

Office of the State Comptroller

PAYROLL BULLETIN

Subject

Payment of 1991 & 1992 Lump Sum Adjustments and Performance Advances for employees in the Security Services (01) & Security Supervisors (61) Negotiating Units Bulletin No.

P-743

Date

September 22, 1992

Chapter 411 of the Laws of 1992, which implements the Agreements for 1991-1994 between the State and Council 82 representing employees in the Security Services (01) and Security Supervisors (61) negotiating units, provides for the following:

1991-92 Lump Sum Adjustments (Bonus)
April 1, 1992 Revised Salary Schedule
April 1, 1992 Performance Advances
Longevity Payments
Pre-shift Briefing Pay
Location Pay
Premium Overtime

The 1991-92 lump sum adjustments, the April 1, 1992 performance advances and the increases to the revised job rate and longevity step salaries on the April 1, 1992 schedule will all be processed in Administration Period #14L, checks dated October 21, 1992 and Institution Period #14L, checks dated October 29, 1992.

CONTRACT PROVISIONS

1991-92 Lump Sum Adjustment (Bonus)

The agreements provide for a lump sum adjustment to an employee whose salary was below the job rate for his or her grade occupied during 1990-91 and who, if performance advances had been processed on April 1, 1991, would have otherwise qualified for and received payment of a performance advance. This adjustment is a lump sum payment, without an increase to the basic annual salary. The salary schedule for determining the amount of this performance advance and the job rate limitation is the April 1, 1990 Salary Schedule (ATTACHMENT A).

The rules for determining eligibility for the performance advance (including those due for promotion recalculation and reallocation) are the same as have been in effect since April 1, 1979, and as described in the OSC Salary Manual, Part I, Pages 18 and 22-23.

April 1, 1992 Revised Salary Schedule

Effective April 1, 1992, there is a new salary schedule (ATTACHMENT B). While the hiring rate for each grade is the same as listed on the April 1, 1990 schedule, the performance advance has been reduced from 1/4th to 1/6th of the range between the hiring and job rates, resulting - in approximately half of the grades - in job rate and longevity step salaries slightly different (higher or lower) than the former schedule. The longevity amounts which remain unchanged, therefore, are now larger than the performance advance amounts.

The legislation provides that where an employee was already receiving a salary equal to the former job rate or one of the longevity steps for his or her grade on the former schedule, and that salary is higher than the identical step on the new schedule, the salary for April 1, 1992 shall not be reduced. Where the employee's salary is lower than the job rate or longevity step on the new schedule, then the employee's salary will be increased to the new amount.

April 1, 1992 Performance Advances

Pursuant to the provisions of the Agreements, the eligibility criteria in the OSC Salary Manual, Part I, Pages 18 and 22-23 has changed. An employee whose basic salary is below the job rate of his or her current position must have rendered 100 work days of service in such position during $\underline{\text{fiscal year}}$ $\underline{\text{1990-91}}$, to be eligible for receipt of a performance advance on April 1, 1992.

This eligibility change will continue for the remaining years of the contract. An employee otherwise eligible to receive a performance advancement payment must have 100 work days of actual service in grade during fiscal year 1991-92, 1992-93, and 1993-94, to receive a performance advancement payment effective April 1, 1993, April 1, 1994 and March 31, 1995.

Longevity Payments

Effective April 1, 1991, the Agreements continue the payment of longevity increases to employees following the completion of 10, 15 and 20-years of service in positions that are in or have been designated in the units. The rules for eligibility, amount and payment date are the same as were previously in effect and as explained in the OSC Salary Manual, Part I, Pages 31-34.

Instructions on processing these payments will be sent at a later date.

Pre-shift Briefing Pay

Pre-shift briefing pay for Security Services and Security Supervisors remains the same as described in the OSC Salary Manual, Part II, Pages 3 and 4.

Pre-shift Briefing Pay Adjustment - Grades 109 and below (NUO1)

The agreements continue to provide for the additional Pre-shift Briefing Pay Adjustment of \$52.00, payable in December, to employees holding positions allocated to grades 109 and below.

Instructions on processing this payment for December 1991 will be sent at a later date.

Location Pay

NYC, Rockland, Westchester, Nassau and Suffolk Counties

The amount of Location Pay in these areas remains at \$701 annually, payable to a full-time employee whose principal place of employment or official station is in this area.

Monroe County

The amount remains at \$203 for an employee who was an incumbent of a position and receiving the \$203 Monroe County Location Pay on May 23, 1985, as long as he or she remains continuously eligible. An eligible employee who becomes part-time while participating in an employer-sponsored summer program is eligible upon return to full-time service.

Premium Overtime

Premium Overtime for Security Services and Security Supervisors remains the same as described in the OSC Salary Manual, Part II, Page 5.

PAYMENT INSTRUCTIONS

Payment of the 1991-92 Lump Sum Adjustments, Performance Advances and Increases to the 1992 Schedule

Tentative Salary Register

After payrolls are processed for Administration and Institution Periods #13L, OSC will convert the computer records to reflect the performance advances and increases. OSC will automatically calculate the lump sum adjustments, performance advances, increases and retroactive adjustments wherever possible and will produce an exception list, Security NU-01 & 61 Salary Conversion - Bonus & Exception Listing, identifying employees receiving the various automatic increases and employees for whom agency action is necessary.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The lump sum adjustments and retroactive performance advance adjustments for 13 payroll periods will be included in the normal gross for employees for whom it can be automatically calculated.

A copy of the tentative salary register and exception listing will be sent to you with your regular salary register for the period. The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for the next period. 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.

Additionally, PR-75s must be submitted for the following employees who do not appear on the exception list if they are due an increase or adjustment:

- -- Employees who occupy NS (grade 600) annual-salaried positions that are equated to salary grades.
- -- Employees who transferred, within the same agency, from a Security Services/Supervisors position to a position in another negotiating unit after Period #26, 1992.

If the employee has service in more than one agency or facility, then each is responsible for their own portion of any adjustment due for the period of employment within that agency or facility.

Exception Listing

This listing should be carefully examined. A PR-75 must be submitted for an employee who appears on the exception list and for whom the performance advance, retroactive adjustment(s) or increase has not been calculated or is calculated incorrectly. Sample PR-75's are attached explaining block requirements in the remarks section.

<u>Pre-Shift Briefing</u> - For Security Services, NU-01, only - All automatically calculated retroactive adjustments for performance advances include retroactive pre-shift briefing adjustments. When it is not automatically calculated, the retroactive performance advance adjustment on the PR-75 must include pre-shift briefing.

Using both the increment code (IC) and MESSAGE from the listing (see ATTACHMENT C) find the same combination of increment code and message below to identify what OSC has calculated and what agency action is necessary. Agencies are responsible for reviewing the data for each employee on the exception listing.

IC 1 +Year No Message No Agency Action Employees who have been active, had 100 days of service in their grade during 1990-91 and have not had a change in annual salary or part-time percentage since Period #26, 1991 and whose salary is below the job rate for their grade.

OSC has automatically applied the performance advance and calculated the retroactive adjustment, and the 1991-92 lump sum adjustment. The adjustment for the performance advance appears in the 'PERF ADJ' column and the lump sum adjustment for 1991-92 appears in the 'BONUS ADJ' column.

IC Any Increment Code No Message No Agency Action

Employees who have been active and have not had a change in annual salary or part-time percentage since Period #26, 1991 and whose current salary is equal to the job rate or one of the longevity steps on the April 1990 schedule but is below the job rate or one of the longevity steps on the April 1992 schedule.

OSC has automatically increased the salary to the job rate or the longevity step and calculated the retroactive adjustment. The adjustment appears in 'PERF ADJ' column.

5 +Year No Message Submit PR-75

IC 08, 4 +Year or Employees who have been active, had 100 days of service in their grade during 1990-91 and have not had a change in annual salary or part-time percentage since Period #26, 1991.

> OSC has automatically increased the annual salary to the FIS salary and calculated the retroactive performance advance adjustment. The lump sum adjustment for 1991-92 must be submitted by PR-75 using the transaction code 'BONUS'; see ATTACHMENT D.

IC Any Except 1+Year STAT CHG - RETRO NOT COMPUTED Submit PR-75

Employees who have been active and had no change in annual salary, but who have had a change in part-time percentage, transferred between agencies, or have had breaks in service since Period #26, 1991. Employees whose salary is equal to the job rate or one of the longevity steps on the April 1990 salary schedule but below the job rate or longevity step on the April 1992 Salary Schedule.

OSC has calculated the new salary only. The retroactive adjustments must be submitted by PR-75; see ATTACHMENT E.

IC 1+Year STAT CHG - RETRO NOT COMPUTED Submit PR-75

Employees who have been active and had no change in annual salary, but who have had a change in part-time percentage, transferred between agencies, or have had breaks in service since Period #26, 1991. Employees whose basic salary is below the job rate for their grade and who are eligible for a performance advance.

OSC has calculated the new salary only. The retroactive adjustments must be submitted by PR-75; see ATTACHMENT F.

IC 08, 4+Year, 5+Year RETRO NOT

Employees whose basic salary is below the job rate for their grade and who are eligible for a performance advance.

COMPUTED Submit PR-75

OSC has automatically increased the annual salary to the FIS salary. The retroactive adjustments must be submitted by PR-75; see ATTACHMENT G.

STAT CHG - INCR NOT COMPUTED Submit PR-75

IC Any Except 08, Employees who have had a change in annual salary or 4+Year, 5+Year employees who have had a change in annual salary and transferred to another agency after Period #26, 1991.

> OSC has not calculated any increase or adjustments. If due, the agency must calculate the salary, retroactive adjustment and 1991-'92 lump sum adjustment and submit a PR-75; see ATTACHMENT H.

IC Any Increment Code Submit PR-75

Employees who have become inactive since Period #26, 1991 and whose last salary was below the job rate EMPLOYEE INACTIVE for their grade.

> If due, the agency must calculate the salary and retroactive adjustments and submit a PR-75; see ATTACHMENT I.

PR-75 Preparation

In preparing your payroll for the period in which the increases and increments are paid:

> Prepare all other PR-75 forms usually submitted for a normal period to report all changes to take effect during that period.

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

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with retroactive adjustments, use the "Normal Gross" on the tentative for the period and add or subtract other salary changes to this figure to get your new gross (ADD). It is not necessary to restate the retroactive adjustment on the PR-75 with an additional transaction code.

In reporting a change in annual salary (promotion, demotion, etc.), the retroactive BONUS and performance advance adjustments must be restated if they were automatically calculated on the tentative payroll.

In reporting Group 2 removal transactions, the retroactive adjustment does not have to be restated if it was automatically calculated on the tentative payroll.

Retroactive adjustments for overtime, holiday pay and lost time (including adjustments for refunds on AC-230's) may be processed in this period or in a later period.

Transaction Codes

NET EFFECT

Use only when reporting BONUS $\underline{\text{and}}$ the employee has an additional adjustment amount. Use only for payments in Period #14L; OSC will not accept this code in subsequent periods.

The block requirements for BONUS and NET EFFECT are:

BONUS

Group 3 Class B

Complete blocks 01 through 06 and the following:

07	Transaction Code	-	enter BONUS. If this block is filled, use the first available Addt'l Trans Code Block.
23	Gross (Add)		
24	Normal (Deduct)	_	if applicable.
49	Misc Block A	-	enter the beginning date of the adjustment period.
50	Misc Block B	-	enter the ending date of the adjustment period.
51	Misc Block C	_	enter PLUS or MINUS.
52	Misc Block D	-	enter the amount of the adjustment.

For Period 14L only, if NET EFFECT is used in conjunction with BONUS, the following are additional block requirements:

45 Additional Trans Code-	NET EFFECT. If this block is filled, use the
	first available Additional Trans Code Block.
53 Miscellaneous Block A-	Enter PLUS or MINUS.
54 Miscellaneous Block B-	total amount to be added to or deducted from
	the biweekly gross.

Remarks:

Indicate the breakdown of dates, transactions and monies involved for the amount reported in Block 54.

Use the following transaction codes to report any other changes or corrections to the tentative payroll. The Block requirements for these transaction codes can be found in Chapter C, Section 5 of the OSC Payroll Manual.

PERF ADV or COR SAL

To correct an annual salary incorrectly reported on the tentative.

UNSAT PERF

To reduce a salary automatically increased by OSC for an employee who has been rated "Unsatisfactory".

Increment Codes

New Increment Codes

Effective Pay Period 14L, the definition of code '3'(+year) has been changed and a new increment code, '7'(+year), has been added.

3(+year) An employee whose salary is below the job rate for his or her grade, not entitled to a performance advance the following April 1, but has sufficient service in the current year to be entitled to the performance advance thereafter.

Example: An employee newly appointed on 9/19/92 is expected to accrue in excess of 100 work days of service during 1992-93 and, therefore, is entitled to receive a performance advance on April 1, 1994. This employee would now be coded a '3' (+Year).

7(+year) An employee whose salary is below the job rate for his or her grade, who does not have sufficient service in the current year to be entitled to the next two April 1 performance advances, but is expected to accrue 100 work days of service during next fiscal year and thereafter be entitled to the performance advance.

Example: An employee newly appointed on 12/3/92 will not accrue 100 work days of service during 1992-93, is expected to accrue in excess of 100 work days during 1993-94 and, therefore, entitled to receive the performance advance on April 1, 1995. This employee would now be coded a '7'(+Year).

Agencies should start entering this new code, where appropriate, when the information is a block requirement. The complete definition for the existing and new codes for Security Services/Supervisors are shown in ATTACHMENT J.

PR-76 Preparation

The normal amount of previous payroll on the PR-76 should be the amount shown on the tentative payroll.

WITHHOLDING TAXES

Where OSC has automatically calculated both the retroactive performance advance and the 1991-92 lump sum adjustment OR where the agency submits a form PR-75 with the transaction code 'BONUS', the taxes will be calculated using the annualized tax method.

NEED HELP ?

If you require assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 486-3066.

If you require assistance in determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3087.

Attachments

Payroll Bulletin No. P-743

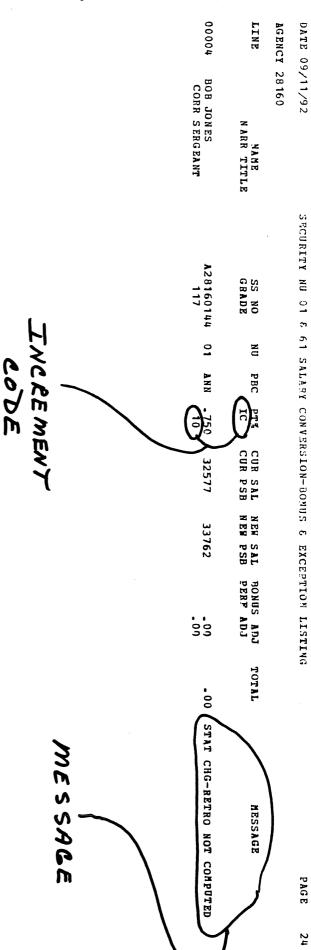
September 22, 1992

OFFICE OF THE STATE COMPTROLLER BUREAU OF PAYROLL AUDIT-SALARY DETERMINATION SECTION SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01 SECURITY SUPERVISORS NEGOTIATING UNIT 61 EFFECTIVE APRIL 1, 1990

<u>sc</u>	Perf. Ad. & Long. Amt.	Hiring Rate	Perf. Adv. <u>Rate 1</u>	Perf. Adv. <u>Rate 2</u>	Perf. Adv. Rate 3	Job <u>Rate</u>	10-yr Long. Step	15-yr Long. Step	(Long. Max) 20-yr Long. Step
101	0.5.0	612002	\$13852	\$14711	\$15570	\$16429	\$17288	\$18147	\$19006
101	859 907	\$12993 13491	14398	15305	16212	17119	18026	18933	19840
102 103	947	14189	15136	16083	17030	17977	18924	19871	20818
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104	996	14860	15856	16852	17848	18844	19840	20836	21832
105	1047	15597	16644	17691	18738	19785	20832	21879	22926
106	1103	16451	17554	18657	19760	20863	21966	23069	24172
107	1146	17422	18568	19714	20860	22006	23152	24298	25444
108	1191	18443	19634	20825	22016	23207	24398	25589	26780
109	1246	19512	20758	22004	23250	24496	25742	26988	28234
						05001	07106	20/01	20706
110	1305	20661	21966	23271	24576	25881	27186	28491	29796
111	1361	21922	23283	24644	26005	27366	28727	30088	31449
112	1421	23181	24602	26023	27444	28865	30286	31707	33128
113	1481	24607	26088	27569	29050	30531	32012	33493	34974
114	1551	26062	27613	29164	30715	32266	33817	35368	36919
		27604	29221	30838	32455	34072	35689	37306	38923
115	1617	27604	29221	30838	32433	34072	33007	37300	30,23
116	1689	29199	30888	32577	34266	35955	37644	39333	41022
117	1778	30878	32656	34434	36212	37990	39768	41546	43324
118	1869	32674	34543	36412	38281	40150	42019	43888	45757
119	1950	34495	36445	38395	40345	42295	44245	46195	48145
120	2041	36299	38340	40381	42422	44463	46504	48545	50586
121	2127	38289	40416	42543	44670	46797	48924	51051	53178
	0053	10075	10600		/7105	49376	51627	53878	56129
122	2251	40372	42623	44874	47125	51861	54178	56495	58812
123	2317	42593	44910	47227	49544		56949	59352	61755
124	2403	44934	47337	49740	52143	54546	20747	27332	01/77
125	2506	47478	49984	52490	54996	57502	60008	62514	65020

OFFICE OF THE STATE COMPTROLLER BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SECTION SALARY GRADE SCHEDULE FOR SECURITY SERVICES NEGOTIATING UNIT 01 SECURITY SUPERVISORS NEGOTIATING UNIT 61 EFFECTIVE APRIL 1, 1992

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1,671	1,545	1,418	1,300 1,361	1,185 1,246	1,126	1,078	1,034	987	947	907	870	831	794	764	735	698	664	631	605	573	Adv.	Perf.			
47,478	40,372 42,593 44,934	38,289	34,495 36,299	30,878 32,674	29,199	27,604	26,062	24,607	23,181	21,922	20,661	19,512	18,443	17,422	16,451	15,597	14,860	14,189	13,491	12,993	Rate	Hiring			
49,149	41,873 44,138 46,536	39,707	35,795 37,660	32,063 33,920	30,325	28,682	27,096	25,594	24,128	22,829	21,531	20,343	19,237	18,186	17,186	16,295	15,524	14,820	14,096	13,566	Step 1	Advance	Perf.		
50,820	43,374 45,683 48,138	41,125	37,095 39,021	33,248 35,166	31,451	29,760	1	26,581	25,075	23,736	22,401	21,174	20,031	18,950	17,921	16,993	16,188	15,451	14,701	14,139	Step 2	Advance	Perf		
52,491	44,875 47,228 49,740	42,543	38,395 40,382	34,433 36,412	32,577	30,838	29,164	27,568	26,022	24,643	23,271	22,005	20,825	19,714	18,656	17,691	16,852	16,082	15,306	14,712	Step 3	Advance	Perf		EH
54,162	46,376 48,773 51,342	43,961	39,695 41.743	35,618 37,658	33,703	31,916	30,198	28,555	26,969	25,550	24,141	22,836	21,619	20,478	19,391	18,389	17,516	16,713	15,911	15,285	Step 4	Advance	DD T		EFFECTIVE APRIL
55,833	47,877 50,318 52,944	45,379	40,995 43.104	36,803 38,904	34,829	32,994	31,232	29,542	27,916	26,457	25,011	23,667	22,413	21,242	20,126	19,087	18,180	17,344	16,516	15,858	Step 5	Advance	Derf		1,
57,504	49,378 51,863 54,546	46,797	42,295 44,465	37,988 40,150	35,955	•	32,266	30,529	28,863	27,364	25,881	24,498	23,207	22,006	20,861	19,785	18,844	17,975	17,121	16,431	Rate	Job			1992
2,506	2,251 2,317 2,403	2,127	1,950	1,778 1,869	1,689	1,617	1,551	1,481	1,421	1,361	1,305	1,246	1,191	1,146	1,103	1,047	996	947	907	859	Amount	Long			
60,010	51,629 54,180 56,949	48,924	44,245	39,766 42,019	37,644	35,689	33,817	32,010	30,284	28,725	27,186	25,744	24,398	23,152	21,964	20,832	19,840	18,922	18,028	17,290	Step	Long	10-vr.		
62,516	53,880 56,497 59,352	51,051	46,195	41,544 43,888	39,333	37,306	35,368	33,491	31,705	30,086	28,491	26,990	25,589	24,298	23,067	21,879	20,836	19,869	18,935	18,149	Step	Long	15-vr.		
65,022	56,131 58,814 61,755	53,178	48,145	43,322 45,757	41,022	38,923	36,919	34,972	33,126	31,447	29,796	28,236	26,780	25,444	24,170	22,926	21,832	20,816	19,842	19,008	Step	Long	Max)	(Long	



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	80 FI	ROM DAT	E I I	81 10 [DATE	8	32 NO. OF DAYS		NVENIENCE A	MOUNT LUMF SUM PYNT	84 DAYS	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PAY	80 FI	ROM DAT		81 10 [8			RATE	MOUNT LUMF SUM PYNT	, 84 DAYS	VACATION 85			
PAY	80 FI	ROM DAT	E I I	81 10 [DATE	8	32 NO. OF DAYS		NVENIENCE A	MOUNT LUMF SUM PYNT	84 DAYS	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PAY PAY PLIT CHARGE	80 FI	ROM DAT	E I I	81 10 [DATE	8	32 NO. OF DAYS		NVENIENCE A	MOUNT LUMF SUM PYNT	84 DAYS	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PAY PLIT HARGE	80 FI 87 NO	ROM DAT	E 	81 TO D	DATE	9	32 NO. OF DAYS		NVENIENCE A	MOUNT LUMF SUM PYNT	84 DAYS	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PAY PLIT CHARGE	80 FI 87 NO MARKS	ROM DAT	E	81 TO D	DATE	9	32 NO. OF DAYS		NVENIENCE A	MOUNT LUMF SUM PYNT	84 DAYS	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PAY PLIT CHARGE	80 FI 87 NO MARKS Block	ROM DAT	88 LINE P	81 TO E	DATE 89 %	uire	NO OF DAYS	83 INT. INCO	NVENIENCE AI	MOUNT LUMF SUM PYMT NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PLIT HARGE	87 NO MARKS Block -ent -ent	ROM DAT	88 LINE P	81 TO E	DATE 89 % ard Request (Ded	uire uct	32 NO. OF DAYS 10 AMOUNT ments plus ad	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PAY PAY PLIT HARGE 7 23 24	80 FI 87 NO MARKS Block -ent -ent	ROM DAT	1-6 BONU tota	81 TO E	89 % ard Request (Dedduct (F	uire uct	32 NO. OF DAYS 30 AMOUNT ments plus adod 14 to	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PLIT HARGE 7 23 24 49	80 FI 87 NO MARKS Block -ent -ent -ent	ROM DAT	1-6 BONU total Normer e	81 TO E	89 % ard Request (Dedduct (F	uire uct	32 NO. OF DAYS 10 AMOUNT ments plus ad	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PLIT CHARGE PLANCE PLIT CHARGE 23 24 49 51	80 FI 87 NO MARKS Block -ent -ent -ent	ROM DATE OF PER.	B8 LINE P BONU tota Norma	81 TO E	89 % ard Req ss (Dedduct (Five dat	uire uct Perices o	32 NO. OF DAYS 00 AMOUNT ments plus ad od 14 to f BONUS	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PLIT CHARGE PLANCE PLIT CHARGE 23 24 49 51	80 FI 87 NO MARKS Block -ent -ent -ent	ROM DATE OF PER.	B8 LINE P BONU tota Norma	81 TO E	89 % ard Req ss (Dedduct (Five dat	uire uct Perices o	32 NO. OF DAYS 30 AMOUNT ments plus adod 14 to	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PLIT CHARGE PLANCE PLIT CHARGE 23 24 49 51	80 FI 87 NO MARKS Block -ent -ent -ent	ROM DATE OF PER.	1-6 BONU total Normaler e PLUS	81 TO E	89 % ard Req ss (Dedduct (Five dat	uire uct Perices o	32 NO. OF DAYS 00 AMOUNT ments plus ad od 14 to f BONUS	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PLIT CHARGE PLANCE PLIT CHARGE 23 24 49 51	80 FI 87 NO MARKS Block -ent -ent -ent	ROM DATE OF PER.	1-6 BONU total Normaler e PLUS	81 TO E	89 % ard Req ss (Dedduct (Five dat	uire uct Perices o	32 NO. OF DAYS 00 AMOUNT ments plus ad od 14 to f BONUS	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT
PLIT CHARGE PLANCE PLIT CHARGE 23 24 49 51	80 FI 87 NO MARKS Block -ent -ent -ent	ROM DATE OF PER.	1-6 BONU total Normaler e PLUS	81 TO E	89 % ard Req ss (Dedduct (Five dat	uire uct Perices o	32 NO. OF DAYS 00 AMOUNT ments plus ad od 14 to f BONUS	83 INT. INCO	91 LINE	NUMBER NUMBER	92 %	VACATION 85	DAYS OVERTIM		. LSP AMOUNT

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STAT CHG - RETRO NOT COMPUTED - Adjustments for employees at Job Rate or 10,15,20xr Long Steps

A					L AND F	PERSONI		NSACTI				
<u>را-ياد</u> الم 11 ما	GENCY CODE	PAYROLL AG	GENCY				BUREAU			02 GROUP		ENCY CONTROL NUMBER / SEQUENCE NUMBER
	XC 2-6) INE NUMBER	05 EMPLO	YEE'S NAME (FIRST N	AME. MIDD. INI	T., LAST NAME)	SUFFIX	46.4	06 SOC	(CC-7)	(CC 8-9) JMBER	(CC 10-13)
U-1		1				•	(JR. SR. ETC.)					
<u> </u>	<u>000 1</u>	Jo	ohn s	>w1	<u>+h</u>		<u> </u>		3///	<u> </u>	3333	
08 LI	INE CHG. TO	09 NAME	CHANGED TO (FIRST N	AME, MIDD. INI	T., LAST NAME	E)	SUFFIX (JR. SR. ETC.)	10 CHG. CODE	11 soc	IAL SEC. NO. CO	RRECTED TO	12 TRANS. EFFECTIVE DATE
							!		l	!	i !	
13 TI	TLE CODE	TITLE (MAX.	. 21 POSITIONS)			14 JUR. CLASS	15 SALARY GRADE	16 N.U.	17	18 APPT	CODE 19 c	S FUND 20 TRANS GOOD THRU D
21 PA	AY BASIS	22 SALAR	V DATE	23 GROS	(ADD)	124 N	ORMAL (DEDU	(T) 12	5 PART TIME	26 TIME PA	ID 27 I	NCR. 28 PAID THRU (HRYDLY.
c co	DDE	ZZ SALAN	TRAIL	1	9.8.	1			%	20 1	27	NCR. 28 PAID THRU (HRYDLY.
ANY CTORS	29 ANN. LOC	ATION AMT. 30) ANN. INCONVENIEN AMT.		v. GEOG. AMT.	OR % 32 A	NN. SHIFT AM	T. OR % 33	PRE-SHIFT BRIE	FING AMT. 34	BON (CUNY)	35
36	VET/S 37 Y	OL. 38	39 DATE OF BIRTH	1 1	40 SEX 41	LIST NUMBER	42 0	ERT. SERIAL NO). 43 LIST	TITLE		44 RATING/RANK
DOT'E RANS	45 ADDITION	AL TRANS. CODE	46 ADDITIONAL T	RANS. CODE	47 ADDITE	ONAL TRANS. (CODE SOC.		LOCATION CODE	LOCATION		
- 1	AO MISCELLA	NEUTIZ BLUCK V.	50 MISCELLANEO	IIS BLOCK "B"	51 MISCE	LLANEOUS BLO	CKC 23	MISCELL ANEN	IIS BLOCK "D.	52 MISCELL	ANEOUS BLOCK "E	54 MISCELLANEOUS BLOCK
ISC.		DYY	WW 01			Lus		. 90		Jo miosecc	,,,,,,	J4 misselenitess seest
JST IME	55 FROM DA	TE 5	6 TO DATE	57	LOST TIME UNITS	58 LOST T	IME AMOUNT	PREV. STATE AGY.	EV. STATE AGE	NCY (ABBREV.)	59 AGENCY C	CODE 60 DATE OF SEPARATION
VER- IME	61 FROM DA	re 6:	2 TO DATE	63	0.T CD 64R	EG OT HOUR	EXTRA SERVICE	FROM DATE	!	71 TO DATE	7	72 SALARY 73 E.S. TITLE CODE
5 OUT TITL	TATITLE- LE CODE	TITLE-OTHER	R THAN CURRENT TITL	E (MAX. 21 POS	GITIONS)		EXTRA SE	RVICE TITLE (MAX. 21 POSITI	ONS)	74 E.S	S PAY 75 SALARY RATE
GRA	TITLE 67	DUT/TITLE HOURS	68 OUT/TITLE AND	NUAL (59 TOTAL OVE	ERTIME AMT.	76 BUDG RATE	ETED HOURLY	77 STRAI	GHT TI M E	78 1½ TIME HOURS	79 TOTAL E.S. AMOUNT
OT S	30 FROM DAT	E 8	1 TO DATE	82	NO. OF DAYS	83 INT. INCO	NVENIENCE A	MOUNT LUMP SUM PYMT	84 DAYS V	ACATION 85	DAYS OVERTIME	86 TOTAL LSP AMOUNT
.rt Arge	37 NO. PER.	38 LINE NUMBE	R 89 %	90	AMOUNT		91 LINE	NUMBER	92 %	93	AMOUNT	94
7 23 24 49 51	7-enter 8-enter 8-enter 8-50-er 8-enter	ADJ SA total Normal	tandard R AL PA gross (N l Deduct fective d	ormal (Perio	Deductod 14 of ADJ	tentat SAL P	ive r			nt (Blo	ck 24 &	52)

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STAT CHG - RETRO NOT COMPUTED

315 (REV. 9/83)		PAYROLL AND PE	STATE OF NEW		N EODM I	DD 75		
(CC-1) 1 AGENCY CODE		OFFICE OF THE STATI			CIVIL SERVICE	1		CY CONTROL NUMBER EQUENCE NUMBER
) AGENCY CODE	PAYROLL AGENCY		BUREAU		0.	2 GROUP U	3 PER NU. / S	EUDENCE NUMBER
(CC 2-6)						(00-7)	(CC 8-9)	(CC 10-13)
)4 LINE NUMBER	05 EMPLOYEE'S NAME (FIRST NA	ME, MIDD. INIT., LAST NAME)	SUFFIX (JR. SR. ETC		06 SOCIAL S	SECURITY NUMBE	R	07 TRANSACTION CODE
1 0000	John "	5mith			111	22 3	3333	BONUS
8 LINE CHG. TO	09 NAME CHANGED TO (FIRST NA	ME, MIDD. INIT., LAST NAME)	SUFFIX (JR. SR. EYC	10 CHG. CODE	11 SOCIAL S	SEC. NO. CORRECT	TED TO	12 TRANS EFFECTIVE DATE
			1			!		
3 TITLE CODE	TITLE (MAX. 21 POSITIONS)		14 JUR. 15 SALAR CLASS GRADE	Y 16 N.U.	. 17	18 APPT. COD	19 c.s	FUND 20 TRANS GOOD THRU DA
1 PAY BASIS CODE	22 SALARY RATE	23 GROSS (ADD)	24 NORMAL (DED	UCT) 2	5 PART TIME 20	6 TIME PAID	27 INC	R. 28 PAID THRU (HRYDLYI
CODE		3510.70	1247	1.05	^			
29 ANN. LOCAT	ION AMT. 30 ANN. INCONVENIENC	<u> </u>			RE-SHIFT BRIEFING	AMT 34 BO	N (CUNY)	35
ANTY	AMT.							
36 VET/S 27 VIII	. 38 39 DATE OF BIRTH	40 SEX 41 LIS	ST NUMBER 142	CERT. SERIAL NO.	43 LIST TITE	F		44 RATING/RANK
36 VET/S 37 VOL	So So DATE OF BIRTH		37 NOMBEN 42	DEMT. DEMAE NO.	45 2.5.			44 (1811)
					<u> </u>			
DT1 45 ADDITIONAL	TRANS. CODE 46 ADDITIONAL TR	ANS. CODE 47 ADDITIONA	-ta		OCATION CODE	LOCATION		
sWet E	ffect		Sa Car	(D00				
49 MISCELLANE	OUS BLOCK "A" 50 MISCELLANEOU	S BLOCK "B" 51 MISCELLA	NEOUS BLOCK "C" 5	MISCELLANEO	JS BLOCK "D" 5	3 MISCELLANEC	OUS BLOCK "E"	54 MISCELLANEOUS BLOCK
mm DI	DAY WWDD	YY PLU	S	1542	.50	PLO	15	721.15
55 FROM DATE	56 TO DATE	57 LOST TIME 5	8 LOST TIME AMOUN	PREV. PRE	V. STATE AGENCY	(ABBREV.)	9 AGENCY COL	DE 60 DATE OF SEPARATION
ME				STATE				
61 FROM DATE	62 TO DATE	63 O.T. CD 64 REG.		O FROM DATE	71	TO DATE	72	SALARY 73 E.S. TITLE CODE GR.
ER-			SERVICE	i	!	1 1		
OUT/TITLE- TITLE CODE	TITLE-OTHER THAN CURRENT TITLE	(MAX. 21 POSITIONS)	EXTRA	SERVICE TITLE (M	IAX. 21 POSITIONS	<u>i i</u>	74 E.S. BASII	PAY 75 SALARY RATE
TITLE CODE							BASI	
OUT/TITLE 67 OUT	TATITLE HOURS 68 OUTATITLE ANN	JAL 69 TOTAL OVERTI	MEAMT 76 BUD	GETED HOURLY	77 STRAIGHT	TIME 78	1½ TIME	79 TOTAL E.S. AMOUNT
GRADE	00	03	RAT	E	UNITS		HOURS	
. 80 FROM DATE	81 TO DATE	Tag us as awal as	2 417 11100111451151105		I a a paye was	TION DE 049	C OVERTIME LO	C TOTAL I CD AMOUNT
80 FROM DATE	1 1 10 DATE	82 NO. OF DAYS 83	3 INT. INCONVENIENCE	LUMP	84 DAYS VACA	110N 85 DAY	2 OVEHLIME 8	6 TOTAL LSP AMOUNT .
Y				PYMT				
87 NO PER 88	LINE NUMBER 89 %	90 AMOUNT	91 LIN	E NUMBER	92 %	93 AMO	UNT	94
IGE								
EMARKS:			,					
	1-6 Standard R	equirements						
7-enter	total gross (de	educt blue BO	NIIS and I	FRE ADV	7 amoun	te (R1o	ake 2/	52 & 54)
24-enter	Normal Deduct	(Period 14 te	ntative r	egiste	r)	rs (pro	CK5 24	, 52 & 547
45-enter	NET EFFECT				-			
	ter effective d	ates of BONUS	}					
51-enter	total BONUS ad	iustment						
53-enter		, as emerre						
	total PERF ADV	adjustment						

£17.4

£4.

RETRO NOT COMPUTED

AC 315 (REV. 9/83)	PAYROLL AN	STATE OF NEW YORK ID PERSONNEL TRANSACTION	ON FORM DR.75	
(CC-1)	OFFICE OF T	HE STATE COMPTROLLER - DEPARTMENT OF	CIVIL SERVICE AGE	NCY CONTROL NUMBER
01 AGENCY CODE	PAYROLL AGENCY	BUREAU	1	SEQUENCE NUMBER
(CC 2-6)			3 14 (00.89)	(CC 10-13)
04 LINE NUMBER	05 EMPLOYEE'S NAME (FIRST NAME, MIDD. INIT., LAST	NAME) SUFFIX (JR. SR. ETC.)	06 SOCIAL SECURITY NUMBER	07 TRANSACTION CODE
00001	John Smith		111 aa 3333	BONUS
08 LINE CHG. TO	09 NAME CHANGED TO (FIRST NAME, MIDD. INIT., LAST	NAME) SUFFIX 10 CHG. CODE	11 SOCIAL SEC. NO. CORRECTED TO	12 TRANS. EFFECTIVE DATE
00 1	, , , , , , , , , , , , , , , , , , ,	(JR. SR. ETC.) CODE		
13 TITLE CODE	TITLE (MAX. 21 POSITIONS)	14 JUR. 15 SALARY 16 N.U.	17 18 APPT CODE 19 cs	FUND 20 TRANS. GOOD THRU DATE
21 PAY BASIS CODE	22 SALARY RATE 23 GROSS (ADD)	24 NORMAL (DEDUCT) 25	5 PART TIME 26 TIME PAID 27 IN	CR. 28 PAID THRU (HRY.,DLY.,FEE)
	2869.	86 1277.88		-
29 ANN. LOCATIO		AMT. OR % 32 ANN. SHIFT AMT. OR % 33 P	RE-SHIFT BRIEFING AMT. 34 BON (CUNY)	35
SALAN	AMT.			
FACTORS			<u></u>	
36 VET/S 37 VOL.	38 39 DATE OF BIRTH 40 SEX	41 LIST NUMBER 42 CERT. SERIAL NO.	43 LIST TITLE	44 RATING/RANK
	\			
ADOTT 45 ADDITIONAL T	RANS. CODE 46 ADDITIONAL TRANS. CODE 47	ADDITIONAL TRANS. CODE 48 EMPL. L	OCATION CODE LOCATION	
TRANS. CODES NO + F	005-4	art.		
- J / V / E	US BLOCK "A" 50 MISCELLANEOUS BLOCK "B" 51	MISCELLANEOUS BLOCK "C" 52 MISCELLANEOU	JS BLOCK "D" 53 MISCELLANEOUS BLOCK "E"	54 MISCELLANEOUS BLOCK "F"
n nard				
<u>ט וחוחן ש</u>		PLUS 976		615.98
55 FROM DATE	56 TO DATE 57 LOST TO UNITS	ME 58 LOST TIME AMOUNT PREV. PRE	V. STATE AGENCY (ABBREV.) 59 AGENCY CO	DE 60 DATE OF SEPARATION
TIME		, way		
61 FROM DATE	62 TO DATE 63 O.T. CD	64 REG O.T. HOURS 70 FROM DATE	71 TO DATE 72	SALARY 73 E.S. TITLE CODE GR.
THE		agents.		
65 OUT/TITLE- TITLE CODE	TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIONS)	EXTRA SERVICE TITLE (M	AX. 21 POSITIONS) 74 E.S. BAS	PAY 75 SALARY RATE
THEE CODE		·	DAS	15
SS OUT/TITLE S7 OUT/	TITLE HOURS 68 OUT/TITLE ANNUAL 69 TOTA	AL OVERTIME ANY TO BURGETER HOURS V	77 STRAIGHT TIME 78 11/2 TIME	79 TOTAL E.S. AMOUNT
GRADE	MILE HOURS ON DUTTILLE ANNUAL 09 101	AL OVERTIME AMT. 76 BUDGETED HOURLY RATE	77 STRAIGHT TIME 78 11/2 TIME HOURS	79 TOTAL E.S. AMOUNT
			,	
INT 80 FROM DATE	81 TO DATE 82 NO. OF	DAYS 83 INT. INCONVENIENCE AMOUNT LUMP	84 DAYS VACATION 85 DAYS OVERTIME 8	36 TOTAL LSP AMOUNT
PAY		SUM PYMT		
87 NO. PER. 88	LINE NUMBER 89 % 90 AMOUN	T 91 LINE NUMBER	92 % 93 AMOUNT	94
PLIT HARGE				
REMARKS:				
Bloc	ks 1-6 Standard Require	ments		
7-enter		1 0/ 1 2022		
23-enter Bloc	total gross (Deduct-Blo	ck 24-plus BONUS am	t-Block 52-plus PERF	ADV amt-
	k 54 Normal Deduct (Period l	4 tentative register	r)	
	NET EFFECT		-,	
49-50-ent	er effective dates of B	ONUS		
51-enter				1
	total BONUS adjustment			1
53-enter	rlus total PERF ADV adjustme	nt		
J . J., 501				

STAT CHG - INCR NOT COMPUTED

At. 315 (HEV. 9/83)		STATI	E OF NEW YO	RK			
$ \mathbf{A} $	PAY	ROLL AND PERSON					
O1 AGENCY CODE	PAYROLL AGENCY	OFFICE OF THE STATE COMP		MENT OF CIVIL SERV	The second second		CY CONTROL NUMBER
O T AGENOT GODE	PATROLE AGENCY		BUREAU		02 GROUP	03 PER NO / S	EQUENCE NUMBER
(CC 2-6)					3	14	
04 LINE NUMBER	05 EMPLOYEE'S NAME (FIRST NAME, M	IDD. INIT. LAST NAME)	SUFFIX	06 500	(CC-7) CIAL SECURITY NUM	(CC 8-9)	(CC 10-13) 07 TRANSACTION CODE
		•	(JR SR ETC)			ioen	O/ TRANSACTION CODE
00001	John Si	nith		///	122	3333	Bof Ddy
08 LINE CHG. TO	09 NAME CHANGED TO (FIRST NAME, M		SUFFIX 10	CHG 11 SOC	CIAL SEC. NO. CORR		12 TRANS EFFECTIVE DATE
			(JR SA ETC)	CODE			TE THE BATE
			!				MM DD XX
13 TITLE CODE	TITLE (MAX. 21 POSITIONS)	14 JUR	15 SALARY 16	NU 17	18 APPT. C	ODE 19cs	
<u> </u>		CLAS	S GRADE			CODE	
21 PAY BASIS CODE	22 SALARY RATE 23	GROSS (ADD) 24	NORMAL (DEDUCT)	25 PART TIME	26 TIME PAID	27 INCE	R. 28 PAID THRU (HRY DLY FEE
CODE			0 0	- %			E
	23250 3	2591.72	907.9	0	10	X	
29 ANN LOCATI	ON AMT. 30 ANN INCONVENIENCE 3	1 ANN. GEOG. AMT. OR % 32	ANN. SHIFT AMT. OR	% 33 PRE-SHIFT BRI	EFING AMT 34	BON (CUNY)	35
SALARY	Am':				1		
FACTORS				48.0	00		
36 VET/S 37 VOL	38 39 DATE OF BIRTH	40 SEX 41 LIST NUMBE	R 42 CERT S	SERIAL NO. 43 LIST	TITLE		44 RATING/RANK
	1 1		4				•
/,							
ADDITIL 45 ADDITIONAL	TRANS. CODE 46 ADDITIONAL TRANS. C	ODE 47 ADDITIONAL TRANS	CODE LOC. 48	EMPL. LOCATION CODE	LOCATION		
CODES BONU	15 Net Eff		INFO.				
MISC. 49 MISCELLANE	DUS BLOCK "A" 50 MISCELLANEOUS BLOC	K "B" 51 MISCELLANEOUS BL	OCK "C" 52 MISC	CELLANEOUS BLOCK "D	53 MISCELLAN	EOUS BLOCK "E"	54 MISCELLANEOUS BLOCK "F"
$\omega_{ m DCKR} \omega_{ m DCKR}$	AX WWDDX	X PLUS	11	76.00	PL	115	476.00
55 FROM DATE	56 TO BATE	 			1		
LOST	20 IO DAIE	57 LOST TIME 58 LOST T	IME AMOUNT PR		NCY (ABBREV.)	59 AGENCY CODE	60 DATE OF SEPARATION
TIME				NGY .			
61 FROM DATE	62 TO DATE	63 0 T. CD 64 REG 0 T HOUF	RS . 70 FR	OM DATE	71 TO DATE	170	SALARY 73 E.S. TITLE CODE
OVER-		00 0 0 00 00	EXTRA	om bate	71 10 001	12	GR.
THAE			SERVICE		1		
65 OUT/TITLE- TITLE CODE	TITLE-OTHER THAN CURRENT TITLE (MAX.	21 POSITIONS)	EXTRA SERVICE	TITLE (MAX. 21 POSITI	ONS)	74 E.S. P BASIS	AY 75 SALARY RATE
						BASIS	
66 OUT TITLE 67 OUT	TITLE HOURS 68 OUT/TITLE ANNUAL	69 TOTAL OVERTIME AMT	76 BUDGETED H	HOURLY 77 STRAI	GHT TIME 7	B 11/2 TIME	79 TOTAL E.S. AMOUNT
			RATE	UNITS	'	HOURS	
INT 80 FROM DATE	81 TO DATE	82 NO OF DAYS 83 INT INCO	INVENIENCE AMOUNT	LUMP 84 DAYS V	ACATION 85 D	YS OVERTIME 86	TOTAL LSP AMOUNT
INC	!!!			SUM			
PAY				PYMT			
PLIT 87 NO PER 88	LINE NUMBER 89 %	90 AMOUNT	91 LINE NUMB	ER 92 %	93 AN	OUNT	94
HARGE							
55.44.546 B1							
	ocks 1-6 Standard	Kequirements					
7-enter							
	effective date of						
22-enter	new salary (curre	nt salary plus	PERF AD	V amount)			
23-enter	total gross (new m	normal & PRE S	HIFT BRI	EFING plu	s BONUS	and	
PERF A	ADV adjs (Block 5:	2 & 54)]
24-enter 1	Normal Deduct (Per	iod 14 tentat:	ive regi	ster)			
26-enter	time paid		0	•			
	INCREMENT CODE			51_0	nter PL	IS	j
	new PRE SHIFT BRII	EFING amount (NII-01)				S adjustment
45-enter		amount ()	01)				o aujustment
	NET EFFECT				nter PL		A DV
	er effective dates	of BONIE		54-e		al PERF	ADV
-7-20-CHT	er errective dates	COMOD TO			adjust	nent	į
							1

EMPLOYEE INACTIVE

10.3	15 (REV	9/83)					DA'	v D O		NU DE	STATE				`TIC	ON FORI	W 00	75		•	-			-
<u> </u>	2-1)						PA	OFF	ICE OF	THE STA	TE COMPT	ROLLEF	I KA P - DEF	PARTME	NT OF	CIVIL SERVI	M PK.	75	r	AGE	NCY CON	ITAOL NUM	ARE R	
01	AGENO		P	AYROLL A	GENCY							BURE	AU				02 G		03 P	ER NO. /				
04	LINE N		0	5 EMPLO	YEE'S M	NAME (FIRS	T NAME, N	HDD. IA	NT., LAST	NAME)		SUI (JR SF	FFIX	E t		06 soc		C-7) RITY NUI		8-9)	07	(CC 1	0-13) TION CODE	
0	00	00	/	J	- Ot	77	5	$\boldsymbol{\omega}$	i+	h						111	la	ا 🚓	33	333	E	20	$\subseteq \mathcal{E}$	ナイハ
08	LINE C	HG TO	0			D TO (FIRS						SUF (JR. SR		10 CH	G DE	11 SOCI					12	TRANS E	FFECTIVE (DATE
												!					1	!			W	m	DD	VV
13	TITLE (CODE	TI	TLE (MAX	21 POS	SITIONS)	Will be a second			VI VI VI VI	14 JUR CLAS	15 SA	ALARY RADE	16 N	IJ.	17	18	APPT.	CODE	19 c s	FUND 2	O TRAN	S. GOOD TH	IRU DATE
21	PAY BA	SIS	2	2 SALAF	RY RATE		23	GRO:	SS (ADD)		24 1	ORMAL	(DEDUC	CT)	25	PART TIME	26 T	IME PAI)	27 IN	CR 2	8 PAID TI	IRU (HRY.,	DLY.,FEE)
				43	7	83		? ?	08	.46	2					~				X	X	l I	ļ	
ADDT 3	29	ANN. LOC				INCONVEN						NN. SHII	FT AMT	OR %	33 PI	RE-SHIFT BRIE	FING AM	34	BON (CU	INY)	7 3	15		
SALAR FACTO	NS.														8	2.0	7							
\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	36 VET	/s 37 }	OL. 38	8	39	DATE OF BI	IRTH		40 SEX	41 L	IST NUMBE	R 4	12 CEI	RT. SERIA	L NO.	43 LIST	TITLE	•			4	44 RATIN	IG/RANK	
AOOT	4	ADDITION	AL TRAN	IS. CODE	46	ADDITIONA	L TRANS (CODE	47	ADDITION	AL TRANS.	CODE	LOC.	48 EM	PL. LO	CATION CODE	LOCA	TION	•					
CODE	B	0/	<u>us</u>	<u>S,</u>	No	2+1	<u> </u>	ec	#				MFO.											
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INCREMENT CODES FOR SECURITY SERVICES/SUPERVISORS

1(+year) An employee whose salary is below the job rate for his or her grade and entitled to a performance advance in April.

Longevity payment is due in the year indicated.

For example, code 14 would mean that a performance advance is due in April and a longevity payment is due in the 1994-'95 fiscal year.

- 2(+year) An employee whose base salary is at or above the job rate of his or her position, is receiving two longevity payments and whose 20-year longevity payment is due in the year indicated.
- An employee whose salary is below the job rate for his or her grade, not entitled to a performance advance the following April 1, but has sufficient service in the current year to be entitled to the deferred performance advance thereafter.

An employee whose salary is at the job rate, or the job rate and receiving one longevity payment. The next longevity payment for 10 or 15 years is due in the year indicated.

- 4(+year) An employee receiving longevity pay whose base salary is with FIS below the job rate of his or her current position, and who is salary entitled to a performance advance in April and next longevity payment in the year indicated.
- 5(+year) An employee who is receiving two longevity payments whose with FIS base salary is below the job rate of the current position, and who is entitled to a performance advance in April and 20-year longevity payment in the year indicated.

The following increment code, '6', designates those employees who are receiving the salary of a higher grade due to abolishment of their positions prior to October 1971.

- An employee whose base salary is at or above the job rate of the abolished position and who is entitled to longevity pay in the year designated by the second digit.
- An employee whose base salary is at or above the job rate of the abolished position and who is receiving all longevity payments.

(OVER)

7(+year)

An employee whose salary is below the job rate for his or her grade, who does not have sufficient service in the current year to be entitled to the next two April 1 performance advances, but is expected to accrue 100 work days of service during the next fiscal year and thereafter be entitled to the deferred performance advance. Longevity payment is due in the year indicated.

Miscellaneous codes that indicate when all longevity payments have been processed or a promotion calculation is due to the employee.

08 with FIS salary

An employee whose base salary is below the job rate for his or her grade, is entitled to a performance advance in April, but who has received all longevity payments.

or

An employee who has been promoted during the current fiscal year, who has insufficient service in the higher grade to qualify for the next two April 1 performance advances in the higher grade, but who is entitled to a reconstructed promotion salary based on a deferred performance advance in the lower grade and a repromotion to the higher grade.

An employee whose salary reflects all performance advances and longevity payments due.