



# Payroll Bulletin

Office of the State Comptroller  
Bureau of State Payroll Services

**Date: November 2, 2005**

**Bulletin Number: 592**

<b>Subject</b>	2005 Uniform Allowance for Employees Represented by NYSCOPBA and Council 82
<b>Purpose</b>	To inform agencies of OSC's automatic processing and to provide instructions to agencies for processing Time Entry transactions.
<b>Affected Employees</b>	Employees in the Security Services Unit (BU01), Council 82 Agency Law Enforcement Services Unit (BU31), and Council 82 Security Supervisors Unit (BU61).
<b>Effective Date(s)</b>	Separate check dated November 30, 2005 (Administration) and December 08, 2005 (Institution).  There is no direct deposit for this payment.
<b>Background</b>	The settlement of PERB Case Number U-21309 between the State of New York and the New York State Correctional Officers and Police Benevolent Association, Inc. and subsequent GOER memorandum dated October 11, 2005 authorize a 2005 payment under Article 20.2, Uniform Cleaning and Maintenance Allowance, to employees represented by NYSCOPBA (BU01), Council 82 Agency Law Enforcement Services Unit (BU31), and Council 82 Security Supervisors Unit (BU61).
<b>Eligibility Criteria and Payment Amount</b>	<p>Eligible employees must be in an eligible bargaining unit and have a status of Active, Paid Leave, or Leave of Absence with a Reason of Military Stipend on the eligibility date.</p> <p>Employees on Leave Without Pay on the eligibility date for Reasons other than Military Stipend are eligible for the payment, provided the employee returns to work within one (1) year of the eligibility date.</p> <p>The eligibility dates are:</p> <ul style="list-style-type: none"> <li>• November 2, 2005 for employees in Administration agencies.</li> <li>• November 9, 2005 for employees in Institution agencies.</li> </ul> <p><b>Payment Amount</b></p> <ul style="list-style-type: none"> <li>• The Uniform Allowance payment is \$550.00 for employees who are full-time on the eligibility date. Eligible employees in Shock Incarceration Facilities (Agencies 10190, 10200, 10510, 10600, 10820) will receive a Uniform Allowance payment of \$600.00.</li> <li>• Eligible employees working part-time on the eligibility date are entitled to receive a prorated payment based on the employee's part-time percentage on the eligibility date.</li> <li>• Eligible full-time employees on Sick Leave at 50 percent pay on the</li> </ul>

eligibility date are entitled to the full payment.

- Eligible part-time employees on Sick Leave with partial pay on the eligibility date are entitled to a prorated payment based on the employee's regular part-time percentage prior to their leave.
- Eligible employees on Military Stipend Leave (paid or unpaid) on the eligibility date are entitled to the payment based on the employee's work percentage before being placed on leave.
- Eligible employees who are on a Paid Leave of Absence for Reasons other than Sick or Military Leave on the eligibility date are eligible for the payment based on the employee's percentage on the eligibility date.
- Employees who otherwise meet the eligibility requirements but are on an approved Leave Without Pay on the eligibility date, except for those on Military Stipend, are eligible for the payment, provided the employee returns to the payroll within one (1) year of the eligibility date. The payment is based on the employee's work percentage before being placed on leave.

### ***OSC Actions***

OSC will automatically process the 2005 Uniform Allowance payment for eligible employees who were Active on the payroll, on a Leave of Absence with a Reason of Military Stipend or on a Paid Leave of Absence on November 2, 2005 (Administration agencies) and November 9, 2005 (Institutional agencies).

### ***Agency Actions***

Agencies must submit the payment for employees who otherwise meet the eligibility requirements but are on a Leave of Absence for a Reason other than Military Stipend on the eligibility date and return to work within one (1) year of the eligibility date.

The agency must enter the following information in the Time Entry page:

Earnings Begin Date:	11/02/05 or date employee returned to the payroll for Administration agencies; 11/09/05 or date employee returned to the payroll for Institution agencies.
Earnings End Date:	11/02/05 or date employee returned to the payroll for Administration agencies; 11/09/05 or date employee returned to the payroll for Institution agencies.
Earn Code:	<b>UA8</b> (BU01) <b>UA1</b> (BU31) <b>UA1</b> (BU61)
Amount:	Enter payment amount.

### ***Miscellaneous Payment Information***

If there is an additional tax amount in the employee's record, the additional tax will be deducted from **both** the regular check and the separate check.

The Uniform Allowance payment is **not** pensionable and is **not** included in the calculation of overtime.

### ***Control-D Report***

Time Entry Payment Report **NPAY771** will be available after the automatic payment is loaded into the Time Entry page (November 18, 2005 for Administration agencies and November 25, 2005 for Institution agencies).

The report contains the following data:

DeptID  
EmplID

Empl Record  
Name  
Earn Code  
Grade  
Barg Unit  
Part Time %  
Amount  
Number of Payments Processed  
Total Payment Amount

***Payroll Register  
and Employee  
Paycheck/Advice***

The Earn Code **UA8** or **UA1** and the amount will be displayed on the payroll register. The earnings description "Uniform Allowance NU01" for Earn Code **UA8** or "Uniform Allowance NU61/31" for Earn Code **UA1** and the amount will be displayed on the employee's paycheck stub.

***Questions***

Questions about the Uniform Allowance payment may be directed to your Payroll Auditor.