

The following employee is being hired into a Salary Grade 9 position (BU 03)

HR = 33,972

Hourly Rate = 33,972 / 2088

Hourly Rate = 16.27

The below screenshot shows that the hourly rate is higher, therefore the hourly service counts

PayServ - The NYS Payroll System

Favorites Main Menu > PayServ Custom > Employee History Info Summary

Employee History Information Additional Pay Summary

ROSSI, ANDREW R. ID N02099221 Empl Record 0 SSN 5320

Effdt	Act / Rea	Pos #	NYS Title	Anniv Dt	Salary	EE% / Ind	Appt Cd	EE Type	Long NYS Title
Seq #	Agency	NYS Pos#	Grade	Inc Cd	PBC	Jur CL	Pay Grp	Earn Prog	Long Agency Name
EE Status	Act Dt	Line#	BU	FIS Sal	Comp Rt	Wk Sch	Pos FTE	Company	Position Loc Code
04/06/2017	PAY SAC	00419852	STUDENT AS	03/02/2017	\$17.69	1.0000 / P	TEMP	H	STUDENT ASSNT
0	01050	00419852	600	0000	HRY	1	AL5	HRY	Office of General Services
A	04/20/2017	00925	05		\$17.69	NYYYYYN	1.00	NYS	0110
03/02/2017	PAY CRT	00419852	STUDENT AS	03/02/2017	\$17.34	1.0000 / P	TEMP	H	STUDENT ASSNT
2	01050	00419852	600	0000	HRY	1	AL5	HRY	Office of General Services
A	03/09/2017	00925	05		\$17.34	NYYYYYN	1.00	NYS	0110
03/02/2017	PAY NEW	00419852	STUDENT AS	03/02/2017	\$17.00	1.0000 / P	TEMP	H	STUDENT ASSNT
1	01050	00419852	600	0000	HRY	1	AL5	HRY	Office of General Services
A	03/02/2017	00925	05		\$17.00	NYYYYYN	1.00	NYS	0110
03/02/2017	HIR OCS	00419852	STUDENT AS	03/02/2017		1.0000 / P	TEMP	H	STUDENT ASSNT
0	01050	00419852	600	0000	HRY	1	AL5	HRY	Office of General Services
A	03/02/2017	00925	05			NYYYYYN	1.00	NYS	0110

Next we would have to run the query in PS Query

Q91_IND_RGH_HIST_NS_GRADE

Q91_IND_RGH_HIST_NS_GRADE - RGH Only NS to Grade

After This Pay End Date: 

ID:

Dept ID	Pay Period End	Name
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- After This Pay End Date:
 - Enter EE original start date
 - 03/02/2017
- ID:
 - Enter EMPLID
 - N02099221

A	B	C	D	E	F	G	H	I
RGH Only	11							
Dept ID	Pay Period End	Name	Reg Hr	Descr	Reg Hour	Hrly Earns	Earns Begin	Earns End
01050	3/22/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	18.00	312.12	3/8/2017	3/15/2017
01050	4/5/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	24.00	416.16	3/17/2017	3/29/2017
01050	4/19/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	24.00	424.56	3/31/2017	4/12/2017
01050	5/17/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	24.00	424.56	4/14/2017	4/26/2017
01050	5/17/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	24.00	424.56	4/28/2017	5/10/2017
01050	5/31/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	65.75	1163.12	5/12/2017	5/24/2017
01050	6/14/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	67.50	1194.08	5/25/2017	6/7/2017
01050	6/28/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	75.00	1326.75	6/8/2017	6/21/2017
01050	7/12/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	80.00	1415.20	6/22/2017	7/5/2017
01050	7/26/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	80.00	1415.20	7/6/2017	7/19/2017
01050	8/9/2017	ROSSI,ANDREW R.	RGH	Regular Pay Salary Employee	75.00	1326.75	7/20/2017	8/2/2017

Once the query has been run:

- Auto sum the Hours column
- Pull hours from the LATS timecard for most recent hours that the query did not pull up
- Check the EE's timecard to see if they are a 7.5 or 8 hour a day employee
- Then calculate the number of days' credit that the employee will receive
 - For Andrew Rossi – His calculation is as follows:

Total Hours	557.25
LATS hours (8/3 - 8/16)	75.00
Total Hours	632.25
# of hours per day	8.00
Days Credit	79.03

Next we adjust the anniversary date using the NS to Grade Adjusted Anniversary Date Calculator:

Enter Date of Appointment	Enter Work Days to Adjust Appointment Date (Enter as negative to add credit to date)	Adjusted Anniversary Date by Work Days
8/24/2017	-79	5/5/2017

Once we have the adjusted anniversary date we can build the salary.

In this case:

Adj Anniversary Date: **05/05/17**

Based on the Salary Schedule for BU 03 – The salary would be HR - **\$33,972**

Increment Code would be: **1003**

When submitting the salary to OSC, General Comments should be put in indicating the following.

- Total Hours
- 7.5 or 8 Hour employee
- Total Number of Days Credit

NS to Grade – Hourly

- Take Hiring Rate of new position and calculate the hourly rate
 - $\text{Hiring Rate Salary} / 2088 = \text{Hourly Rate}$
 - If the hourly rate is higher than what the current hourly rate, treat as a new hire
 - If the hourly rate is equal to or lower, previous hourly service counts
- Get the employee's original start date
- Run the Query
 - **Q91_IND_RGH_HIST_NS_GRADE**
 - Enter the original start date
 - Enter EMPLID
- Filter the document to show only RGH hours (if needed)
- Auto sum the hours worked to get the total hours worked
 - Do not round
- Check to see if the employee is a 7.5 or 8-hour employee by looking at their time record
- Calculate total days worked credit
 - $\text{Total Hours} / 7.5 \text{ or } 8 = \# \text{ of days worked credit}$
- Calculate the adjusted anniversary date using the NS to Grade Date Calculator
 - <http://osc.state.ny.us/payroll/payserv.htm>
- Provide the increment code back on the new adjusted anniversary date
 - Rebuild salary with PAV/Raises (if needed)

*****NS to Grade Hourly – BU71 does not count*****

*****ONLY BU within CSEA/PEF and MC count*****

The BSC will reach out to agencies that we do not currently host to get RGH hours