



Office of the State Comptroller

PAYROLL BULLETIN

Subject Payment of April 1, 1996 Performance/Increment Advances for CSEA, PS&T and RRSU Units	Bulletin No. P-897
	Date March 21, 1996

The agreements between the State and Civil Service Employees Association representing employees in the Administration (02), Operational (03), and Institutional (04) Services and Division of Military and Naval Affairs (47) Negotiating Units, District Council 37 representing employees in the Rent Regulation Services (67) Negotiating Unit and the Public Employees Federation representing employees in the Professional, Scientific and Technical Services (05) Negotiating Unit, provide for the payment of performance/increment advances in April.

These increases are payable in Institution Period 1L, March 28-April 10, 1996 (checks dated April 25, 1996) and Administration Period 1L, April 4-17, 1996 (checks dated May 1, 1996).

The Performance/Increment Advances are payable to employees whose basic annual salary is below the job rate of their current position, who complete one year of service in such position by March 31, 1996 and were rated "Satisfactory" or its equivalent on their last annual evaluation date.

LONGEVITY INCREASE - NU 02, 03, 04, 47 and 67

Employees who occupy positions in these units who 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 continue to produce a listing of employees with increment codes '87' and '92' (for NU's 02, 03, 04 and 47) and '86' and '91' (for NU 67) in their record. The listing indicates those employees who, when the increment code was entered in the record, were projected to be eligible to receive a longevity increase during the 1996-97 fiscal year. This listing, which will be sent to you with the payroll for Period 1L, should be retained for future reference.

PAYMENT INSTRUCTIONS

OSC will automatically apply the Performance/Increment Advance from the appropriate October 1, 1994 Salary Schedule (attached to Bulletin P-829, dated September 30, 1994) based on the increment code in the employee's record. A list of current increment codes and their definitions is attached.

TENTATIVE SALARY REGISTER AND INFORMATION LISTINGS

After payrolls are processed for Period 26L, OSC will convert the computer records to reflect the automatic performance/increment advances. A tentative salary register will be prepared showing computed biweekly gross payments and variable deductions based on the new salaries. For all employees in positions with pay basis codes ANN, 8AN and CAL, the biweekly salary will be computed on the 365 day factor (refer to Bulletin P-889, dated February 13, 1996).

Separate Information Listings for CSEA, PS&T and RRSU will be prepared showing the current and new salaries. Employees who are on Workers' Compensation will also be identified (see below).

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

The tentative salary register and Information Listings will be sent to you with your regular salary register for Period 26L.

WORKERS' COMPENSATION

For employees who are on any Workers' Compensation Program, the performance/increment advance will be reflected on the tentative register for Period 1L. No agency action is required in Period 1L, unless the salary is incorrect on the tentative register.

In Period 1L, the supplemental payment for employees on the Award and Supplement Program (WC SUP) will be calculated using the incremented salary. The supplemental payment for employees on the Workers' Compensation Leave with Percentage Supplement Program (WC PT SUP) will be calculated using the incremented salary in the payroll period a supplemental payment is processed for a "disability" date after March 27, 1996 for Institution employees and April 3, 1996 for Administration employees.

PR-75 PREPARATION

In preparing your payroll for Period 1L:

1. Employees who are on the Information Listing with increment code '05'. If the employee, prior to commencement of Sick Leave with One-Half Pay, fulfilled the service requirement to receive a performance/increment advance, prepare a PR-75 to process the advance.
2. 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, 1997.
3. The normal (DEDUCT) on all PR-75 forms should be the amount shown on the tentative register.

Use the following transaction codes to report corrections to the tentative payrolls:

1. **PERF ADV** - To report a performance/increment advance not automatically processed on the tentative payroll.
2. **COR FY SAL** - To decrease an annual salary that was incorrectly increased on the tentative payroll.
3. **UNSAT PERF** - To report and, if applicable, reduce the salary for an employee who was rated "Unsatisfactory" on his or her last anniversary rating.

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 questions about salary or assistance in preparation of PR-75 forms, contact the Salary Determination Unit at (518) 486-3088.

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

Attachment

ATTACHMENT**INCREMENT CODES FOR CSEA, (02,03,04,47) PS&T (05) & RRSU (67) EMPLOYEES**

- 01 Employees who are below the job rate of their grade and are eligible for a performance/increment advance April 1.
- 03 Employees who are below the job rate of their grade and are ineligible for a performance/increment advance 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/increment advance in the higher grade 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 one-half pay, who formally 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 or 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 (PS&T) or 1977 (all others).