



Payroll Bulletin

Office of the State Comptroller
Bureau of State Payroll Services

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Subject Arbitration Award Implementation of Retroactive General Salary and Other Increases for Employees Represented by NYSCOPBA (BU01) for 2007–2008

Purpose To inform agencies of OSC's automatic processing and to provide instructions for processing adjustments and changes.

Affected Employees Department of Correctional Services employees represented by NYSCOPBA (BU01).

Effective Date(s) Retroactive General Salary increases will be processed in Pay Period 13L - paychecks dated 10/8/09 (Institution) and 10/14/09 (Administration).

Background Pursuant to Chapter 214 of the Laws of 2009 which implements the Arbitration Award between New York State and the New York State Correctional Officers Police Benevolent Association (NYSCOPBA) and provides salary increases and increases to other payments for those employees covered by the award.

Contract Provisions and Eligibility

April 1, 2007 General Salary Increase
The legislation provides for a 3% Salary Increase for employees who, on or after the effective date of the increase, have a status of Active, Paid Leave, or Leave of Absence due to Workers' Compensation or Military Leave, and are in graded or trainee (SG 800) positions.

- Payable effective 3/29/07 Institution and 4/5/07 Administration.
- Revised April 1, 2007 [Salary Schedule](#).

April 1, 2008 General Salary Increase

The legislation provides for a 3% Salary Increase for employees who, on or after the effective date of the increase, have a status of Active, Paid Leave, or Leave of Absence due to Workers' Compensation or Military Leave, and are in graded or trainee (SG 800) positions.

- Payable effective 3/27/08 Institution and 4/3/08 Administration.
- Revised April 1, 2008 [Salary Schedule](#).

Location Pay (LOC)

Legislation provides for an increase to the Location Pay (**LOC**) for employees employed in New York City or the counties of Nassau, Suffolk, Westchester and Rockland as follows:

April 1, 2007	\$3,117
April 1, 2008	\$3,210

Location Pay Mid-Hudson (LMH)

Legislation provides for an increase to the Location Pay Mid-Hudson earnings for employees in Orange, Dutchess, and Putnam counties who are not receiving **LOC** pay. The amounts are as follows:

April 1, 2007	\$1,160
April 1, 2008	\$1,195

Expanded Duty Pay (CED)

Legislation provides for a new annual payment for Expanded Duty Pay, effective 4/1/07 for eligible employees in the amount of \$1,500.

The Expanded Duty Pay payment is eligible to be included in overtime and Pre-Shift Briefing calculations and is pensionable.

The Expanded Duty Pay payment is prorated for part-time employees.

Trainees are eligible for the Expanded Duty Pay payment.

Change in the 25 Year Longevity Step Payment Calculation

Legislation provides for an increase to the twenty-five (25) year longevity step payment ,effective 4/1/07, by calculating the difference between the 15 year and the 10 year longevity steps, and adding the difference to the 20 year step. That amount is then increased by the 3% General Salary Increase.

Calculation of Salaries for Employees Who Change Bargaining Units

Whenever an employee has movement between different bargaining units within a fiscal year, the salary must be reconstructed as if the employee has been in the new bargaining unit as of the beginning of the fiscal year in which the employee moved.

Refer to [Payroll Bulletin No. 702](#), issued February 22, 2007, for more information.

OSC Actions

Salary Increases

After payroll processing for Pay Period 13L is complete, OSC will automatically insert rows in the Job Data page to reflect the April 2007 and 2008 retroactive Salary Increases for employees who are in Bargaining Unit 01 on or after the effective dates of the increases.

These increases will be processed in the following manner:

- For employees in Bargaining Unit 01 who, on the effective dates of the increases have a status of Active or Paid Leave (except those on Military Stipend) OSC will insert a row on the employee's Job record, effective the dates of the increases, using the Action/Reason codes of **PAY/SAC** (Pay Rate Change/Mass Salary Increase).
- For the above employees, OSC will update all subsequent Job rows in which the employee is in Bargaining Unit 01, regardless of status, using the Action/Reason codes of **PAY/CSL** (Pay Rate Change/Correct Salary).
- For employees who were not Active in Bargaining Unit 01 on the effective date of an increase or in a Bargaining Unit other than 01, but who became Active in Bargaining Unit 01 after the effective date of the increase, OSC will insert a row to reflect the Salary Increase, effective the date that the employee became Active. The Action/Reason codes of **PAY/CSL** (Pay Rate Change/Correct Salary) will be used.
- For the above employees, OSC will update subsequent Job rows, regardless of the employee's status, using the Action/Reason codes of **PAY/CSL**.

Automatic Increase in Location Pay (LOC)

- OSC will automatically update all existing **(LOC)** rows on the Additional Pay page for employees who have an existing **(LOC)** row effective 3/29/07 (Institution) and 4/5/07 (Administration) or later, increasing the amount to \$3,117.
- OSC will automatically update all existing **(LOC)** rows on the Additional Pay page for all employees who have an existing **(LOC)** row effective 3/27/08 (Institution) and 4/3/08 (Administration) or later, increasing the amount to \$3,210.
- OSC will update any **(LOC)** rows on the Additional Pay page to reflect any status, eligibility or percentage changes on the Job Data page effective 3/29/07 (Institution) and 4/5/07 (Administration) or later.

Automatic Increase in Location Pay Mid-Hudson (LMH)

- OSC will automatically update all existing **(LMH)** rows on the Additional Pay page for employees who have an existing **(LMH)** row effective 3/29/07 (Institution) and 4/5/07 (Administration) or later, increasing the amount to \$1,160.
- OSC will automatically update all existing **(LMH)** rows on the Additional Pay page for employees who have an existing **(LMH)** row effective 3/27/08 (Institution) and 4/3/08 (Administration) or later, increasing the amount to \$1,195.
- OSC will update any **(LMH)** rows on the Additional Pay page to reflect any status, eligibility or percentage changes on the Job Data page effective 3/29/07 (Institution) and 4/5/07 (Administration) or later.

Expanded Duty Pay (CED)

OSC has created new Additional Pay earnings codes to be used to pay the new Expanded Duty Pay payment.

Expanded Duty Pay

- **CED** (Corrections Expanded Duty Pay)
- Use existing code **AED** (Adjust Expanded Duty) for adjustments to **CED**

Earnings Code:	CED
Effective Date:	3/29/07 (Institution) or 4/5/07 (Administration) or the date the employee becomes eligible
End Date:	If necessary
Annual Addl Earnings:	\$1500.00

4/1/07: For employees who are in an eligible title on or after the effective date of the payment (3/29/07 Institution and 4/5/07 Administration) or later, OSC will insert a **CED** row on the Additional Pay page with the effective date of 3/29/07 (Institution) and 4/5/07 (Administration) or later with an annual earnings amount of \$1,500.

4/1/08: For employees who are in an eligible title on or after the effective date of the payment (3/27/08 Institution and 4/3/08 Administration) or later, OSC will insert a **CED** row on the Additional Pay page with the effective date of 3/27/08 (Institution) and 4/3/08 (Administration) or later with an annual earnings amount of \$1,500.

OSC will insert **CED** rows on the Additional Pay page to reflect any status, eligibility or percentage changes on the Job Data page effective 3/29/07 (Institution) and 4/5/07 (Administration) or later.

**Automatic
Retroactive
Processing**

OSC will automatically calculate retroactive payments resulting from the above increases.

For eligible employees who have worked in more than one (1) agency and have been paid by all agencies using the same Employee Record Number since the effective date of the increases, all retroactive adjustments will be paid in the most current agency.

For eligible employees who have worked in more than one (1) agency and have been paid from more than one (1) Employee Record Number since the effective date of the increases, the retroactive adjustment for earnings in each Employee Record Number will be paid in the most current agency, on the appropriate pay cycle, under each Employee Record Number.

Retroactive Adjustments for Additional Pay and Time Entry Earnings

Pre-Shift Briefing (**PS1**) paid in Additional Pay will be automatically adjusted due to the above increases.

Time Entry earn codes that are calculated based on an employee's additional salary factors such as overtime (**OTA**) and holiday (**HPA**) will be automatically adjusted.

**Agency Actions
for Retroactive
Processing**

Retroactive adjustments will be automatically calculated for regular, Additional Pay, and certain miscellaneous earnings based on the salary increases.

Time Entry earnings submitted with an amount will not be retroactively adjusted. Therefore, the agency must report the adjustments when the following earn codes were used to report earnings on or after 3/29/07 (Institution) and 4/5/07 (Administration): **PS2, RGO, OTO, LTO, PLO, SOO, OTT, ADJ, APB** and **ES2**.

**Additional Miscellaneous Information and Procedures Regarding
Retroactive Processing**

- If a check was returned on an AC 230 for dates on or after 3/29/07 (Institution) and 4/5/07 (Administration) or 3/27/08 (Institution) and 4/3/08 (Administration), the agency must review the retroactive adjustment for that employee, as the payroll system does not always consider AC 230s when processing retroactive adjustments. Therefore, the agency may need to report an adjustment of earnings.
- If an employee received earnings on an AC 39 (Typewritten Payroll) prepared by OSC for earnings on or after 3/29/07 (Institution) and 4/5/07 (Administration) or 3/27/08 (Institution) and 4/3/08 (Administration), the agency must submit an adjustment for all earnings paid on the typewritten payroll.
- If **RGS** was previously submitted using a date range that exceeded the number of days reported, the payroll system will calculate the adjustment of earnings based on the number of workdays within the range. Therefore, the agency must report an adjustment to reduce the automatic retroactive adjustment.
- Adjustments for earnings that are calculated automatically, such as overtime, will be calculated incorrectly if the dates previously reported as a single entry on the Time Entry page overlap the effective date of a salary increase. The payroll system will calculate an adjustment for all earnings reported in the single entry based on the salary in effect on the Earnings End Date. Therefore, the agency must submit the necessary adjustment to reduce the automatic payment.

Agency Actions Agencies must use the Earn Code **AJR** (Adjust Raise) on the Time Entry page to

for Reporting Adjustments in Time Entry

report the retroactive changes due to the implementation of the Salary Increases.

Earnings Code: **AJR**
 Earns Begin Date: First date of adjustment
 Earns End Date: Last date of adjustment
 Amount: Amount to be adjusted
 Comments: Enter explanation of adjustment

Control-D Report Available After Processing

The following Control-D report will be available for agency review **after** processing of the automatic increases:

NHRP704 Mass Salary Increase Report

This report identifies all employees who received the Salary or Longevity Increase and identifies all employees' salaries that were automatically increased in an eligible bargaining unit. Other fields on the report include the EmplID, Employee Record Number, Employee Name, Effective Date, Effective Sequence, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Action Reason and Increment Code.

Recalculation of Military Stipends

For employees who were placed on a Military Stipend Leave With or Without Pay on or after the effective date of the retroactive increases, OSC will recalculate the amount of Military Stipend. The recalculations will be processed in Pay Period 14L, paychecks dated 10/22/09 (Institution) and 10/28/09 (Administration).

- For those employees who received a stipend, the increase in the biweekly stipend will be updated on the Job Data record by inserting a new row to reflect the new biweekly stipend amount. Any additional adjustment that is required due to the change in stipend that will not be calculated automatically by the Retro process will be reported by OSC in the Time Entry page using the Earn Code **AMS** (Adjust Military Stipend).
- For those employees who did not receive a stipend but became eligible for a stipend because of the increased salary, OSC will take the necessary action on the Job Data and/or Time Entry pages to pay the required increases.

Deduction Information

All general deductions for employees whose status is Terminated, Retired or Deceased will be automatically cancelled by OSC with the exception of the following:

Code	Narrative
233	PEF Member
247	PEF Non-Member A/S
410	Health Care Spending Account
420	NY Dependent Care Contribution
425	Repay State Loans/Debt
426	Higher Ed Repay State Loan
428	Dependent Care
433	Total Unemployment Ins Owed
500	Medicare Deficiency
501	Social Security Deficiency
GARNSH	Garnishments
HIATRG	Regular After Tax Health
HIATSP	Special After Tax Health Adj
HIBTRG	Regular Before Tax Health
HIBTSP	Special Before Tax Health Adj

**Undeliverable
Checks**

Inactive employees may be eligible for a payment as a result of the adjustments. If the agency has made an effort to deliver the check to the employee but the check has been returned and is undeliverable, the agency should forward the check to the NYS Department of Tax and Finance, Division of Treasury, per instructions in [Payroll Bulletin No. 908](#).

Checks issued to eligible employees who are now deceased should be returned with a completed Next of Kin Affidavit ([Form AC 934-P](#)) and a Report of Check Exchange ([Form AC 1476-P](#)).

Undeliverable

For recipients of a previously deceased employee's payroll checks where a Next of Kin Affidavit and Report of Check Exchange forms have been submitted, OSC will accept a photocopy of these forms to process the exchange of the check.

**Payroll Register
and Employee
Paycheck/Advice**

All retroactive adjustments will be displayed on the payroll register and the employee's paycheck stub or direct deposit advice statement.

Questions

Questions about general salary increases may be directed to the Salary Determination mailbox.

Questions about the recalculation of Military Stipends may be directed to the Military Stipend mailbox.

Additional Pay and Time Entry questions may be directed to the Payroll Audit mailbox.