



Payroll Bulletin

Office of the State Comptroller

Bureau of State Payroll Services

Date: October 20, 2010

Bulletin Number: 1020

Subject	Implementation of General Salary and other Increases for Non-Arbitration Eligible Employees Represented by NYSCOPBA (BU21)
Purpose	To explain OSC's automatic processing of the General Salary and other Increases and to provide agencies with instructions for payments not processed automatically.
Affected Employees	Non-arbitration eligible employees represented by NYSCOPBA in Bargaining Unit 21.
Background	<p>Pursuant to Chapter 150 of the Laws of 2010 which implements the agreement between New York State and NYSCOPBA (BU21) and provides for salary increases and additional payments for those employees covered by the agreement EXCEPT for those employees in the following Job Titles:</p> <ul style="list-style-type: none"> ● Lifeguard ● Lifeguard 2 LISPC ● Supervising Lifeguard LISPC ● Assistant Chief Lifeguard ● Chief Lifeguard ● Field Lieutenant LISPC Lifeguard ● Field Captain LISPC Lifeguard ● Lifeguard 2

Effective Date(s)

	Effective Date	Paycheck date
Institution Lag	3/29/07	12/2/10
Administration Lag	4/5/07	11/24/10
Administration Extra Lag	3/29/07	11/24/10
Institution Extra Lag	4/5/07	12/2/10

Contract Provisions and Eligibility Criteria

April 1, 2007 Increase to 25 Year Longevity Step

The legislation provides for an increase to the 25 year longevity step. Across the Board raises shall be applied to longevity.

- Effective 3/29/07 (Institution) and 4/5/07(Administration).
- Revised [April 1, 2007 Salary Schedules](#) are attached.

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.

- Effective 3/29/07 (Institution) and 4/5/07(Administration).
- Revised [April 1, 2007 Salary Schedules](#) are attached.

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.

- Effective 3/27/08 (Institution) and 4/3/08 (Administration).
- Revised [April 1, 2008 Salary Schedules](#) are attached.

Location Pay

The legislation provides for an increase to Location Pay for employees in New York City, Nassau, Suffolk, Westchester, or Rockland Counties in the following amounts:

- 4/1/07 \$1,500
- 4/1/08 \$1,545

Location Pay Mid-Hudson

The legislation provides for an increase to Mid-Hudson Location Pay for employees in Orange, Putnam or Dutchess Counties in the following amounts:

- 4/1/07 \$800
- 4/1/08 \$824

Inconvenience Pay

The legislation provides for an increase to Inconvenience Pay in the following amounts:

- 4/1/07 \$567
- 4/1/08 \$584

Security Enforcement Differential

The legislation provides for an increase to Security Enforcement Differential in the following amounts:

- 4/1/07 \$643
- 4/1/08 \$662

Facility Security Supervisor Pay

The legislation provides for an increase to Facility Security Supervisor Pay in the following amounts:

- 4/1/07 \$515
- 4/1/08 \$530

Uniform Cleaning and Maintenance Allowance

The legislation provides for an increase to Uniform Cleaning and Maintenance Allowance in the following amounts:

- 11/7/07 \$642
- 11/5/08 \$661

OSC Actions

Salary Increases

After payroll processing for Pay Periods 16L (Administration) and 17L (Institution) is complete, OSC will automatically insert rows in the Job Data records to reflect the April 2007 Longevity Increases and the 2007 and 2008 Salary Increases for employees who are in Bargaining Unit 21 on or after the effective dates of the increases.

These increases will be processed in the following manner:

- For employees in Bargaining Unit 21 who on the effective dates of the increases have a status of Active or Paid Leave, 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 21, regardless of status, using the Action/Reason codes of **PAY/CSL** (Pay Rate Change/Correct Salary) for **ANN** and **PAY/CRT** (Pay Rate Change/Correct Rate) for **HRY**.
- For employees who were not Active in Bargaining Unit 21 on the effective date of an increase but who became Active in Bargaining Unit 21 after the effective date of the increase, OSC will insert a row to reflect the Salary Increase, effective the date the employee became Active. The Action/Reason codes of **PAY/CSL** (Pay Rate Change/Correct Salary) for **ANN** and **PAY/CRT** (Pay Rate Change/Correct Rate) for **HRY** will be used.
- For the above employees, OSC will update subsequent Job rows, regardless of the employee's status, using the Action/ Reason of **PAY/CSL** (Pay Rate Change/Correct Salary) for **ANN** and **PAY/CRT** (Pay Rate Change/Correct Rate) for **HRY**

All Increases will be processed in the cycle the incumbent is currently in. All effected rows will be processed regardless of cycle.

Additional Pay Increases

For employees who have the following Additional Pay rows who have subsequently become ineligible, OSC will insert a new Additional Pay row at the previous amount as applicable.

Location Pay

For employees who have an existing **LOC** row on or after the effective date of the increases, OSC will insert or update the **LOC** rows on the Additional Pay page with the following appropriate effective dates and annual earnings amount:

4/1/07, effective 3/29/07 (I), 4/5/07 (A)	\$1,500
4/1/08, effective 3/27/08 (I), 4/3/08 (A)	\$1,545

Location Pay Mid-Hudson

For employees who have an existing **LMH** row on or after the effective date of the increases, OSC will insert or update the **LMH** rows on the Additional Pay page with the following appropriate effective dates and annual earnings amount:

4/1/07, effective 3/29/07 (I), 4/5/07 (A)	\$800
4/1/08, effective 3/27/08 (I), 4/3/08 (A)	\$824

Inconvenience Pay

For employees who have an existing **IPF** row on or after the effective date of the increases, OSC will insert or update the **IPF** rows on the Additional Pay page with the following appropriate effective dates and annual earnings amount:

4/1/07, effective 3/29/07 (I), 4/5/07 (A)	\$567
4/1/08, effective 3/27/08 (I), 4/3/08 (A)	\$584

Security Enforcement Differential

For employees who have an existing **SED** row on or after the effective date of the increases, OSC will insert or update the **SED** rows on the Additional Pay page with the following appropriate effective dates and annual earnings

amount:

4/1/07, effective 3/29/07 (I), 4/5/07 (A)	\$643
4/1/08, effective 3/27/08 (I), 4/3/08 (A)	\$662

Facility Security Supervisor Pay

For employees who have an existing **FSS** row on or after the effective date of the increases, OSC will insert or update the **FSS** rows on the Additional Pay page with the following appropriate effective dates and annual earnings amount:

4/1/07, effective 3/29/07 (I), 4/5/07 (A)	\$515
4/1/08, effective 3/27/08 (I), 4/3/08 (A)	\$530

Uniform Cleaning and Maintenance Allowance

OSC will automatically insert an adjustment in Time Entry to pay the difference between the amount received as Uniform Allowance (**UA8**) and the new Allowance for eligible employees in Bargaining Unit 21.

The Earnings Begin Dates, Earnings End Dates and Department ID will be the same as the original payment on Time Entry. The check for all payments will be distributed to the employee's current or most recent agency.

2007: Employees who received a Uniform Allowance payment in 2007 will receive an adjustment of \$19. Employees who received a prorated 2007 Uniform Allowance payment will receive a prorated amount of the \$19 adjustment.

2008: Employees who received a Uniform Allowance payment in 2008 will receive an adjustment of \$38. Employees who received a prorated 2008 Uniform Allowance payment will receive a prorated amount of the \$38 adjustment.

2009: Employees who received a Uniform Allowance payment in 2009 will receive an adjustment of \$38. Employees who received a prorated 2009 Uniform Allowance payment will receive a prorated amount of the \$38 adjustment.

All retroactive adjustments for the Uniform Allowance will be paid in a separate check. There will be no direct deposit for this payment.

OSC Actions- Recalculation of Military Stipends

The above salary increases will result in an increase to Military Stipends for employees who have received paid stipends during the raise periods. The salary increases may also result in employees becoming eligible to receive a stipend if the employee's new NYS salary now exceeds their military salary. OSC will recalculate paid Military Stipends as well as determine whether an employee now would be eligible to receive a paid Military Stipend.

For employees who will be receiving a higher biweekly Military Stipend, OSC will insert a row in the Job Data page with the Action/Reason of Pay Rate Change/Military Stipend Change (**PAY/MSC**) beginning the date the employee was entitled to the increased stipend and for each affected subsequent row.

For employees who now will be eligible for a biweekly Military Stipend, OSC will insert a row on the Job Data page with an Action/Reason of Paid Leave of Absence/Military Stipend (**PLA/MLS**) beginning the date the employee is entitled to the stipend and insert a row in the Job Data page with the Action/Reason of Pay Rate Change/Military Stipend Change (**PAY/MSC**) for each

affected subsequent row.

Any Military Stipends that were paid in Time Entry with Earn Codes **ADJ** or **MSP** will be adjusted by OSC using Earn Code **ADJ**. OSC will also enter a General Comment explaining the adjustment.

All changes to Military Stipends and adjustments will be processed in the paychecks dated 11/24/10 (Administration) and 12/2/10 (Institution).

***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

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

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

***Agency Actions for
Retroactive
Processing***

Retroactive adjustments will be calculated automatically 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: **RGO, OTO, LTO, PLO, SOO, OTT, ADJ, APB, LSI, 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, the agency must review the retroactive adjustment for that employee, as the 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, 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 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

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 for Reporting Adjustments in Time Entry

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

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

NHRP704 Mass Salary Payment Report

This report identifies all employees who received the General Salary Increase. The report identifies all salaries that were automatically increased. Other fields on the report include the EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Action Reason, Old Comp Rate, Effective Date, Effective Sequence, and Increment Code.

NHRP 703 Mass Salary Additional Pay Report

This report identifies all employees receiving an automatic increase for Location Pay (LOC), Location Pay Mid-Hudson (LMH) Inconvenience Pay (IPF), Security Enforcement Differential (SED), or Facility Security Supervisor Pay (FSS). Fields on this report include EmplID, Employee Record Number, Employee Name, Earn Code, Grade, Salary Plan, Bargaining Unit, and Additional Pay Amount.

NPAY771 Time Entry Payment Report

This report will be available after the automatic processing of the Uniform Cleaning and Maintenance Allowance adjustments are loaded into the Time Entry page. Fields on the report include EmplID, Employee Record Number, Employee Name, Earn Code, Earnings End Date, Grade, Bargaining Unit, Amount, Number of Payments Processed and Total Payment Amount.

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
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
502	NYS SS/Medicare Deficiency
GARNISH	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 salary adjustment. 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. 456](#).

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](#)).

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

Questions Questions regarding salary may be directed to the Salary Determination mailbox.

Other questions regarding this bulletin may be directed to the Payroll Audit mailbox.