

Office of Operations  
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## *Back to Basics*

# Introduction to Salary Calculations

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# ANNIVERSARY DATE (PEF & CSEA)

- Indicates amount of service in a grade
- Determines increment code to be used
- Represents employee's rating date
  - Date the employee should be rated for performance advance eligibility. If rating is Unsatisfactory, the agency must submit a Data Change (DTA/USP) using the anniversary date (month/day) as the effective date.



# CSEA AND PEF

- CSEA and PEF



# ANNIVERSARY DATE

- **Determining Anniversary Date:**
  - Effective date the employee is newly appointed in the grade  
OR
  - Earlier date based on prior service in the grade equal to or higher than current grade
  - Prorated for any full pay periods that the employee is off the payroll or on leave with or without pay (exceptions – Military Leave, Paid Suspension Full, Workers’ Compensation)



# PERFORMANCE ADVANCES

- Paid on two cycles:
  1. April – for employees who are rated satisfactory between 10/2/XX – 4/1/XX
  2. October – for employees who are rated satisfactory between 4/2/XX – 10/1/XX



# PERFORMANCE ADVANCE ELIGIBILITY

- An employee must complete one full year of satisfactory service in their current grade.
- A performance advance should be paid on the cycle following completion of a year.



# CHANGES THAT COULD AFFECT PERFORMANCE ADVANCE PAY CYCLE

- Any full pay periods on leave with or without pay (exceptions – Military Leave, Paid Suspension Full, Workers’ Compensation)
- Promotion
- Movement to a lower grade position
- Movement in or out of an HRY, CAL or 21P position
- Movement to another bargaining unit



# INCREMENT CODES

- Indicates employee's performance advance payment cycle and when next payment is due
- Used to determine eligibility for LLS payments
- May require adjustment when employee returns to the payroll from leave, has time in lower grade or has breaks in service





# INCREMENT CODES

- **1001** - October cycle. Employee will have completed one year of service before next October.
- **1004** - October cycle in lower grade prior to promotion. Due promotion recalculation (requires FIS).
- **1003** - October cycle. Employee will not have completed one year of service before next October.
- **0001** - April cycle. Employee will have completed one year of service before next April.
- **0004** - April cycle in lower grade prior to promotion. Due promotion recalculation (requires FIS).
- **0003** - April cycle. Employee will not have completed one year of service before next April.



# INCREMENT CODES

- **19XX – 20XX** – Represents the year that Job Rate was attained (April cycle).
- **XX10** – Represents the year that Job Rate was attained (October cycle).
- **2222** – Composite position.
- **7777** – Used to withhold longevity for employees rated Unsatisfactory in the year due.
- **0069** – Indicate downward reallocations.



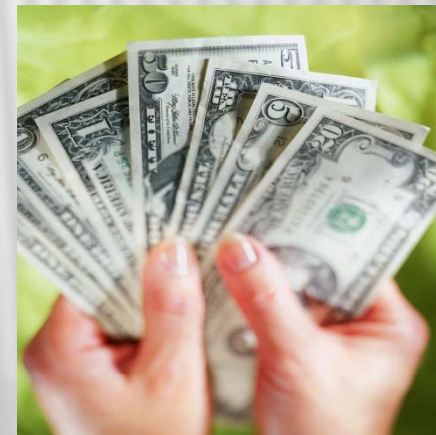
# PROMOTION PERCENTAGES

A graded employee who is promoted is entitled to the greater of the following:

- An increase of 1.5% to the employee's basic annual salary plus 1.5% for each grade that the employee is promoted

**OR**

- The hiring rate of the new grade.



# PROMOTION PERCENTAGES

Number of Grades Advancing	Percentage Increase
1	3.0 %
2	4.5 %
3	6.0 %
4	7.5 %
5	9.0 %
6	10.5 %
7	12.0 %



# IS A PROMOTION RECALCULATION DUE?

- What cycle is the employee on in the lower grade?
- What cycle is the employee on in the higher grade?
- Would the employee be eligible for a performance advance in their lower grade earlier than in the higher grade?
- If the lower grade performance advance is due before the higher grade performance advance, then the employee may be due a recalculation.



# PROMOTION RECALCULATIONS AND FIXED INCREMENTED SALARY (FIS)

- Add the amount of the performance advance (not to exceed Job Rate) to the lower grade salary and reapply the promotion percentage.
- Compare the resulting salary to the salary determined for the promotion to the higher grade. If the above calculation is greater, then the employee is due the promotion recalculation on the pay cycle of the lower grade.
- This calculated salary is a projected salary that must be entered in the FIS field on the Job Request panel.
- The system will pay the FIS automatically based on the increment code of 1004 or 0004.



# PROMOTION RECALCULATIONS (FIS) WHEN PROMOTING FROM PEF

- PEF Parity: Because the 2010 – 2011 Salary Schedule has two performance advance amounts (Bulletins 979 & 980), you must do the following:
  - First add the “Last Perf Adv to Job Rate” (larger PAV) of the lower grade to the current salary. If this brings the employee to Job Rate, add the promotional percentage to the Job Rate and use as the FIS.
  - If adding the “Last Perf to Job Rate” does not bring the lower graded salary to Job Rate, calculate FIS with smaller performance advance amount as usual.



# PROMOTIONS IN PEF WHEN HOLDING LONGEVITY

- PEF Portability – Effective 9/14/04, any LLS paid within the prior 12 month period should be added to the base salary before applying the promotion percentage. (Note: Does not need to be paid in grade from which you are promoting.)
- When the promotional salary exceeds the Job Rate of the new grade, this is referred to as “Job Rate to Job Rate ” credit. The employee retains the increment code of the lower grade and LLS will continue.





# PROMOTIONS IN CSEA WHEN AT JOB RATE (BEGINNING FY 2010-2011)

- CSEA LLS cannot be added to base salary when calculating a promotional salary.
- If employee is at Job Rate in lower grade and promotional salary is at or above Job Rate, this is referred to as “Job Rate to Job Rate” credit. The employee retains the increment code of the lower grade.



# CSEA LONGEVITY

- Longevity Pay (LLS) is a lump sum amount that is paid in a separate check.
- Systematically paid in April and October based on increment code.
- Employee must be an incumbent of an eligible position on 3/31/XX each year if on the April payment cycle or 9/30/XX if on the October payment cycle.
- Effective date of payment is 4/1/XX or 10/1/XX.
- An unsatisfactory rating (Increment code 7777) on anniversary date will withhold an LLS that is payable in the following April or October.



# CSEA LONGEVITY

- After the completion of:
  - 5 Years of Job Rate credit - \$1250
  - 10 Years of Job Rate credit - \$2500
  - Above amounts are prorated for employees who are on a part time percentage excluding VRWS
- Once an LLS paid in April or October, the employee is established on that payment cycle.



# PEF LONGEVITY

- Longevity Pay (LLS) is a lump sum amount that is paid in a separate check.
- Systematically paid in April only, based on increment code.
- Employee must be an incumbent of an eligible position on 3/31/XX each year. Effective date of payment is 4/1/XX.
- After the completion of:
  - 5 Years of Job Rate credit - \$1250
  - 10 Years of Job Rate credit - \$2500
  - Above amounts are prorated for employees who are on a part time percentage excluding VRWS
- Must be graded or equated to a grade in order to be eligible for the payment.



# PEF LONGEVITY

- Unsatisfactory rating during the calendar year (1/1 to 12/31) withholds LLS due the following April.

Example: If an employee is rated unsatisfactory on an anniversary date from 1/1/13 to 3/31/13, the LLS payable in April 2013 is still due. This unsatisfactory rating will withhold the LLS due in April 2014.



# MANAGEMENT CONFIDENTIAL

- Management Confidential



# PERFORMANCE ADVANCES

- Management Confidential employees are rated on 4/1 regardless of anniversary date.
- Paid in April only.



# PERFORMANCE ADVANCE ELIGIBILITY

- Employees must complete 13 full pay periods of service in the current grade within the fiscal year.
- Pay periods are not carried over from one fiscal year to the next.
- Any full or partial pay periods that the employee is off the payroll or on leave with or without pay (exceptions – Military Leave, Paid Suspension Full, Workers’ Compensation) cannot be counted.
- Any service in a lower position will not be counted toward a performance advance in a higher position.





# INCREMENT CODES

- To determine an increment code when an employee enters a new grade:
  - If the employee will have 13 complete pay periods prior to April (Period 1) – increment code should be 0001.
  - If the employee will not have 13 complete pay periods prior to April (Period 1) – increment code should be 0003.

*Note:* These increment codes will only apply to an employee who is not eligible for a promotion recalculation from the employee's prior position.



# PROMOTIONS

A graded employee who is promoted is entitled to the greater of the promotion calculation or hiring rate of the new grade:

- **Grades 603-623**

- Apply 1.5% to the employee's basic annual salary plus 1.5% for each grade that the employee is promoted

- **Grades M-1 through M-7**

- Apply 1.5% for the promotion and 3% for each M-grade promoted.



# PROMOTIONS

- **Grades M-1 through M-7 from numeric grades**
  - When moving from a numeric grade to an M-grade, apply 1.5% for the promotion, 1.5% for each numeric grade, and 3% for each M-grade.
- **Grades M-1 through M-7 into numeric grades**
  - Promote from the lower grade covered by the M-grade to the new grade.



# PROMOTION RECALCULATIONS AND FIXED INCREMENTED SALARY (FIS)

- If the employee will not have the required 13 pay periods of service to receive a performance advance in the higher grade, the employee may be eligible for a promotion recalculation.
- If a promotion recalculation is due, the increment code is 0004 with the projected FIS salary.
- If the employee was on the October performance advance cycle in the lower grade, use appropriate Increment Code for the M/C position and enter \$10 in the FIS field. The PAY/PMR transaction must be submitted by agency in October. (Locked Query #43)



# M/C LONGEVITY

- Longevity pay (LLS) for grades 603-617 only.
  - Paid systematically in April based on increment code.
  - If due any other time of the year, the agency must submit in Additional Pay.
  - Must be graded or equated to a grade in order to be eligible for the payment.
  - Payment amounts are the same as CSEA and PEF amounts.
    - 5 year : \$1250
    - 10 year: \$2500



# CSEA, PEF AND M/C

- CSEA, PEF and M/C



# DEMOTIONS

An employee is entitled to salary credit in a lower graded position for service in a higher graded position.

- All prior service in grade(s) higher than grade to which being demoted.
  - Reconstruct salary to current date as if all service had been in the lower grade.
- Reinstatement to lower grade previously held.
  - Reconstruct salary to current date beginning with the salary that the employee attained when last in the lower grade.



# DEMOTIONS

- **Demotion to intermediate grade.**
  - On the date that the employee was promoted to the position they are now leaving, promote to the new position to which they are being demoted and reconstruct to current date.
- **Use the bargaining unit of the lower grade when reconstructing the salary upon demotion.**





# REINSTATEMENTS

- **When an employee is moving to a higher grade and they previously held the same grade or higher, calculate the salary using the following two methods:**
  - Promotion method as discussed previously
  - Reinstatement method
    - Go back to the previously held grade and bring the salary forward giving credit for any performance advances that may have been earned and raises to date.
- **Compare the results of both methods and select the higher salary.**



# REIN COMMISSION

- Reinstatement by Civil Service Commission action cancels the separation in excess of one year; it does not create incumbency for minimum general salary increases (Applies to 1985 and earlier recalculations.) or reallocation actions that have occurred during the separation period.
- Employee must be on the list of approved reinstatements provided to Payroll Earnings by Civil Service in order to process the transaction.
- Rein Commission is effective from the date specified by Civil Service.
- Pay salary attained prior to separation, plus any performance advances that may have been earned but not paid at the time of separation, plus any general salary increases to which the employee would be eligible under the rules for such increase.



# CHANGES BETWEEN BU (BULLETIN #702)

- When an employee moves between bargaining units where the raises differ for the fiscal year when the move occurred, the salary must be recalculated.
- The current fiscal year raise of the prior bargaining unit must be subtracted from the salary and the current fiscal year raise for the new bargaining unit must be added prior to applying any other salary change.
- Employee is entitled to hold a raise from the previous bargaining unit once they cross the fiscal year.
- Employees are ALWAYS entitled to keep their performance advances when moving from one bargaining unit to another.



# HOW TO GET HELP WITH SALARY QUESTIONS

- Send an e-mail to [payrollearnings@osc.state.ny.us](mailto:payrollearnings@osc.state.ny.us)
- Call a staff member from the Payroll Earnings team.

QUESTIONS?

