enter 040197
51 Misc. Block C	- enter PLUS or MINUS
52 Misc. Block D	- enter amount to adjust the BONUS LSP payment already paid.

PEF DUES AND AGENCY SHOP FEES

Bonus payments will be subtracted from the biweekly gross before calculating PEF dues or agency shop fees.

WITHHOLDING TAXES

Taxes will be computed based on the annualized tax method stated in Bulletin P-813, dated March 25, 1994. Fixed taxes submitted on either an AC-1040 or through the On-line Deduction Processing System will not be processed for these payments. This tax method will be used for the automatic payment and anytime a PR-75 is submitted with the transaction code **BONUS LSP**.

RETIREMENT

The **BONUS LSP** payment is included in retirement calculations.

SALARY REGISTER AND CHECK STUBS

The payment for the **BONUS LSP** will appear on the salary register in the column for miscellaneous adjustments and be identified as **BLS**. Also, the total amount is on the totals page of the salary register next to code **980 BLS**.

On the pay stub the payment amount will appear in the ADDT'L SAL INFO block and be identified with the code **BLS**.

OVERTIME CALCULATIONS

The **BONUS LSP** payment will be included in the calculation of overtime worked in fiscal 1997-1998.

Hourly employees receiving the **BONUS LSP** payment will have the following amounts added to their overtime rate based on the amount received.

<u>Amount Received</u>	<u>OT</u>
\$700.00	.52
525.00	.39
350.00	.26
175.00	.13

Do not include the **BONUS LSP** payment when OT ST TIME or HOL PAY is calculated.

MASTER FILE

For agencies who process computer generated PR-75's, the Bonus LSP payment amount will be in positions 1077-1080 of the master file at the end of Pay Period 26L. The number of Bonus Days is in positions 1082-1085. This information also appears for agencies who have access to OSC's Payroll System on the Salary Information screen in the lower right hand column next to Bonus Payment and Bonus Days/Flag.

After Administration 1L has been processed the amount of the Bonus payment will be moved to a new field and will be used for the calculation of the overtime rate. This amount will be displayed on the Salary Information screen as **BONUS OT**. For agencies that receive the master file the **BONUS OT** amount will be in positions 1068-1070 starting in 2L. If the employee transfers from one agency into another and is in a negotiating unit eligible for the Bonus, the **BONUS OT** amount will transfer.

NEED HELP?

For assistance concerning eligibility and correct amount of bonus payments, contact Salary Determination Unit at (518) 486-3088. For assistance in the preparation of PR-75's, contact Payroll Systems Development Office at (518) 474-5261.