

# Office of the State Comptroller

# PAYROLL BULLETIN

Subject

Payment of 1992 & 1993 Performance Advances, April 1993 Salary Increase and other salary changes for PS&T Employees Bulletin No.

P-775

Date

July 9, 1993

Chapter 74 of the Laws of 1993, implements the Agreement for 1991-1995 between the State and the Public Employees Federation representing employees in the Professional, Scientific and Technical Services (NU 05) negotiating unit. This bulletin provides instructions for processing the following payments in Institution Period 9L, checks dated August 19, 1993 and Administration Period 10L, checks dated August 25, 1993.

April 1, 1992 Performance Advances April 1, 1993 Performance Advances April 1, 1993 Salary Increase Location Pay

Instructions for payment of the 1992 and 1993 longevity awards and 1991-92 lump sum adjustments will be issued in a separate bulletin.

Retroactive adjustments for overtime, holiday pay and lost time should be processed in Institution Period 14L, checks dated October 28, 1993 and Administration Period 15L, checks dated November 3, 1993.

#### CONTRACT PROVISIONS

### April 1, 1992 Salary Schedule

Effective April 1, 1992, there is a new salary schedule (ATTACHMENT A). While the hiring and job rates for each grade are the same as listed on the April 1, 1990 schedule, the performance advance has been reduced from 1/5th to 1/7th of the range between the hiring and job rates.

#### April 1, 1992 & April 1, 1993 Performance Advances

Annual performance advances continue with a change in the effective date of payment, as follows:

#### Full-Time and Part-Time graded employees:

Effective April 1, 1992, based on the same criteria (in the OSC Salary Manual, Part I, Pages 19 and 22-23), the employee will continue to be evaluated upon her or his completion of one year of service in the grade/position. However, the performance advance is now payable at the beginning of Payroll Period 1L of the next fiscal year. The performance advance amounts for April 1, 1992 and April 1, 1993 are from the April 1, 1992 Salary Schedule.

#### Teachers: (Pay Basis Code 10M or CAL)

Teachers continue to have a fixed evaluation period of September 1 - June 30. Payment of the performance advance is now deferred to September 1 of the year following the one in which the service was rendered and the evaluation done. For example - A teacher below the job rate renders 150 work days of service during the September 1, 1990 - June 30, 1991 period and is rated equivalent to "Effective"; the performance advance is now payable September 1, 1992. Performance advances due for September 1, 1992 are from the April 1, 1992 Salary Schedule.

#### April 1, 1993 Salary Increase

Effective April 1, 1993, there is a new Salary Schedule. (Attachment B) This provides for a 4% salary increase, rounded to the nearest whole dollar, for all employees in graded, NS (grade 600) and Trainee (grade 800) positions.

#### Location Pay

### NYC, Rockland, Westchester, Nassau and Suffolk Counties

Effective April 1, 1993, the amount of location pay in these areas has been increased to \$729 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 \$200 for an employee who was an incumbent of a position and receiving the \$200 Monroe County Location Pay on March 31, 1988, 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.

#### PAYMENT INSTRUCTIONS

#### Tentative Salary Register and Information Listing

After payrolls are processed for Institution Period 8L and Administration Period 9L, OSC will automatically calculate the performance advances, salary and location pay increases and retroactive adjustment wherever possible. A "PS&T NU 05 INFORMATION LISTING" identifying employees receiving the various automatic increases and employees for whom agency action is necessary will be produced.

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

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. The retroactive performance advance adjustments for 26 payroll periods for 1992-93 plus the retroactive performance advance adjustments, salary and location pay increases for 8 periods for Institution and 9 periods for Administration for the current fiscal year will be included in the normal gross for employees for whom it can be automatically calculated.

The performance advances (if below job rate), salary and location pay increases will be applied as follows:

- A. Employees who have been continuously active and have not had a change in annual salary or part-time percentage since Period 26L, 1991:
  - (1) All employees except employees on Workers' Comp leave.

OSC will automatically apply the performance advance(s), salary and location pay increases. These employees will appear on the information listing with the new annuals for April 1992, April 1993 and the retroactive adjustment.

(2) Teachers with pay basis code CAL.

OSC will automatically apply the performance advance for <u>September 1, 1992</u>, and the salary and location pay increases. These employees will appear on the information listing with the new annuals for September 1992, April 1993 and the retroactive adjustment.

(3) Employees who are on the Workers' Compensation Award and Supplement Program (WC SUP).

OSC will automatically apply the performance advance(s), salary and location pay increases. No AC-2753 is required. The agency must submit a PR-75 for all retroactive adjustments. These employees will appear on the information listing with the new annuals for April 1992 and April 1993, with the message RAISE/PERF APPLIED - NO RETRO WC SUP.

B. Employees who are currently active and have had a change in annual salary, part-time percentage, transferred between agencies, break in service or who transferred to a position in the PS&T unit since Period #26, 1991.

OSC has applied the 4% salary and location pay increases only. If an employee is entitled to additional salary increases the agency must submit a PR-75 with the increase and retroactive adjustment. These employees will appear on the information listing with the message RETRO NOT COMPUTED.

(1) Employees who are on the Workers' Compensation Award and Supplement Program (WC SUP).

OSC has applied the 4% salary and location pay increases only. If an employee is entitled to additional salary increases the agency must submit a PR-75 with the increase and retroactive adjustment. If an agency increases an employee's salary on a PR-75, an AC-2753 must be submitted to increase the employee's normal gross. These employees will appear on the information listing with the message RAISE APPLIED - NO RETRO WC SUP.

C. Employees who are currently inactive (since Period #26, 1991), including 10-month Teachers with pay basis code 10M.

OSC has not applied any increases. If due, the agency must submit a PR-75 to increase the salary, location pay, and to pay any retroactive adjustment. These employees will appear on the information listing with the message EMPLOYEE INACTIVE.

D. Employees appointed or promoted on or after Period 1L, 1993 to the positions of Nurse 1, Nurse 2, or Teaching & Research Center Nurse 1 or 2, with an Increased Minimum Hiring Rate based on location or advanced qualifications (Civil Service Advisory Memorandum No. 93-10, dated June 1993, pages 4-6).

OSC will increase the location pay and will calculate the 4% increase on the entire salary. These salaries include additional monies due to area or advanced qualifications. These additional monies are not due the 4% increase. PR-75's must be submitted to recalculate the salary increase on the Hiring Rate only and then re-add the additional monies. These employees appear on the information listing with the message RETRO NOT COMPUTED.

E. Employees with pay basis code HRY, DLY or BIW (see Attachment H).

OSC will identify employees with pay basis code HRY, DLY or BIW. The agency must submit a PR-75 to increase the rate and pay the retroactive adjustment. If the employee is on the Workers' Compensation Award and Supplement Program (WC SUP), submit an AC-2753 to increase the employee's normal gross.

F. Employees who are on the New Workers' Compensation Statutory Benefit Program which was effective July 1, 1993 (WC PT SUP).

OSC will not calculate the increase. The agency must submit a PR-75 to increase the salary, location pay and pay the retroactive adjustment. These employees will appear on the information listing with the message RAISE NOT APPLIED - WC PT SUP.

G. Employees who transferred within the same agency from a PS&T position to a position in another negotiating unit after Period 26, 1991, do not appear on the information listing. If due a salary increase and/or adjustment, the agency must submit a PR-75.

A copy of the tentative salary register and the information 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.

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

PR-75s must be submitted for employees who occupy NS (Grade 600) annual-salaried positions that are equated to salary grades and who are entitled to additional salary increase(s) based on performance.

#### TRANSACTION CODES

Use the following transaction codes in reporting your changes:

1. a. To report a change in current salary for an active employee or for one who became inactive after Period 26L, 1993 as a result of:

performance advance(s) due for 1992 and/or 1993, (See Attachment C) promotion prior to Period 1L, 1993, (See Attachment D) promotion recalculation due on April 1, 1992 or April 1, 1993, (See Attachment D)

Transaction Code: COR FY SAL

Group 3 Class B

Complete blocks 01 through 06 and the following:

- #07 Transaction Code enter COR FY SAL
- 12 Transaction Effective Date enter the beginning date of Period 1L, 1993.
- 22 Salary Rate
- 23 Gross (Add)
- 24 Normal (Deduct) if applicable
- 27 Increment Code enter the correct increment code.

Use the appropriate additional transaction codes (PERF ADV, PROM RECAL, COR SAL) plus ADJ SAL PA to report the retroactive adjustment due.

Remarks Block - provide a full explanation of your determination.

b. To report a change in current salary as a result of a promotion or demotion after Period #26, 1993, for an active or inactive employee. (See Attachment E)

Transaction Code: COR SAL

Group 3 Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter COR SAL

12 Transaction Effective Date - enter the effective date of the last salary change.

22 Salary Rate

23 Gross (Add)

24 Normal (Deduct) - if applicable

27 Increment Code - enter the correct increment code.

Use the appropriate additional transaction codes (PERF ADV, PROM RECAL, COR SAL) plus ADJ SAL PA to report the retroactive adjustment due.

Remarks Block - provide a full explanation of your determination.

c. To report an April 1, 1992 performance advance for an inactive employee who separated prior to Period 1L, 1993. (See Attachment F)

Transaction Code: PERF ADV

Group 3 Class B

Complete blocks 01 through 06 and the following:

#07 Transaction Code - enter PERF ADV

12 Transaction Effective Date - enter beginning date of
the payroll period during
which the performance advance
was effective

22 Salary Rate

23 Gross (Add)

Use ADJ SAL PA as an additional code to report the retroactive adjustment due.

Remarks Block - provide a full explanation of your determination.

2. To reduce a salary automatically increased by OSC for an employee who has been rated "Unsatisfactory" and, therefore, is not entitled to a performance advance automatically applied by OSC.

Transaction Code: COR FY SAL

plus

Additional Transaction Code: UNSAT PERF

To report a retroactive adjustment only. (See Attachment G)

Transaction Code: ADJ SAL PA

If the annual salary is correct on the tentative payroll and a retroactive adjustment is required use ADJ SAL PA. The agency must review the increment code listed on the tentative payroll, if incorrect, use COR INC CD as the primary transaction code in Block 7 and ADJ SAL PA in the additional transaction code blocks.

Do not submit retroactive adjustments for overtime, holiday pay and lost time.

#### PR-75 Preparation

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

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

In reporting miscellaneous Group 3 gross salary changes such as overtime or lost time for an employee shown on the tentative salary register with a retroactive adjustment of the new salary, use the "Normal Gross" on the tentative as the base salary 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 adjustment must be entered on the PR-75 with transaction code ADJ SAL PA.

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

b. Increment coding -

Beginning with Institution Period 9L and Administration Period 10L, start entering increment codes shown in Attachment I when the information is a block requirement.

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

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

### WITHHOLDING TAXES

A special tax routine will be used for the calculation of taxes. Fixed taxes submitted on an AC-1040 form or the On-line Deduction Processing System will not be processed for these payments or any adjustments through Institution 14L/Administration 15L.

#### NEED HELP ?

If you require assistance in preparation of PR-75 forms or determining correct salary entitlement, contact the Salary Determination Unit at (518) 486-3088.

Attachments

# OFFICE OF THE STATE COMPTROLLER BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES NEGOTIATING UNIT 05 EFFECTIVE APRIL 1, 1992

			Performance
Salary	Hiring	Job	Advancement
<u>Grade</u>	Rate	Rate	Amount
1	\$12299	\$16133	\$ 548
2	12787	16763	568
3	13439	17568	590
4	14067	18373	616
5	14761	19363	658
6	15582	20349	681
7	16487	21436	707
8	17425	22549	732
9	18428	23738	759
10	19504	25048	792
11	20653	26561	844
12	21843	27952	873
13	23146	29500	908
14	24509	31296	970
15	25927	32964	1006
16	27412	34717	1044
17	28982	36636	1094
18	30655	38155	1072
19	<sub>.</sub> 32344	40157	1117
20	34030	42169	1163
21	35864	44361	1214
22	37821	46672	1265
23	39850	49069	1317
24	42003	51576	1368
25	44350	54333	1427
26	46716	57104	1484
27	49276	60211	1563
28	51898	63259	1623
29	54647	66445	1686
30	57533	69764	1748
31	60629	73318	1813
32	63883	76998	1874
33	67387	80936	1936
34	71006	85025	2003
35	74716	89186	2068
36	78500	93465	2138
37	82648	98080	2205
38	77070		

# OFFICE OF THE STATE COMPTROLLER BUREAU OF PAYROLL AUDIT--SALARY DETERMINATION SECTION SALARY GRADE SCHEDULE FOR PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES NEGOTIATING UNIT 05 EFFECTIVE APRIL 1, 1993

Salary Grade	Hiring <u>Rate</u>	Job <u>Rate</u>	PERFORMANCE Advancement <u>Amount</u>
1	\$12791	\$16778	\$ 570
2	13298	17434	591
3	13977	18271	614
4	14630	19108	640
5	15351	20138	684
6	16205	21163	709
7	17146	22293	736
8	18122	23451	762
9	19165	24688	789
10	20284	26050	824
11	21479	27623	878
12	22717	29070	908
13	24072	30680	944
14	25489	32548	1009
15	26964	34283	1046
16	28508	36106	1086
17	30141	38101	1138
18	31881	39681	1115
19	33638	41763	1161
20	35391	43856	1210
21	37299	46135	1263
22	39334	48539	1315
23	41444	51032	1370
24	43683	53639	1423
25	46124	56506	1484
26	48585	59388	1544
27	51247	62619	1625
28	53974	65789	. 1688
29	56833	69103	1753
30	59834	72555	1818
31	63054	76251	1886
32	66438	80078	1949
33	70082	84173	2013
34	73846	88426	2083
35	77705	92753	2150
36	81640	97204	2224
37	85954	102003	2293
38	80153		

Payroll Bulletin No. P-775 dated July 9, 1993

AC 951 (Rev. 3/84)

A		LL AND PERSON OF THE STATE COMP						
O1 AGENCY CODE	PAYNOLL AGENCY	OF THE STATE SOME	BUREAU			02 GROUP	03 PER. NO.	NCY CONTROL NUMBER / SEQUENCE NUMBER
99999	XXX			SUFFIX OG SOCIAL SECURITY NUMBER O7 TRANS				
04 LINE NUMBER	05 EMPLOYEE'S NAME (FIRST NAME, I		SUFFIX (JR. SR. ETC.		1		_	07 TRANSACTION CODE
12345	OO NAME CHANGED TO FRIEST NAME.	nith	SUFFIX	1.0.CH6	123	SEC. NO. CORREC	6789	12 TRANS. EFFECTIVE MATE
O8 LINE CHG. TO	OS NAME CHANGED TO FRIEST NAME.	MIDD. MILL, LAST MAME!	JJR SR ETC.	1 O CHG CODE		!		12 mans. Errective saire
13 TITLE CODE	TITLE (MAX. 21 POSITIONS)	li li	4 JUR. 15 SALAR CLASS GRADE	Y 16 M.U.	17	18 APPT.	C00E 19c	5. FUND 20 TRANS. GOOD THRU BATE
			CLASS GRADE				)	
21 PAY BASIS CODE	22 SALARY RATE	23 GROSS (ADO)	24 NORMAL (DEDU	CT) 25	5 PART TIME	26 TIME PA	27 1	ICR. 28 PAID THRU (MRY., SLY., FEE)
Ann	27507	3057.42	, 977				0	)
29 ANN. LOCA	30 AMN. INCONVENIENCE	31 ANN. GEOG. AMT. OR %	32 ANN. SHIFT AN	IT. 08 % 33 P	YRE-SHIFT BRIEFI	NG AMT. 34	BON (CUNY)	35
36 VET/S 37 VOL.	38 39 DATE OF BINTH	40 SEX 41 LIST	T NUMBER 42	CERT. SERIAL NO.	43 LIST 1	TITLE		44 RATING
MOSTE 45 ABOUTIONAL TO	AMS. CODE 46 ADDITIONAL TRAM	S. CODE 47 ADDITIONAL 1	i i	****	CATION CODE	LOCATION		
313 June	Adv Ad; SA	L PA	OUS BLOCK 'C' 5	2 MISCELLANEOUS	S BLOCK 'B'	53 MISCELL	AMEQUS BLOCK 'E'	54 MISCELLAMEDUS BLOCK F
MARKE 49 MISCELLAMEOU	S BLOCK A. 50 MISCELLAMEOUS	ROCK TO 51 MISCELLAME			_	33		34
55 FROM BATE	DYY MATE	57 LOST TIME 58	LOST TIME AMOUNT	MAN PREV		ICY (ABBREV.)	59 AGENCY C	CODE 60 DATE OF SEPARATION
TREE				STATE				
61 FROM BATE	62 TO BATE	63 0.T. CD 64 REG. (	O.T. HOURS SEEMA SEEMICE	70 FROM BATE	.	71 TO BATE		72 SALARY 73 E.S. TITLE CODE
65 ONT/TITLE- TITLE COOK	TITLE-OTHER THAN CURRENT TITLE (M	IX. 21 POSITIONS)	EXTRA	SERVICE TITLE (MAX	.2 1 POSITION	<u> </u>	74 E.	S. PAY 75 SALARY BATE
66 SUT/TITLE 67 SU	T/TITLE HOURS 68 OUT/TITLE ANNUA	L 69 TOTAL OVERTIM	E AMT. 76 B	NOGETED HOURLY ATE	77 STRA	IGHT TIME	78 11 TIME	79 TOTAL E.S. AMOUNT
O COM NATE	81 TO BATE	8200. OF BAYS 83	HIT. MC. AMOUNT		84 BAYS VA	CATION OF	DAYS OVERTIME	86 TETAL LSP AMOUNT
SO FROM BATE	81 TO BATE	gzmu. er exts   gg	i mi. mc. amouni		04 5010 40	65	UNITE OVERTIME	90 ISIN LOF MINOSITY
	B LIME NUMBER 89 %	90 AMOUNT	91 4	PERUMBER	92 %	93	AMOUNT	94
SPLIT CHARGE								
REMARKS:	TENTAT	IVE)	<b>-</b> \	Q	<u>d</u>	NEG	٠	11×26=967.4
24509 (	or old casus	4 (92 pers) 3	312619	g 34	1509	2547	37.5	11×36-46"
970	ar PA	(MDEEF) 3	125/0	2 21	1509	2750	07 114	.99×9 = 1034.
25479		(traise)	10014		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,		2002.3
970	as PA						الادر • <del>1</del>	
26449	- 4					VEC	B: wk	3057.42
1058	4%		\					
2507	10	12 and	93	456	a	dv's	DU	<u>د</u> ا
NOTE	: calcul	ations;	Done	FOR	Apr	min	Gycl	٤

(Hev. 3/84)				ODVCL	ieli ci	ND.				a Ju.	Lv 9.	1993
			AND PERSO		TRANS	ACTION				_ 54.	J - <b>3</b>	
SMENCY COOK	PAYROLL AGENCY	OFFICE OF	THE STATE CO	MPTROLL	ER - DEPA	RTMENT O	F CIVIL SE	RVICE 02 SROUP	03 1	AGEN ER. BO. /	SEQUENCE NO	OL NUMBER MBER
		/\/						٦		_ ;	-	
4444	XX	•	MIT LAST NAME)	M	CHEEIX		OR SOCIAL	(CC-7) SECURITY NUMBER	(CC	<b>8-9</b> )	O7 TRANS	CC 10-13) EACTION CODE
LINE HUMBER		ME IFIRST NAME, MIDD.	The contract of the contract o		SUFFIX (JA SA ETC)			و د	: 415	2.1	C	
1567		ert	りのと				487	SEC. NO. COMPLE	43	<u>مرا</u>	(SR	S. EFFECTIVE BATE
LINE CHG. TO	09 NAME CHANGED	TO (FIRST NAME, MIDD.	MIT., LAST NAME)		SUFFIX JUN SR ETC J	1 O CH6 CODE	11 social	i sec. No. comic	1		12 1000	a. EFFECHVE MAIL
							<u> </u>				Wu	Y:DD:Y
TITLE CODE	TITLE (MAX. 21 POSI	TIONS)		1 4 JUR CLASS	15 SALARY GRADE	16 M.U.	17	18 APPT	. COUR	19::	FINE 20 18	IANS. 6000 THRU (A)
PAY BASIS CODE	22 SALARY MATE		EROSS (ADD)		MMAL (DEDUCT)		5 PART TIME %	26 TIME P	AID	27 🛱	CR. 28 PAI	HO THIRLY (MIRY., DLY.,
100	3720	<b>12</b> 3	3741.6	<b>▼</b>	340	1				0		
29 ANN. LOCA	TION 30 AMI	INCONVENIENCE	31 ANN. GEOG. AMT. OR	₩ 32 A	NN, SHIFT AMT.	OR ~ 33	PRE-SHIFT BRIEFI	IGAMT. 34	BON (CI	JNY)	35	
36 VET/S 37 VOL	38 39	BATE OF BIRTH	40 SEX 41	LIST NUMBER	42 Œ	RT. SERIAL NO.	43 LIST T	ITLE				44 RATHK
<b>)</b>   '-												
45 ABOITIONAL TI	RANS. CODE 46	ABOITIONAL TRANS. CO	DE 47 ADDITIO	NAL TRANS. CO	OE ESSC.	48 EMPL. LE	DCATION CODE	LOCATION			***************************************	
<b>*</b> 6		Q JC N	٠, ١	col	2 =							
49 HISCELLANER	BECOL SO	MISCELLAMEOUS BLOCK	T 51 MISCELL	LAMEOUS BLOCK	C 52	MISCELLAMEOU	IS BLOCK .D.	53 MISCE	LLANEOUS B	FOCK E.	54 ms	CELLAMEOUS BLOCK
	į	YEEM	V DI	ڪن۔		2313.	99					
55 FROM MIE	DYY 11 7		57 LOST TIME UNITS	58 LOST T			V. STATE AGEN	CY (ABBREV.)	59	AGENCY C	DE 60 1	MATE OF SEPARATION
		: !	UNITS			STATE		,				
81 FROM INTE	62 T	O BATE	63 0.T. CD 641	REG. O.T. HOUR	s 70	) FROM BATE	· · ·	71 TO SATE		7	2 SALMIY 7	73 E.S. TITLE COO
		1 !			EETIM		1	:	:	l	-	•
5 OUT/TITLE-	TITLE STHER THAN	CURRENT TITLE (MAX. 2	(280(1)209 1)		EXTRA SE	BYICE TITLE (MA	X.2 1 POSITIONS	<u> </u>		74 E.S	PAY 75	SALARY MATE
5 OUT/TITLE- TITLE COOK			,, , , , , , , , , , , , , , , , , , , ,							-	<b>m</b>	
	UT/TITLE HOURS   68	OUT/TITLE AMRUAL	69 TOTAL OVE	STIME ANT	76 200	OFTER MANAGEY	77 STRA	IGHT TIME	78	TIME	79 181	TAL E.S. AMOUNT
GRADE 67 0	DIVILITE MOON?   99	GOT/THLE NAMEDIC	65 1012 01	<b></b>	MT	GETED HOURLY E	UNIT	5		25Věn		
			10000 00 0000	83 MT. M	C ADDITY	\$ 7.2°	B4 BAYS VA	CATION O	5 MYS O	COTING	88 TOTAL	LEP AMOUNT
BO FROM BATE	81 1	O MATE	8200. OF BAYS	83 mi.m	L. AMPENI	t jane	84 0010 10		J		90	
AT .						PHH						1.04
87 NO. PER. 8	8 LINE NUMBER	89 %	90 AMOUNT		91 LM	E NUMBER	92 %	9	3 AMOUN			94
	-14050	poten	to G+	18				99		NETO		Kw Je H
REMARKS		المامع	#33	<b>LOS</b>	(03	, pers	2 37761	की क्षा	60 3	<b>1904</b>	40.0	6×12=4
					100	Conc	9110	ود م	608	3469	19 41.4	3 417 -
करेग	010				CW		•					
155 <u>4</u> 100 Gr	16 -				/3 CE	46			_	27.3	31 1	43 .U IP 7-
करात करा १०५५ वर्ष	old o perf		om recal	(	450 450	SE)	3125		_	372	١:	38.6
करात करा १०५५ वर्ष	16 -		om recal	(	4 FA	15 E)	3   25		_	ه 37 محمل :	ay Is	2313
मिन्न १०५५ वर्ष १०५५ वर्ष १०५५ वर्ष	16 perf	→ <sup>R</sup> 7	3 311	,per6	450E	المحرارة الم	3   25		_	ه 37 علما :	عد ا: عم	1427
मिन्न १०५५ वर्ष १०५५ वर्ष १०५५ वर्ष	old o perf	-> R 1	1348	, per 6	43 pe	6 F)	اکدا 3	(Ne	_	<b>373</b> علما:	<del>2</del> 2 1:	1427
निवर १०५५ वर्ष १०५५ वर्ष १०५५	16 perf	-> R 1	प्रमुख प्रमुख प्रमुख प्रमुख प्रमुख	1 ( perf 12%	43 pe	6 F)		<b>6</b> 33	in.B	انها:	ay	3741.
1044 09 1044 09 1044 09	16 perf	-> R 1	प्रमुख प्रमुख प्रमुख प्रमुख प्रमुख	, per 6	43 pe	6 F)		<b>6</b> 33	in.B	انها:	ay	1427.

Payroll Bulletin No. P-775 dated July 9, 1993

A										RSON	INEL		SACT		FORM	AC315						
01 M	ENCY Q	<sup>COOK</sup>	۱	PAYROLL	AGENCY	X						BUREAU				O2 GROUP	-	PER. NO.		CE NUMBER		<del></del>
	NE NUI	mber 89	•	~	70	TO (FIRST N	, -	J	or	14	S	SUFFIX  JR SR ETC   	1 O CHG		રૂસ્ય	SECURITY NUM	16A   78	39 C	07	TRANSACT	ION CODE	TE .
13 11	TLE CO	<b>00</b> E		TITLE (M	IX. 21 POS	(TIONS)				1	4 JUR CLASS	15 SALARY GRADE	16	N.U.	17	18 APP	T. CODE		S FUMO	20 TRANS	GOOD THRE	<b>PATE</b>
21 %	Y BAS	<b>n</b>		22 SAL	166	77	3		<b>14</b> .	60	ا	DRMAL (DEDUC	. કચ		PART TIME	26 TIME P		27 5	4	8 PAID TH	RU (MRY., S	N.Y., FEE
ADUTA BALANY PACTORS		ANN. LO		38	AMT	DATE OF BIF			i. GEOG. AI		32 A	NN. SHIFT AMT	ERT. SERIAL		43 LIST T		BON (C	JUNY)		35	44 N	THIS
AMOTA TRANS	45A	BOITION		S. C00E	46	ADDITIONAL	TRANS. COO	HE.	47 A	DOITIONAL	TRANS. CO	C INC		IPL. LOC	ATION CODE	LOCATION	······································		•			
COURT MALE MACHE	49 49 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	P I HSCELLA	S NEOUS I	FOCK .V.	50	MISCELLANE MISCELLANE	OUS BLOCK	1	AI 51	D S IISCELLANE		16 52 V	MISCELL	AMEOUS	BFOCK .B.	53 MISCE	B. C	100x E	54	MISCELLA	MEOUS BLO	CK F
LOST THE		ROM BAT				MATE	7	57	LOST THE WAITS			ME AMOUNT	STATE MEY			CY (ABBREV.)	59	AGENCY C			OF SEPARAT	
FINE 65	UT/TI	TLE-	-	TITLE-01	62 T	CURRENT TIT	E (MAX. 21		O.T. CD	<b>у</b> ф исо	O.T. NOUR	EETIMA CENTICE			2 1 POSITIONS		 		2 SALAN SR.		LARY NATE	
66 OUT			OUT/	TITLE NOU	RS   68	OUT/TITLE (	MRUAL		69 TOT <i>i</i>	L OVERTIM	E AMT.	76 BUI	<b>DG</b> ETED HOU Te	RLY	77 STRAI		78	1 TIME MOURS		TOTAL E.	S. AMOUNT	
MT MC	80 FI	ROM BAT	<u> </u>		81 T	D BATE		82	NO. OF BA	YS 83	INT. IN	C. AMOUNT		LUMP CLAS FYRIT	84 BAYS VAC	CATION 85	DAYS 0	WERTIME	86	TOTAL LSP	AMOUNT	
SPLIT CHARGE		D. PER.		LINE NUM		89 %			AMOUN				E NUMBER		92 %		AMOUN	,	I	94		
REM 2	了 门		Q	)  a	214 RE61		() ()	13 13 10	Per Per	ウナ	عداد عداد	امع . امع .	المت	<b>S</b>		337 32 5						7.51 १
39 I	6		94	3P %	<u> </u>	. (	Pen	2m	جر م م	w)	5/6	دهاه	304	£5	ું કુ	607	7	<b>પ</b> 8	7 ×	6 = 17	<u>44</u> 9	۹. هن ۹٤.
シヾ゙゙゙゙゙゙゙゙゙゙	3	<b>3</b>		•	<i>P</i>	, Tent	NTA.	हो	<b>,</b>							N	೯ಬ	Bio	بلك	30	250· 24.	93. 67.
376	SO.	7 ( 10	S'E	0	رم ا	ج 318 حياد	ر ا8 مالجا		#	97: 97:	14	Pro	5/6/ AT	d g	to (	30656 CYCL	۳/4 د	ent s	Du			

	14+	tacn	wen.	t /	P		lletin No. 11y 9, 1993	P <b>-</b> 775
19999	XXX					3	!	C 10-13)
LINE NUMBER	05 EMPLOYEE'S NAME (FIRST		_	SUFFIX (JR SR ETC )	06 socia	L SECURITY NUMBER		SACTION CODE
76543	KODNE	y Med	CANN		239	1342	345 PEA	e Al
LINE CHG. TO	09 NAME CHANGED TO (FIRST		HAME)	SUFFIX 10 CHG	11 SOCIA	L SEC. NO. CORRECTED		S EFFECTIVE DAT
							MA	7 00 1
TITLE CODE	TITLE (MAX: 21 POSITIONS)		14 JUR. CLASS	15 SALARY 16 N.U.	17	18 APPT. COOE	19 cs Fumo 20 T	RANS. GOOD THRE
PAY BASIS CODE	22 SALARY RATE	23 GROSS (ADD)	1	RMAL (DEDUCT)	25 PART TIME	26 TIME PAID	27 INCR. 28 PA	ID THRU (HRY.,DL
Ann	47160							
29 ANN. LOCATI	ON AMT. 30 ANN. INCONVENIE	INCE 31 ANN. GEOG. /	UMT. OR % 32 ANN	SHIFT AMT. OR % 3	3 PRE-SHIFT BRIEF	ING AMT 34 BUN (	CUNY) 35	
888 NOC VET/E 107 : 01	38   39 DATE OF BIR	TH AN SEY	41 LIST NUMBER	42 CERT. SERIAL	NO 1.3 LIST T	ITI F	44	RATING/RANK
36 VET/S 37 VOL	38 39 DATE OF BIR	1 40 322	- Controlled	72 00	.5 .5.			
45 ADDITIONAL	TRANS CODE 46 ADDITIONAL	TRANS CODE 147 A	DDITIONAL TRANS CO	DE AR EMP	. LOCATION CODE	LOCATION		
	70 2007	47						
49 MISCELLANE	DUS BLOCK "A" 50 MISCELLANI	EOUS BLOCK "B" 51 N	IISCELLANEOUS BLOCK	C 52 MISCELLAN	EOUS BLOCK D	53 MISCELLANEOUS	BLOCK E 54 MIS	CELLANEOUS BLO
	30 missee		-1					
55 FROM DATE	56 TO DATE	57 LOST TIM	LUS IE 58 LOST TIM		PREV. STATE AGEN	CY (ABBREY.) 159	AGENCY CODE   60 C	ATE OF SEPARAT
E !	! !!!	UNITS	30	STATE				! !
61 FROM DATE	62 TO DATE	63 O.T.CD	64 REG. O.T. HOURS		TE 7	1 TO DATE	72 SALARY	73 E.S. TITLE C
	!	100			!	. ! !	GR.	
OUT/TITLE- TITLE CODE	TITLE-OTHER THAN CURRENT TI	TLE (MAX 21 POSITIONS)		EXTRA SERVICE TITLE	(MAX. 21 POSITION	NS)	74 E.S. PAY 75	SALARY RATE
THE CODE							<b>5-3</b> 13	
OUT/TITLE 67 OUT	TATITLE HOURS 68 OUTATITLE	UNNUAL 69 TOTA	L OVERTIME AMT.	76 BUDGETED HOURL	77 STRAIG	HT TIME 78 1	TIME 79 TOT	AL E.S. AMOUNT
Shape				neri E	<b>S</b>	`   "	,	
. 80 FROM DATE	81 TO DATE	82 40 OF E	DAYS 83 INT INCON	/ENIENCE AMOUNT LUI	84 DAYS VA	CATION 85 DAYS	ENTINE 86 TOTAL	SP AMOUNT
				SU	1			
87 NO. PER 88	LINE NUMBER 89 %	90 AMOUNT		91 LINE NUMBER	92 %	93 AMOUN	, 7	94
NEE								
EMARKS:				100	and \	50 51	X 7 = 3	<3.5
4584	3 GROWS	3		(32)	ext)	30.37	\	J J.U
131	7 92 Pex	E						
47160		•						
7110								
					•	• • •	7/ /2	1
		(Emi	PLOYE	E 11	ACT	114	7/2/92	ノ

NOTE: CALCULATIONS DONE FOR ADMIN. CYCLE PPIL 1990
Block 12 Should be Effective Date PPIL 1990

# Uttachment G

Payroll Bulletin No. P-775 Dated July 9, 1993

AC 951 (Rev. 3/84)

**WORKSHEET FOR** 

A		ID PERSONNEL E STATE COMPTROLLI					6	
01 AGENCY CODE	PAYROLL AGENCY	2 JIAI2 COMP INCLE	BUREAU	O. OIVIE SE	02 SHOUP	03 PER. NO. /	CY CONTROL NUMBER REQUENCE NUMBER	
79999	XXX				(CC-7)	(CC 8-9)	(CC 10-13)	
04 LINE NUMBER	05 EMPLOYEE'S NAME (FIRST NAME, MIDD. MIT.,	LAST NAME)	SUFFIX  JAR SA ETC	06 20CIAL	SECURITY NUMBER		07 TRANSACTION CODE	
01234	Carol B	URNS		. 111		3333	Cor Inc	Cd
08 LINE CHG. TO	09 NAME CHANGED TO (FIRST NAME, MIDD. WIT.	LAST NAME)	SUFFIX 10 CHG	11 SOCIAL	SEC. NO. CORRECTI	ED TO	12 TRANS. EFFECTIVE BATE	
	TTI CANANA AN ADDITIONAL	la A MIR	1E SALARY 1C N	" 17	40 APRT C	005	THE COOR THE COOR THE	
13 TITLE COOE	TITLE (MAX. 21 POSITIONS)	1 4 JUR. CLASS	15 SALARY 16 N	.u.  17	18 APPT. C	Cook	THE 20 TRANS. GOOD THRU B	MIE
21 PAY BASIS	22 SALARY RATE 23 GROSS	(ADD) 24 NO	RMAL (DEDUCT)	25 PART TIME	26 TIME PAID	27 MCI	. 28 PAID THRU (MRY., BLY	FF)
21 PAY BASIS CODE		$\infty \cdot \infty$ 15		*	20	27 1100	i	••••
29 ANN. LOCAT	TION 30 ANN. INCONVENIENCE 31 AM			33 PRE-SHIFT BRIEFIN	GAMT. 34 B	ON (CUNY)	35	
BALMY	AMT.							
36 VET/S 37 VOL.	38 39 DATE OF BIATH	40 SEX 41 LIST NUMBER	42 CERT. SERIAL	NO. 43 LIST TO	TLE		44 BATH	K
<b>\</b>								
MOSTE 45 ADDITIONAL TR	AMS. CODE 46 ADDITIONAL TRANS. CODE	47 ADDITIONAL TRANS. COO	E 48 EM	PL. LOCATION CODE	LOCATION			
Adi S	al. <b>B</b> a		mr3.					
49 MISCELLANEOU	S BLOCK 'A' 50 MISCELLAMEOUS BLOCK 'B'	51 MISCELLANEOUS BLOCK		MEOUS BLOCK 'B'	53 MISCELLA	IEOUS BLOCK 'E'	54 MISCELLAMEOUS BLOCK	F
(Cmm	Kralmy Kra	PLUS	1	$\sim \infty$				
55 FROM BATE	56 TO BATE 97	LOST TIME 58 LOST TIM	AE AMOUNT PREY	PREV. STATE AGEN	CY (ABBREV.)	59 AGENCY COO	60 BATE OF SEPARATION	1
Table 1			MET		14 VA BAVY	l lac		
61 FROM BATE	62 TO MATE 63	O.T. CD 64 REG. O.T. NOURS	ETIM	lk   1	71 TO BATE	,  72	SALARY 73 E.S. TITLE CON BR.	R
65 ONT/TITLE-	TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSIT	(MMC)	EYTRA CENNICE TITLE	(MAX.2 1 POSITIONS)		74 55 8	AY 75 SALARY BATE	····
TITLE COOK	THE THE THE SUMENT THE MAKE ETT SOIL	· North of	Extra deliver title	. (max. ~ 11 001110mo)		74 E.S. F	,,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
66 OUT/TITLE 67 OU	T/TITLE HOURS 68 OUT/TITLE ANNUAL	69 TOTAL OVERTIME AMT.	76 BURGETER HOU	LY 77 STRAI	GHT TIME	78 1+ TIME	79 TOTAL E.S. AMOUNT	
GRADE			MATE	UNITS		ZABON		
MIT 80 FROM BATE	81 TO BATE 8	280. OF BAYS   83 INT. INC	. AMOUNT	84 BAYS VAC	ATION 85	MYS OVERTIME (	6 TOTAL LEP AMOUNT	
MC PAY				1961 1761				
: i	3 LINE NUMBER 89 % 9	O AMOUNT	91 LINE NUMBER	92 %	93	AMOUNT	94	
SAME .								
REMARKS:		<u> </u>						
	To core	rect i	ってた	Eme	int	Co	DE	
. ,	hen inco	لم عدي	<b>^</b>	<b>—</b>	, T^	T.,,,	D- 1-1	11
W	nen inco	er ect		151	LIA	1118	rayru	)( !

(Salary correct But REtto NOT computed)

### attachment H

Payroll Bulletin No. P-775 Dated July 9, 1993

AC 951 (Rev. 3/84)

### **WORKSHEET FOR**

$ \mathbf{A} $	PAYROLL AND	PERSONNEL STATE COMPTROLL			`E	
(CC-1) 01 AGENCY CODE	PAYROLL AGENCY	STATE COMPTROLL	BUREAU			PNCY CONTROL NUMBER / SEQUENCE NUMBER
2999	***				GC-7) (CC 0-0)	(CC 10-13)
04 LINE NUMBER	05 EMPLOYEE'S NAME (FIRST NAME, MIDD. WIT., LA	ST NAME)	SUFFIX IJA SA EYC!	06 SOCIAL SECURI	TY NUMBER	07 TRANSACTION CODE
O8 LINE CHG. TO	OS NAME CHANGED TO (FIRST NAME, MIDD. INIT., LA	ST NAME)	SUFFIX 10 CHG CODE	11 SOCIAL SEC. N	O. CORRECTED TO	12 TRANS EFFECTIVE DATE
13 TITLE COOE	TITLE (MAX. 21 POSITIONS)	14 JUR. CLASS	15 SALARY 16 N.U	. 17 1	B APPT CODE 19	S PINIO 20 TRANS. GOOD THRUFDATE
21 PAY BASIS CODE	22 SALARY RATE 23 GROSS (A	,	RMAL (DEDUCT)	*	TIME PAID 27	MCR. 28 PAID THRU (MRY., DLY., FEE)
Hey		4. 00 GEOG. AMT. OR % 32 AM	IN. SHIFT AMT. OR % 3	3 PRE-SHIFT BRIEFING AMT.	34 BON (CUNY)	35
AMETE 29 ANN. LOCAT	TION 30 AM1. INCONVENIENCE 31 AM1.					
36 VET/S 37 VOL.	38 39 DATE OF BINTH 4	O SEX 41 LIST NUMBER	42 CERT. SERIAL NI			44 RATING
MAGTE 45 ABOUT HORAL TH	ANS. CODE 46 ABOITIONAL TRANS. CODE	47 ADDITIONAL TRANS. COM	ESC.	LOCATION CODE LOC	ATION	
49 MCGALANEOU	S BLOCK 'A 50 MISSELLAMEDUS BLOCK 'B'	51 MISCELLANEOUS BLOCK PLUS		EOUS BLOCK B. 53	MISCELLAMEDUS BLOCK 'E'	54 INSCELLANGOUS BLOCK T
55 FROM BATE	56 TO MATE 57	LOST TIME 58 LOST TH		PREV. STATE AGENCY (AI	IBREV.) 59 AGENCY	GO DATE OF SEPARATION
61 FROM BATE	62 TO MATE 63 C	O.T. CO 64 REG. O.T. HOURS		71 7	O BATE	72 BALANY 73 E.S. TITLE CODE
65 OUT/TITLE- TITLE COOK	TITLE-OTHER THAN CURRENT TITLE (MAX. 21 POSITIO	MSį	EXTRA SERVICE TITLE	IMAX.2 1 POSITIONS)	74 6	S. PAY 75 SALARY BATE
66 ONT/TITLE 67 OU	T/TITLE MOURS 68 OUT/TITLE ANNUAL 6	9 TOTAL OVERTIME AMT.	76 BUDGETED HOURL	77 STRAIGHT UNITS	TIME 78 11 TIME	79 TOTAL E.S. AMOUNT
MIT 80 FROM BATE	81 TO MTE 82	IO. OF BAYS 83 INT. INC	9	84 BAYS VACATION	85 BAYS OVERTIME	86 TRTAL LEP AMOUNT
SPLIT CHANGE		AMOUNT	91 LINE NUMBER	92 %	93 AMOUNT	94
REMARKS Od Ro	te 8.50 34 × ate 8.84 ×60-(7	<b>5</b> 110	- #18	3.60	√ ·	#183.60 530.40
4%	34 × 34 ×	Total	Ide's w	porked	(-mes	\$714.00
New A	×60-(7	(SINCE IME Paid	) V. Y I	1443	Add	H (15(15)
	\$ 530.40				٠.	

#### ATTACHMENT I

#### PS&T Increment Codes

- O1 Employees who are below the job rate of their grade and are eligible for a performance advance the following April 1.
- O3 Employees who are below the job rate of their grade and are not entitled to a performance advance the following April 1, due to (1) lack of a full year of service credit or (2) an "Unsatisfactory" service rating.
- 04 (with FIS salary)

  Employees promoted during the fiscal year who are below the job rate of their grade and have insufficient service to qualify for a performance advance in the higher grade the following April 1,
- O5 Employees who are below the job rate of their grade and who are on sick leave with one-half pay. At the time a PR-75 is submitted placing an employee on sick leave with 1/2 pay, OSC will automatically enter this increment code into the record of any employee previously coded '01' or '04'. The '05' code withholds the automatic April performance advance.

but who will be entitled to a reconstructed promotion salary.

In the period when the employee is reinstated from sick leave with 1/2 pay, the agency must enter the correct increment code for the next automatic April 1 performance advance on the PR-75 form.

#### XX (year)

Employees who are at or above the job rate of their grade and eligible for a 5 or 10-year longevity award. The year is the last two digits of the year during which the employee was (or will be) first at the job rate for the full fiscal year, but no earlier than 1976.

#### For example:

An employee who reached the job rate as a result of an increment advance on November 8, 1990 would be coded '91', since 1991-'92 was the first full fiscal year during which the employee was at the job rate.