



Office of the State Comptroller

PAYROLL BULLETIN

Subject April 1, 1998 Performance Advances, for Employees in the Security Services (01) and Security Supervisors (61) Negotiating Units	Bulletin No. P-986
	Date February 20, 1998

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, 1998 for performance advances and longevity payments.

The performance advances will be processed in Period 1L, March 26-April 8, 1998 (checks dated April 23, 1998) for Institution employees and April 2-15, 1998 (checks dated April 29, 1998) for Administration employees.

CONTRACT PROVISIONS

April 1, 1998 Performance Advance

Pursuant to the Agreement, an employee whose base 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 1996-1997 and is subject to the one-year increment deferral system
- OR**
2. who rendered 100 days of increment service during fiscal year 1997-1998 and is **not** subject to the one-year increment deferral system

is eligible for a performance advance on April 1, 1998.

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 X8 in their records. The listing is titled "SECURITY 10, 15, 20 YEAR LONGEVITY PAYMENT 1998-99 (X8)". 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 sometime during the 1998-99 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

PAYMENT INSTRUCTIONS

Performance Advances

OSC will automatically apply the performance advance, if due, from the April 1, 1997 Salary Schedule, attached to Bulletin P-943, dated March 11, 1997, 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.

TENTATIVE SALARY REGISTER AND INFORMATION LISTINGS

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the performance advances.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

Separate "Security Information Listings" for NU 01 and NU 61 will be prepared showing the current and new salaries and NU-01 will show new pre-shift briefing.

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 1999.
2. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction code to report corrections to the tentative payroll:

COR FY SAL - To decrease an annual salary that was incorrectly increased on the tentative payroll.

UNSAT PERF - To report and reduce the salary for an employee who was rated "Unsatisfactory" for service rendered:

during the 1996-97 fiscal year for employees subject to the one-year increment deferral.

OR

during the 1997-98 fiscal year for employees NOT subject to the one-year increment deferral.

PERF ADV - To report an increment not automatically processed on the tentative payroll.

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 Systems Development Office at (518) 474-5261.

For assistance in determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3088.