



PAYROLL BULLETIN

Subject Payment of April 1, 1998 Performance/Increment Advances for CSEA, PS&T and RRSU Units and Longevity Payments for CSEA and RRSU Units.	Bulletin No. P-984
	Date February 20, 1998

The agreements between the State and Civil Service Employees Association representing employees in the Administration (02), Operational (03), and Institutional (04) Services and Division of Military and Naval Affairs (47) Negotiating Units, District Council 37 representing employees in the Rent Regulation Services (67) Negotiating Unit and the Public Employees Federation representing employees in the Professional, Scientific and Technical Services (05) Negotiating Unit, provide for the payment of performance/increment advances in April.

These increases are payable in Institution Period 1L, March 26-April 8, 1998 (checks dated April 23, 1998) and Administration Period 1L, April 2-15, 1998 (checks dated April 29, 1998).

The Performance/Increment Advances are payable to employees whose base annual salary is below the job rate of their current position, who complete one year of service in such position by March 31, 1998 and who were rated "Satisfactory" or its equivalent on their last annual evaluation date.

OSC will automatically apply the Performance/Increment Advance from the appropriate October 1, 1997 Salary Schedule (attached to Bulletin P-956, dated September 24, 1997) based on the increment code in the employee's record. A list of current increment codes and their definitions is attached to Bulletin P-897, dated March 21, 1996.

LONGEVITY INCREASE - NU 02, 03, 04, and 47

Employees who occupy positions in these units who complete 5 or 10 years of continuous service as defined by Section 130.3(c) of the Civil Service Law at a base annual salary equal to or higher than the job rate of their position, continue to remain eligible for receipt of a longevity salary increase. The increase is effective from the first day of the period following the completion of the required service, or the first day of Payroll Period 1 for employees who reached the job rate April 1, 1993 and have had continuous paid service.

OSC will automatically apply a **5 year longevity step** (\$750 not to exceed the 2nd longevity step) in Period 1L to employees with the increment code of 93 in their record. Employees who attained their job rate April 1, 1993 and subsequently had any breaks in service (complete payroll periods), must be identified by the agency and a PR-75 form submitted for payment when due.

OSC will continue to produce a listing of employees with increment codes '89' in their record. This listing indicates those employees who, when the increment code was entered in the record, were projected to be eligible to receive a 10 year longevity increase sometime during the 1998-99 fiscal year. This listing, which will be sent to you with the payroll for Period 1L, should be retained for future reference. Submit PR-75's in the appropriate payroll period to report the longevity increase.

LONGEVITY INCREASE - NU 67

OSC will continue to produce a listing of employees with increment codes '88' and '93' in their record. This listing indicates those employees who, when the increment code was entered in the record, were projected to be eligible to receive a longevity increase during the 1998-99 fiscal year. The listing will be sent to you with the payroll for Period 1L. Your agency must review this listing and when the employee completes the 5 or 10 year requirement, submit a PR-75 form to process the longevity increase.

TENTATIVE SALARY REGISTER AND INFORMATION LISTINGS

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the automatic performance/increment advances and longevity payments. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

Separate Information Listings for CSEA, PS&T and RRSU will be prepared showing the current and new salaries. Employees who are on Workers' Compensation will also be identified (see below).

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

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

WORKERS' COMPENSATION

For employees who are on any Workers' Compensation Program, the performance/increment advance will be reflected on the tentative register for Period 1L. No agency action is required in Period 1L, unless the salary is incorrect on the tentative register.

In Period 1L, the supplemental payment for employees on the Award and Supplement Program (WC SUP) will be calculated using the incremented salary. The supplemental payment for employees on the Workers' Compensation Leave with Percentage Supplement Program (WC PT SUP) will be calculated using the incremented salary in the payroll period a supplemental payment is processed for a "disability" date after March 25, 1998 for Institution employees and April 1, 1998 for Administration employees.

PR-75 PREPARATION

In preparing your payroll for Period 1L:

1. Employees who are on the Information Listing with increment code '05'. If the employee, prior to commencement of Sick Leave with One-Half Pay, fulfilled the service requirement to receive a performance/increment advance, prepare a PR-75 to process the advance.
2. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during Period 1L. The increment codes reported should be the projected increment codes for April 1, 1999.
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 corrections to the tentative payrolls:

1. **PERF ADV** - To report a performance/increment advance not automatically processed on the tentative payroll.
2. **COR FY SAL** - To decrease an annual salary that was incorrectly increased on the tentative payroll.
3. **UNSAT PERF** - To report and, if applicable, reduce the salary for an employee who was rated "Unsatisfactory" on his or her last anniversary rating.

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 questions about salary or assistance in preparation of PR-75 forms, contact the Salary Determination Unit at (518) 486-3088.

For questions about Workers' Compensation, contact the Workers' Compensation Unit at (518) 474-6004.

