October Merit Step Payment Correction Report

Employees Ineligible for Payment

Department ID: _____

Employee Information						Eligibility Criteria				
EmplID	Rcd#	Name	EE Status	PBC	Inc Cd	#1. Not 1 Year	#2. Not 5 Years	#3. Has NOD	#4. Has Unsat.	#5. No Training

Instructions:

- Fill in identifying information.
- Check the column that determines the employee is ineligible to receive the Merit Step payment.
- Fax Correction Report to 518-402-4949.

Send email to SalaryDetermination@osc.state.ny.us to verify that this report has been faxed