



Office of the State Comptroller

PAYROLL BULLETIN

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|--|---------------------------------------|
| Subject October 1, 1997 3-1/2% Salary Increase | Bulletin No. P-956 |
| | Date September 24, 1997 |

The salary increase legislation, which implements the 1995-99 agreements between the State and various negotiating units and extends similar benefits to Management/Confidential employees, provides for an October 1, 1997 salary increase of 3-1/2%, new Salary Schedules and an increase in Location Pay.

The information in this Bulletin applies to employees in the following units:

- Administrative Services (NU 02)
- Operational Services (NU 03)
- Institutional Services (NU 04)
- Division of Military & Naval Affairs (NU 47)

- Professional, Scientific & Technical Services (NU 05)

- Rent Regulation Services (NU 67)

- Management/Confidential, including Correction Superintendents (NU 06)
- M/C State Police (NU 18)
- M/C Military & Naval Affairs (NU 46)
- PERB (NU 66)

October 1, 1997 Salary Increase

The salary increase is 3-1/2%, rounded to the nearest dollar, applied to employee's salaries as of September 24, 1997 (Institutions) and October 1, 1997 (Administration) and will be processed in Period 14L, September 25-October 8, 1997, checks dated October 23, 1997 (Institutions), and October 2-15, 1997, checks dated October 29, 1997 (Administration).

October 1, 1997 Salary Schedules

The October 1, 1997 Salary Schedules reflect 3-1/2% increases over the October 1994 Schedules. For grades 603-617 on the Management/Confidential Schedule, OSC has listed the additional salaries which are \$750 and \$1500 above the job rates. Copies of the Schedules are attached.

Correction Superintendents paid under Section 19 of the Correction Law (Grade 700)

The new salary schedules effective October 1, 1997 are listed below:

- 1. For facilities with an inmate population of 400 or more-

| | |
|--------------------|-----------------|
| <u>Hiring Rate</u> | <u>Job Rate</u> |
| \$77,615 | \$106,146 |

- 2. For facilities with an inmate population of less than 400-

| | |
|--------------------|-----------------|
| <u>Hiring Rate</u> | <u>Job Rate</u> |
| \$60,216 | \$ 76,261 |

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties -The amount of Location Pay in these areas has been increased to \$795.

Monroe County - The amounts remain unchanged at \$200 or \$203 annually.

Salary Limitation - Management/Confidential Positions

Budget Bulletin D-1094, issued September 16, 1997, provides for no general cap or withholding of the 3-1/2% increase. Agencies that wish to withhold the increase for an individual employee should contact their Budget Examiner, as directed in the Budget Bulletin.

PAYMENT INSTRUCTIONS

For employees whose annual salary is identical to the Hiring Rate, Job Rate or one of the interim steps on the respective October 1, 1994 schedule, the salary will be increased to the Hiring Rate, Job Rate or corresponding interim step on the October 1, 1997 schedule.

For all other employees, and those in NS and Trainee positions, the September 24(I) or October 1(A), 1997 salary will be increased by 3-1/2%, rounded to the nearest whole dollar.

Employees who were appointed from a redeployment list under Section 79 of the Civil Service Law are entitled to the 3-1/2% raise October 1, 1997, provided that the increase doesn't result in a salary which exceeds the job rate for NU 05 and NU 06 Grade 618 and above; the second longevity step for NU 02, 03, 04, 47 and 67; or the job rate plus \$1500 for NU 06 Grade 617 and below. Employees whose salaries would exceed the allowable rate have an increment code of 70 in their record. You will be notified if you have any employees affected by this provision.

Workers' Compensation

For employees who are on any Workers' Compensation Program, the salary and location pay increases will be reflected on the tentative register for Payroll Period 14L.

Tentative Salary Register and Information Listings

After payrolls are processed for Period 13L, OSC will convert the computer records to reflect the automatic salary and location pay increases. Grade 700 Correction Superintendents and employees with pay basis codes HRY, DLY or BIW will **not** be automatically increased.

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 14L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 reporting a salary change is submitted by the agency. Therefore, the tentative should be carefully examined and any changes made by submission of a PR-75.

Information Listings will be prepared showing the increased salary and location pay for annual salaried employees. 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 according to the Workers' Compensation Program. Correction Superintendents, grade 700, will not be identified on the Information Listing.

The tentative salary register and Information Listing will be sent to you with your regular salary register for Period 13L.

The projected salary will appear in positions 687-691 in the payroll master file.

PR-75 Preparation

In preparing your payroll for Period 14L, prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during Period 14L. Prepare a PR-75 form:

- (1) to increase the salary of a Grade 700 Correction Superintendent.

Use the transaction code COR FY SAL to report this increase.

- (2) to increase the salary of an hourly or daily employee

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. Multiply this annual by 3-1/2% rounded to the nearest whole dollar, to arrive at the amount of the increase. Add the increase to the annual salary to arrive at a new annual rate. Then divide the new annual by 2088 or 261 to determine the increased hourly or daily amount. Use the transaction code CHG RATE to report the increase for these employees.

- (3) to increase the salary of a biweekly employee

To calculate the increased salary for a biweekly employee, multiply the current biweekly rate by the factor 3-1/2%. Add the resulting increase to the current biweekly salary. Use the transaction code COR FY SAL to report the increase for these employees.

The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative payroll.

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

Need Help?

Questions on the tentative payroll and information listing may be referred to the Systems Development Unit at (518) 474-5261.

Questions on the salary increase may be referred to the Salary Determination Section at (518) 486-3088.

Questions on Workers' Compensation Programs may be referred to the Workers' Compensation Unit at (518) 474-6004.

Attachments

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SCHEDULE
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 AND DIVISION OF MILITARY AND NAVAL AFFAIRS UNIT 47
 EFFECTIVE OCTOBER 1, 1997

| SALARY GRADE | INCR. AMT. | HIRING RATE | STEP | | | | | | JOB RATE | LONG | | LONG STEP AMOUNT |
|-----------------|---------------|----------------|-------|-------|-------|-------|-------|-------|-------------|--------|--------|------------------------|
| | | | 1 | 2 | 3 | 4 | 5 | 6 | | STEP 1 | STEP 2 | |
| 1 | 513 | 14573 | 15086 | 15599 | 16112 | 16625 | 17138 | 17651 | 18164 | 18914 | 19664 | 750 |
| 2 | 537 | 15154 | 15691 | 16228 | 16765 | 17302 | 17839 | 18376 | 18913 | 19663 | 20413 | 750 |
| 3 | 562 | 15941 | 16503 | 17065 | 17627 | 18189 | 18751 | 19313 | 19875 | 20625 | 21375 | 750 |
| 4 | 594 | 16666 | 17260 | 17854 | 18448 | 19042 | 19636 | 20230 | 20824 | 21574 | 22324 | 750 |
| 5 | 623 | 17493 | 18116 | 18739 | 19362 | 19985 | 20608 | 21231 | 21854 | 22604 | 23354 | 750 |
| 6 | 647 | 18506 | 19153 | 19800 | 20447 | 21094 | 21741 | 22388 | 23035 | 23785 | 24535 | 750 |
| 7 | 679 | 19564 | 20243 | 20922 | 21601 | 22280 | 22959 | 23638 | 24317 | 25067 | 25817 | 750 |
| 8 | 705 | 20702 | 21407 | 22112 | 22817 | 23522 | 24227 | 24932 | 25637 | 26387 | 27137 | 750 |
| 9 | 738 | 21891 | 22629 | 23367 | 24105 | 24843 | 25581 | 26319 | 27057 | 27807 | 28557 | 750 |
| 10 | 772 | 23179 | 23951 | 24723 | 25495 | 26267 | 27039 | 27811 | 28583 | 29333 | 30083 | 750 |
| 11 | 813 | 24560 | 25373 | 26186 | 26999 | 27812 | 28625 | 29438 | 30251 | 31001 | 31751 | 750 |
| 12 | 841 | 26002 | 26843 | 27684 | 28525 | 29366 | 30207 | 31048 | 31889 | 32639 | 33389 | 750 |
| 13 | 877 | 27582 | 28459 | 29336 | 30213 | 31090 | 31967 | 32844 | 33721 | 34471 | 35221 | 750 |
| 14 | 916 | 29213 | 30129 | 31045 | 31961 | 32877 | 33793 | 34709 | 35625 | 36375 | 37125 | 750 |
| 15 | 953 | 30944 | 31897 | 32850 | 33803 | 34756 | 35709 | 36662 | 37615 | 38365 | 39115 | 750 |
| 16 | 998 | 32714 | 33712 | 34710 | 35708 | 36706 | 37704 | 38702 | 39700 | 40450 | 41200 | 750 |
| 17 | 1053 | 34590 | 35643 | 36696 | 37749 | 38802 | 39855 | 40908 | 41961 | 42711 | 43461 | 750 |
| 18 | 1101 | 36625 | 37726 | 38827 | 39928 | 41029 | 42130 | 43231 | 44332 | 45082 | 45832 | 750 |
| 19 | 1156 | 38622 | 39778 | 40934 | 42090 | 43246 | 44402 | 45558 | 46714 | 47464 | 48214 | 750 |
| 20 | 1201 | 40674 | 41875 | 43076 | 44277 | 45478 | 46679 | 47880 | 49081 | 49831 | 50581 | 750 |
| 21 | 1257 | 42889 | 44146 | 45403 | 46660 | 47917 | 49174 | 50431 | 51688 | 52438 | 53188 | 750 |
| 22 | 1314 | 45222 | 46536 | 47850 | 49164 | 50478 | 51792 | 53106 | 54420 | 55170 | 55920 | 750 |
| 23 | 1371 | 47673 | 49044 | 50415 | 51786 | 53157 | 54528 | 55899 | 57270 | 58020 | 58770 | 750 |
| 24 | 1419 | 50302 | 51721 | 53140 | 54559 | 55978 | 57397 | 58816 | 60235 | 60985 | 61735 | 750 |
| 25 | 1482 | 53117 | 54599 | 56081 | 57563 | 59045 | 60527 | 62009 | 63491 | 64241 | 64991 | 750 |

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR MANAGEMENT/CONFIDENTIAL
 NEGOTIATING UNITS 06, 46 & 66
 EFFECTIVE OCTOBER 1, 1997

| <u>GRADE</u> | <u>HIRING RATE</u> | <u>JOB RATE</u> | <u>JOB RATE Plus \$750</u> | <u>JOB RATE Plus \$1500</u> |
|--------------|------------------------|---------------------|------------------------------------|-------------------------------------|
| M/C 3 | \$16,028 | \$20,666 | \$21,416 | \$ 22,166 |
| M/C 4 | 16,763 | 21,633 | 22,383 | 23,133 |
| M/C 5 | 17,808 | 22,714 | 23,464 | 24,214 |
| M/C 6 | 18,590 | 23,910 | 24,660 | 25,410 |
| M/C 7 | 19,699 | 25,238 | 25,988 | 26,738 |
| M/C 8 | 20,814 | 26,572 | 27,322 | 28,072 |
| M/C 9 | 22,038 | 28,018 | 28,768 | 29,518 |
| M/C 10 | 23,261 | 29,607 | 30,357 | 31,107 |
| M/C 11 | 24,708 | 31,287 | 32,037 | 32,787 |
| M/C 12 | 26,044 | 32,960 | 33,710 | 34,460 |
| M/C 13 | 27,597 | 34,826 | 35,576 | 36,326 |
| M/C 14 | 29,274 | 36,776 | 37,526 | 38,276 |
| M/C 15 | 30,937 | 38,796 | 39,546 | 40,296 |
| M/C 16 | 32,719 | 40,898 | 41,648 | 42,398 |
| M/C 17 | 34,609 | 43,188 | 43,938 | 44,688 |
| M/C 18 | 34,797 | 43,330 | | |
| M/C 19 | 36,696 | 45,617 | | |
| M/C 20 | 38,599 | 47,935 | | |
| M/C 21 | 40,715 | 50,443 | | |
| M/C 22 | 42,935 | 53,128 | | |
| M/C 23 | 45,168 | 56,591 | | |
| M 1 | 48,805 | 61,855 | | |
| M 2 | 54,193 | 68,669 | | |
| M 3 | 60,216 | 76,261 | | |
| M 4 | 66,670 | 84,299 | | |
| M 5 | 74,094 | 93,779 | | |
| M 6 | 82,106 | 103,434 | | |
| M 7 | 90,566 | 112,316 | | |
| M 8 | 76,262+ | | | |

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND
 TECHNICAL SERVICES NEGOTIATING UNIT 05
 EFFECTIVE OCTOBER 1, 1997

| <u>Salary Grade</u> | <u>Hiring Rate</u> | <u>Job Rate</u> | <u>Performance Advancement Amount</u> |
|-------------------------|------------------------|---------------------|---|
| 1 | 13934 | 18277 | 621 |
| 2 | 14486 | 18991 | 644 |
| 3 | 15226 | 19903 | 669 |
| 4 | 15937 | 20815 | 697 |
| 5 | 16722 | 21937 | 745 |
| 6 | 17653 | 23054 | 772 |
| 7 | 18678 | 24284 | 801 |
| 8 | 19741 | 25546 | 830 |
| 9 | 20877 | 26893 | 860 |
| 10 | 22096 | 28378 | 898 |
| 11 | 23398 | 30091 | 957 |
| 12 | 24747 | 31667 | 989 |
| 13 | 26223 | 33421 | 1029 |
| 14 | 27766 | 35456 | 1099 |
| 15 | 29373 | 37346 | 1139 |
| 16 | 31055 | 39332 | 1183 |
| 17 | 32833 | 41505 | 1239 |
| 18 | 34729 | 43226 | 1214 |
| 19 | 36643 | 45494 | 1265 |
| 20 | 38553 | 47774 | 1318 |
| 21 | 40631 | 50256 | 1375 |
| 22 | 42848 | 52875 | 1433 |
| 23 | 45147 | 55591 | 1492 |
| 24 | 47585 | 58431 | 1550 |
| 25 | 50245 | 61555 | 1616 |
| 26 | 52926 | 64694 | 1682 |
| 27 | 55825 | 68213 | 1770 |
| 28 | 58796 | 71667 | 1839 |
| 29 | 61911 | 75277 | 1910 |
| 30 | 65179 | 79037 | 1980 |
| 31 | 68687 | 83063 | 2054 |
| 32 | 72373 | 87232 | 2123 |
| 33 | 76343 | 91693 | 2193 |
| 34 | 80443 | 96325 | 2269 |
| 35 | 84647 | 101040 | 2342 |
| 36 | 88933 | 105888 | 2423 |
| 37 | 93633 | 111116 | 2498 |
| 38 | 87314 | | |

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION
 SALARY GRADE SCHEDULE FOR RENT REGULATIONS SERVICES UNIT 67
 EFFECTIVE OCTOBER 1, 1997

| SG | ADVANCE HIRING | | JOB | | | | | | | LONG | LONG | LONG |
|----|----------------|-------|--------|--------|--------|--------|--------|--------|-------|--------|--------|---------|
| | AMOUNT | RATE | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | RATE | STEP 1 | STEP 2 | ADVANCE |
| 1 | 513 | 14573 | 15086 | 15599 | 16112 | 16625 | 17138 | 17651 | 18164 | 19014 | 19864 | 850 |
| 2 | 537 | 15154 | 15691 | 16228 | 16765 | 17302 | 17839 | 18376 | 18913 | 19763 | 20613 | 850 |
| 3 | 562 | 15941 | 16503 | 17065 | 17627 | 18189 | 18751 | 19313 | 19875 | 20725 | 21575 | 850 |
| 4 | 594 | 16666 | 17260 | 17854 | 18448 | 19042 | 19636 | 20230 | 20824 | 21674 | 22524 | 850 |
| 5 | 623 | 17493 | 18116 | 18739 | 19362 | 19985 | 20608 | 21231 | 21854 | 22704 | 23554 | 850 |
| 6 | 647 | 18506 | 19153 | 19800 | 20447 | 21094 | 21741 | 22388 | 23035 | 23885 | 24735 | 850 |
| 7 | 679 | 19564 | 20243 | 20922 | 21601 | 22280 | 22959 | 23638 | 24317 | 25167 | 26017 | 850 |
| 8 | 705 | 20702 | 21407 | 22112 | 22817 | 23522 | 24227 | 24932 | 25637 | 26487 | 27337 | 850 |
| 9 | 738 | 21891 | 22629 | 23367 | 24105 | 24843 | 25581 | 26319 | 27057 | 27907 | 28757 | 850 |
| 10 | 772 | 23179 | 23951 | 24723 | 25495 | 26267 | 27039 | 27811 | 28583 | 29433 | 30283 | 850 |
| 11 | 813 | 24560 | 25373 | 26186 | 26999 | 27812 | 28625 | 29438 | 30251 | 31101 | 31951 | 850 |
| 12 | 841 | 26002 | 26843 | 27684 | 28525 | 29366 | 30207 | 31048 | 31889 | 32739 | 33589 | 850 |
| 13 | 877 | 27582 | 28459 | 29336 | 30213 | 31090 | 31967 | 32844 | 33721 | 34571 | 35421 | 850 |
| 14 | 916 | 29213 | 30129 | 31045 | 31961 | 32877 | 33793 | 34709 | 35625 | 36475 | 37325 | 850 |
| 15 | 953 | 30944 | 31897 | 32850 | 33803 | 34756 | 35709 | 36662 | 37615 | 38465 | 39315 | 850 |
| 16 | 998 | 32714 | 33712 | 34710 | 35708 | 36706 | 37704 | 38702 | 39700 | 40550 | 41400 | 850 |
| 17 | 1053 | 34590 | 35643 | 36696 | 37749 | 38802 | 39855 | 40908 | 41961 | 42811 | 43661 | 850 |
| 18 | 1213 | 34729 | 35942 | 37155 | 38368 | 39581 | 40794 | 42007 | 43220 | 44070 | 44920 | 850 |
| 19 | 1265 | 36643 | 37908 | 39173 | 40438 | 41703 | 42968 | 44233 | 45498 | 46348 | 47198 | 850 |
| 20 | 1319 | 38553 | 39872 | 41191 | 42510 | 43829 | 45148 | 46467 | 47786 | 48636 | 49486 | 850 |
| 21 | 1374 | 40631 | 42005 | 43379 | 44753 | 46127 | 47501 | 48875 | 50249 | 51099 | 51949 | 850 |
| 22 | 1433 | 42848 | 44281 | 45714 | 47147 | 48580 | 50013 | 51446 | 52879 | 53729 | 54579 | 850 |
| 23 | 1492 | 45147 | 46639 | 48131 | 49623 | 51115 | 52607 | 54099 | 55591 | 56441 | 57291 | 850 |
| 24 | 1550 | 47585 | 49135 | 50685 | 52235 | 53785 | 55335 | 56885 | 58435 | 59285 | 60135 | 850 |
| 25 | 1616 | 50245 | 51861 | 53477 | 55093 | 56709 | 58325 | 59941 | 61557 | 62407 | 63257 | 850 |
| 26 | 1681 | 52926 | 54607 | 56288 | 57969 | 59650 | 61331 | 63012 | 64693 | 65543 | 66393 | 850 |
| 27 | 1769 | 55825 | 57594 | 59363 | 61132 | 62901 | 64670 | 66439 | 68208 | 69058 | 69908 | 850 |
| 28 | 1840 | 58796 | 60636 | 62476 | 64316 | 66156 | 67996 | 69836 | 71676 | 72526 | 73376 | 850 |
| 29 | 1910 | 61911 | 63821 | 65731 | 67641 | 69551 | 71461 | 73371 | 75281 | 76131 | 76981 | 850 |
| 30 | 1980 | 65179 | 67159 | 69139 | 71119 | 73099 | 75079 | 77059 | 79039 | 79889 | 80739 | 850 |
| 31 | 2054 | 68687 | 70741 | 72795 | 74849 | 76903 | 78957 | 81011 | 83065 | 83915 | 84765 | 850 |
| 32 | 2123 | 72373 | 74496 | 76619 | 78742 | 80865 | 82988 | 85111 | 87234 | 88084 | 88934 | 850 |