Scenario for an employee receiving a Longevity Differential in Bargaining Unit TH
(Selected Titles listed in Carmelo Batista's Memorandum)

On 9/30/02, employee has nine years of service. The agency will submit an entry
on the Additional Pay Page effective 9/30/02 to give the employee a $500
Longevity Differential using earn code **LDN** (Longevity Diff Non-Pensionable).

On 8/15/03, employee has 10 years and is due another longevity amount of
$500.00 on 10/1/03.
 The agency will submit an entry on the Additional Pay Page effective 10/01/03 to
give the employee an additional $500.00 (for a total of $1000.00) using earn
code **LDN** (Longevity Diff Non-Pensionable).

On 9/30/04, the first $500.00 becomes Pensionable.
 Effective 10/01/04, the agency must submit an entry of **LDP** (Longevity Diff
Pensionable) on the   Additional Pay Page for $500.00.
The **LDN** (Longevity Diff Non-Pensionable) earnings must be reduced to
$500.00.

On 8/15/05, the second $500.00 becomes Pensionable.
 Effective 10/01/05, the agency must increase the **LDP** (Location Pay
Pensionable) earnings to $1000.00 and enter an end date on the **LDN** (Longevity
Diff Non-Pensionable) effective 9/30/05.

Note: If transactions are added effective 9/30/02, a row must be added effective
4/3/03 to add the Factor Change row on the Additional Pay Page.

The payroll system will pay the entire earnings for the pay period for additional
pays entered mid pay period when the employee is not being placed on the
payroll or removed from the payroll. Any Additional pay transactions for LDN or
LDP effective mid pay period must have an adjustment code, **AL2** (Adj Long Diff
Non-Pensionable) or **AL1** (adj Long Dif Pensionable) submitted to take away
the days not due to the employee. For example, an employee due $500.00 as
LDN (Longevity Differential Non-Pensionable), the system will pay $19.13. The
employee is only due $5.73 for three days. Therefore the adjustment must be
entered as **AL2** (Adj Long Dif Non-Pensionable) for Minus $13.37. It should be
submitted as follows:

Earn Code: AL2
Effective Date: 9/30/02 or after
Earnings: -13.37
Goal Amount: -13.37

Any existing LDN or LDP with a factor change row or any other entry that prevents the agency from entering the new LDN or LDP, the agency will have to do a Data Change/Cor Hist to tell us the effective date of the new LDN or LDP.