September Merit Step Payment Correction Report

Additional Employees Eligible for Payment

Department ID: _____

Employee Information						Eligibility Criteria				
EmplID	Rcd#	Name	EE Status	PBC	Inc Cd	#1. Has 1 Year	#2. Has 5 Years	#3. No NOD	#4. No Unsat.	#5. Has Training

Instructions:

- Fill in identifying information and check all columns.
- Fax Correction Report to 518-402-4949.
- Send email to SalaryDetermination@osc.state.ny.us to verify that this report has been faxed.