Payroll Bulletin No. 708
Attachment D

PS&T and Rent Regulation Merit Step Payment Correction Report

Ineligible for Payment

Department ID	Employee ID	Employee Record	Employee Status	BU	Increment Code	Does not have 1 year at Job Rate in current grade	Does not have 5 years cumulative State service	NOD within last 3 years	Unsatisfactory Rating within last 3 years	Did not attend agency sponsored job-related training within last 3 years

Instructions:

- Fill in identifying information.
- Check the column that determines the employee is ineligible to receive the Merit Step payment.
- Fax Correction Report to 518-474-2601.
- Send email to SalaryDetermination@osc.state.ny.us to verify that this report has been faxed.