



Office of the State Comptroller
PAYROLL BULLETIN

Subject April 1, 1994 Increments, Salary Increase and other changes in salary for Employees in the Administrative (02), Operational (03), Institutional (04) Services and Division of Military & Naval Affairs (47) Negotiating Units	Bulletin No. P-815
	Date March 30, 1994

Chapter 489/Laws of 1992, as amended by Chapter 11/Laws of 1993, implements the Agreements for 1991-1995 between the State and the CSEA representing employees in the Administrative (NU 02), Operational (NU 03) and Institutional (NU 04) Services and Division of Military and Naval Affairs (NU 47) negotiating units and provides, effective April 1, 1994, for the following:

- Increment Advances
- Revised Salary Schedule
- 4% Salary Increase
- Location Pay Increase
- Pre-Shift Briefing Pay (NU 47)
- Longevity Payments

The increment advances and increases will be processed in Period #1L, March 31 - April 13, 1994 (checks dated April 28, 1994) for Institution employees and April 7 - 20, 1994 (checks dated May 4, 1994) for Administration employees.

CONTRACT PROVISIONS

April 1, 1994 Increment Advances

Pursuant to the Agreement, an employee whose basic annual salary is below the job rate of his or her current position and who completes one year of service in such position by March 31, 1994, is eligible for receipt of an increment advance on April 1, 1994.

April 1, 1994 Revised Salary Schedule

The revised April 1, 1994 Salary Schedule (Attachment A) was generally constructed by increasing the April 1, 1993 Hiring Rates, Job Rates and Increment Steps by 4%. The \$750 Longevity Increases were added to the Job Rates to arrive at Longevity Steps 1 and 2.

April 1, 1994 Salary Increase

The legislation 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 - The amount of location pay in these areas has been increased to \$759 annually.

Monroe County - The amount remains unchanged at \$200 annually.

Pre-shift Briefing Pay (NU-47)

Pre-shift Briefing Pay for full-time Airbase Security Guards and Firefighters remains unchanged at \$40.00 per biweekly period.

Longevity Payments

Employees who, on or after April 1, 1994, complete 5 or 10 years of continuous service at a salary equal to or above the job rate of their position continue to remain eligible for receipt of a longevity salary increase.

OSC will prepare a listing of employees with increment codes '85' and '90' in their records. The listing indicates those employees who, when the increment code was entered into the record, were projected to be eligible to receive a longevity increase during the 1994-95 fiscal year.

This listing will be sent to you with the payroll for Period #1L. Agencies must review the listing and when the employee completes the 5 or 10 year service requirement, submit a PR-75 form to process the longevity increase.

PAYMENT INSTRUCTIONSIncrement Advances

OSC will automatically apply the increment advance from the April 1, 1993 Salary Schedule attached to Bulletin P-761, dated March 5, 1993, for employees with increment code '01' or the new FIS salary for employees with increment code '04'. A list of CSEA increment codes and definitions is attached. (Attachment B)

Salary Increase

For employees whose annual salary is identical to the Hiring Rate, Step 1, 2, 3, 4, 5, 6 or the Job Rate of the salary grade of their position on the April 1993 salary schedule, the salary will be automatically increased to the corresponding Hiring Rate, Increment Step, or the Job Rate on the April 1, 1994 Salary Schedule.

For employees whose annual salary is equal to Longevity Steps 1 or 2, or not equal to any other step on the April 1993 schedule, and those in NS (grade 600) or Trainee (grade 800) positions, the salary will be automatically increased by 4%, rounded to the nearest whole dollar amount.

Employees with pay basis codes HRY, DLY or BIW will not be automatically increased. PR-75 must be submitted.

Workers' Compensation

For employees who are on any Workers' Compensation Program, increment advances, salary and location pay increases will be reflected on the tentative register for Payroll Period 1L. No agency action is required in Payroll Period 1L unless the salary is incorrect on the tentative.

However, for employees on the Workers' Compensation Leave with Percentage Supplement Program (identified as WC PT SUP on the Information Listing), the agency is required to submit an AC-2753 (Workers' Compensation Supplemental Payment Form) to increase the supplemental payment. The AC-2753 must be submitted in the payroll period in which a supplemental payment will be processed for a "disability" date beyond March 30, 1994 for Institution and April 6, 1994 for Administration. Refer to Bulletin P-782 (Page 4) for the processing of supplemental payment change transactions.

Tentative Salary Register and CSEA Information Listing

After payrolls are processed for Institution Period #26L and Administration Period #27L, OSC will convert the computer records to reflect the automatic increment advances, salary and location pay increases.

A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries.

The tentative register will be used as the "Previous Payroll" for all information supplied on all forms submitted for Period #1L. OSC will prepare salary payments as they are indicated on the tentative register unless a PR-75 form reporting a salary change is submitted by the agency. Therefore, the listing should be carefully examined and any corrections made by submission of a PR-75.

A CSEA Information Listing will be prepared showing the increment advances, 4% salary and location pay increases. Employees with pay basis codes HRY, DLY or BIW will be identified on this listing, but will not be automatically increased.

Employees who are on Workers' Compensation will also be identified according to the Workers' Compensation Program.

The tentative salary register and Information Listing will be sent to you along with your regular salary register for Institution Period #26L and Administration #27L.

PR-75 Preparation

In preparing your payroll for Period #1L:

1. Employees who are on the CSEA Information Listing with increment code '05' will automatically receive the 4% salary increase. If the employee, prior to commencement of Sick Leave with 1/2 Pay, fulfilled the service requirement to receive an increment advance, prepare a PR-75 form to process the increment.

2. To calculate the increased salary for an hourly or daily employee, first multiply the hourly rate by 2088 or the daily rate by 261 to determine the annual salary. Increase the annual by 4% rounded to the nearest whole dollar, then divide the new annual by 2088 or 261 to determine the new hourly or daily amount. Prepare a PR-75 to process the increase.
3. To calculate the increased salary for a biweekly employee, multiply the current biweekly salary by 4% and add that amount to the current biweekly to arrive at the new increased biweekly salary. Prepare a PR-75 to process the increase.
4. Prepare all PR-75 forms usually submitted for a normal period to report all changes to take effect during Period #1L. The increment codes reported should be the projected increment codes for April 1, 1995.
5. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction codes to report changes or corrections to the tentative payroll:

1. COR FY SAL
 - a. To increase or decrease an annual salary reported on the tentative payroll. If applicable, use PERF ADV as an additional transaction code.
 - b. To report an increase for an employee who is paid on a Biweekly basis.
2. UNSAT PERF
To report and, if applicable, reduce the salary for an employee who was rated "Unsatisfactory" on his or her last anniversary rating.
3. CHG RATE.
To report an increase for an employee who is paid on an Hourly or Daily basis.

PR-76 Preparation

The normal amount of "Previous Payroll" on the PR-76 should be the amount shown on the tentative register.

NEED HELP?

For assistance in preparation of PR-75 forms, contact the Payroll Planning Unit at (518) 474-1330.

For questions about salary, contact the Salary Determination Unit at (518) 486-3087.

For questions about Workers' Compensation, contact the Workers' Compensation Unit at (518) 474-6004.

Attachments

OFFICE OF THE STATE COMPTROLLER
 BUREAU OF PAYROLL AUDIT - SALARY DETERMINATION SCHEDULE
 SALARY GRADE SCHEDULE FOR ADMINISTRATIVE SERVICES NEGOTIATING UNIT 02
 OPERATIONAL SERVICES NEGOTIATING UNIT 03, INSTITUTIONAL SERVICES NEGOTIATING UNIT 04
 AND DIVISION OF MILITARY AND NAVAL AFFAIRS UNIT 47
 EFFECTIVE APRIL 1, 1994

SALARY GRADE	INCR. AMT.	HIRING RATE	STEP						JOB RATE	LONG			LONG STEP AMOUNT
			1	2	3	4	5	6		STEP 1	STEP 2	STEP 3	
1	490	13913	14403	14893	15383	15873	16363	16853	17343	18093	18843	750	
2	513	14468	14981	15494	16007	16520	17033	17546	18059	18809	19559	750	
3	537	15219	15756	16293	16830	17367	17904	18441	18978	19728	20478	750	
4	567	15911	16478	17045	17612	18179	18746	19313	19880	20630	21380	750	
5	595	16700	17295	17890	18485	19080	19675	20270	20865	21615	22365	750	
6	618	17668	18286	18904	19522	20140	20758	21376	21994	22744	23494	750	
7	648	18677	19325	19973	20621	21269	21917	22565	23213	23963	24713	750	
8	673	19764	20437	21110	21783	22456	23129	23802	24475	25225	25975	750	
9	704	20900	21604	22308	23012	23716	24420	25124	25828	26578	27328	750	
10	737	22129	22866	23603	24340	25077	25814	26551	27288	28038	28788	750	
11	777	23447	24224	25001	25778	26555	27332	28109	28886	29636	30386	750	
12	803	24825	25628	26431	27234	28037	28840	29643	30446	31196	31946	750	
13	837	26333	27170	28007	28844	29681	30518	31355	32192	32942	33692	750	
14	875	27890	28765	29640	30515	31390	32265	33140	34015	34765	35515	750	
15	910	29543	30453	31363	32273	33183	34093	35003	35913	36663	37413	750	
16	953	31232	32185	33138	34091	35044	35997	36950	37903	38653	39403	750	
17	1005	33023	34028	35033	36038	37043	38048	39053	40058	40808	41558	750	
18	1051	34966	36017	37068	38119	39170	40221	41272	42323	43073	43823	750	
19	1103	36873	37976	39079	40182	41285	42388	43491	44594	45344	46094	750	
20	1146	38833	39979	41125	42271	43417	44563	45709	46855	47605	48355	750	
21	1199	40947	42146	43345	44544	45743	46942	48141	49340	50090	50840	750	
22	1255	43175	44430	45685	46940	48195	49450	50705	51960	52710	53460	750	
23	1309	45514	46823	48132	49441	50750	52059	53368	54677	55427	56177	750	
24	1355	48024	49379	50734	52089	53444	54799	56154	57509	58259	59009	750	
25	1416	50711	52127	53543	54959	56375	57791	59207	60623	61373	62123	750	

INCREMENT CODES FOR CSEA EMPLOYEES

01 Employees who are below the job rate of their grade and are eligible for an increment advance the following April 1.

03 Employees who are below the job rate of their grade and are not entitled to an increment 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 an increment advance in the higher grade the following April 1, but who will be entitled to a reconstructed promotion salary.

05 Employees who are below the job rate of their grade and on sick leave with 1/2 pay, who formerly had an increment code of '01' or '04'. This code is automatically entered by OSC.

XX (year)
Employees who are at or above the job rate of their grade and may be eligible for a longevity salary increase. 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 1977.

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.