



Office of the State Comptroller
PAYROLL BULLETIN

Subject Payment of Two Days of Professional Leave For Employees in PS&T	Bulletin No. P- 994
	Date April 20, 1998

Chapter 22 of the Laws of 1997, which implements an agreement between the State and the Public Employees Federation representing employees in the Professional, Scientific and Technical Services (O5) Negotiating Unit, provides for employees who are eligible to earn and use Professional Leave to be paid for up to two days of such leave in fiscal year 1998-99.

This payment will be included in the checks of Period 2L, April 16-29, 1998 dated May 13, 1998 for the Administration payroll and Period 3L, April 23-May 6, 1998 dated May 21, 1998 for the Institution payroll.

Eligibility Requirement

Employees who were in a PS& T position **anytime** between January 1, 1998 and March 31, 1998 were eligible to elect to exchange up to 2 days of Professional Leave for cash. Employees who were not on the payroll during the eligibility period (January 1, 1998-March 31, 1998) as a result of an approved absence and who return to payroll status during the fiscal year 1998-99 shall be eligible for such payment, if they so elect, upon their return.

Payment Instructions

Payment Calculations

The payment is based on the employee's salary at the time of payment. The salary is the employee's basic annual salary, not including any additional salary factors, or additional compensation paid to certain employees in agency 12010 Roswell Park.

The daily rate is calculated as follows:

- ANN - Salary X .038356 X 1/10
- 8AN - Salary X .038356 X 1/10
- 10M - Salary X .046204 X 1/10
- CAL - Salary X .046204 X 1/10*

*This calculation is used for this payment only.

HR Y - Take the total number of hours worked in the last six (6) pay periods of the fiscal year (1997-98) and divide by sixty (60 equals the total number of possible work days in 6 pay periods). The result is the average number of hours worked per day during the period, which for purposes of this calculation will be a "day". Hourlies should then be pro-rated accordingly.

DLY - Take the total number of days worked in the last six (6) payroll periods of the fiscal year 97-98 and divide by 60. The result is the average 'day' worked during the period, which for purposes of this calculation will be a 'day'. Dailies should then be pro-rated accordingly.

Tentative Payroll and Professional Leave Information Listing

At the end of Administration 1L and Institution 2L OSC will produce a tentative payroll reflecting the automatic payment of 2 days additional salary for all active employees in NU 05 with pay basis codes ANN, 10M, CAL and 8AN. Employees on SICK LV at half pay and employees on VRWS are due a full payment. Part-time employees will be pro-rated.

An information listing titled "**1998 PROFESSIONAL LEAVE PAYMENT**" will be produced with the Tentative Salary register. Employees will appear on this listing as follows:

1. All employees for whom OSC automatically calculated the payment. The payment amount and the number of days will be listed with no message.
2. Employees currently on a Workers' Compensation Program-these employees will print on the listing with the message **WORKERS COMP.**
3. Employees with pay basis code HR Y and DLY-these employee will appear on the listing with no payment amount or number of days.

NOTE: Due to the conversion to the new payroll system, OSC does not have the information stored for all employees on SICK LV PA or VOL REDUCT to insure the payment is made as a full time employee. These employees may appear on the Information Listing receiving a pro-rated payment, when a full amount is due.

Submission of PR-75's in the Period of Payment

Transaction code **PAY PRO LV**

Group 3
Class B

Block Requirements

01 through 06	
07 Transaction Code	- PAY PRO LV
23 Gross Add	
24 Normal Deduct	- if applicable
49 Misc. Block A	- enter number of days
50 Misc. Block B	- enter total amount of payment

Agencies will need to submit PR-75's for the categories of employees listed below. To cancel a payment enter '0' in block 49 and '0' in block 50. In all other cases enter the number of days and the amount to be paid in the payroll period. The number of days for part-time employees is entered in part-time days. e.g.; for an employee who works 50% time, who chooses to exchange 2 days, the days would be entered as '1', the total of 2 one-half days.

1. All employees who choose not to cash in Professional Leave.
2. All employees who choose to exchange only 1 day rather than 2 days.
3. All employees currently on Workers' Compensation leave who elected to exchange Professional Leave Days.
4. All HRY and DLY employees who elect to exchange Professional Leave days. (Employees do not have to be covered by the Civil Service Attendance and Leave Rules.)
5. Employees currently not in a PS&T position but who were at some time during the period January 1-March 31, 1998 and elected to exchange days.

Calculate the payment at the current salary.

6. Employees who became inactive on or after January 1, 1998.

Calculate the payment at the salary at separation

7. Employees on VRWS or SICK LV at half pay who appear on the information listing with an incorrect payment.

You may submit PR-75's during the year with transaction **PAY PRO LV** for employees who were on an approved absence prior to January 1, 1998 and return to payroll status during the fiscal year 1998-99. Calculate the payment at the salary upon return to the payroll.

NOTES:

1. Seasonal employees are **not** eligible to receive the Professional Leave Payment.
2. Employees are to be paid at their full time or part time status as of the **date of payment**, regardless of status at time of election.

Retirement and Overtime

Professional Leave payment will **not** be used in the calculation of overtime and is **excluded** from salary for all retirement purposes.

Salary Register and Check Stub

The salary register will identify each employee who received the payment with **PLV** and the amount in the column for miscellaneous adjustments. The total amount will print on the totals page of the Salary Register and will be identified as **987 PAY PRO LV**.

The amount will be identified on the check stub as **PLV**.

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 this payment or assistance in preparation of PR-75 forms, contact the Payroll Audit Unit at (518) 474-5446 or 486-3051.