



Payroll Bulletin

Office of the State Comptroller
Bureau of State Payroll Services

Date: March 27, 2007

Bulletin Number: 720

Subject March 31, 2007 Salary Increase and the Ending of Other Payments for Certain Employees Represented by NYSCOPBA

Purpose To explain OSC's automatic processing of the increase to base salary and the ending of Security Enforcement Differential for affected employees.

Affected Employees Arbitration-eligible Department of Corrections employees represented by NYSCOPBA (BU01) in the following titles:

Correction Officer
Correction Officer Spanish Language
Correction Officer Trainee
Correction Officer Trainee Spanish Language
Correction Sergeant
Community Correctional Center Assistant
Institution Safety Officer

Effective Date(s) 3/29/07 Institution - Paychecks dated 4/26/07, Pay Period 1L.
4/5/07 Administration - Paychecks dated 5/2/07, Pay Period 1L.

Background Pursuant to Chapter 113 of the Laws of 2006, the Security Enforcement Differential (**SED**) shall be increased to \$1,550 and such amount shall be added to the base salary of all arbitration eligible employees effective 3/31/07. Article 11.10 shall be deleted from the collective bargaining agreement on 3/31/07 and the Security Enforcement Differential (**SED**) shall no longer exist.

The Uniform Allowance (**UA8**) shall be increased to \$1,075 and such amount shall be added to the base salary of all arbitration eligible employees effective 3/31/07. Article 20 shall be deleted from the collective bargaining agreement on 3/31/07 and the Uniform Allowance (**UA8**) shall no longer exist.

The Arbitration Award calls for a Salary Increase for all arbitration eligible employees on 3/31/07 in the amount of \$2,625 due to the movement of the Security Enforcement Differential and Uniform Allowance to the employee's base annual salary.

A revised salary schedule is [attached](#).

OCS Actions Ending Security Enforcement Differential (**SED**)

OSC will automatically insert an End Date (4/4/07 Administration or 3/28/07 Institution) on the Additional Pay page for all affected employees with an active **SED** row where the end date is blank.

Salary Increase

OSC will insert a row in the employee's Job Data record using the Action/Reason code of **PAY/SAC** (Pay Rate Change/Mass Salary Increase) with an effective date of 3/29/07 (Institution) and 4/5/07 (Administration) for employees who are Active, on a Paid Leave, or on a Workers' Compensation Leave (with a Reason code of **WDL**, **WSP** or **WPS**).

For employees who were Inactive or on a Leave of Absence without Pay (excluding

WDL, WSP or WPS) on the effective date of the increase, the increase will be applied to the employee's Job Data record only if the employee was subsequently returned to the payroll in an eligible bargaining unit. Rows will be inserted as of the effective date of the Return from Leave action using the Action/Reason code of:

- **PAY/CSL** (Pay Rate Change/Correct Salary) and the new salary for annual salaried employees
- **PAY/CRT** (Pay Rate Change/Change Rate) and the new rate for hourly employees.

Provided the employee remained in an eligible bargaining unit, all subsequent rows on the Job Data record will also be updated automatically by inserting additional rows with the Action/Reason codes of:

- **PAY/CSL** (Pay Rate Change/Correct Salary) and the new salary for annual salaried employees
- **PAY/CRT** (Pay Rate Change/Change Rate) and the new rate for hourly employees.

Pre-Shift Briefing

After all Job Data and Additional Pay transactions have been processed for Pay Period 26, OSC will automatically recalculate Pre-Shift Briefing NU 01 (**PS1**) earnings.

Position Data and Job Data do not match

OSC will run a listing of employees whose Position Data and Job Data do not match for the following fields: BU, Salary Administration Plan and Grade. The Position Management Unit will notify the agencies with these discrepancies.

Agency Actions

The following procedures must be used by the Agency when reporting transactions in Pay Period 1L:

For Pay Changes, Position Changes and Transfers with effective dates **on or before** 3/29/07 (Institution) or 4/5/07 (Administration):

- The agency must **not** include the \$2,625 Salary Increase in the Pay Rate field. The April 2006 Salary Chart must be used to calculate the salary.

For Pay Changes, Position Changes and Transfers with effective dates **after** 3/29/07 (Institution) or 4/5/07 (Administration):

- The agency must **not** include the \$2,625 Salary Increase in the Pay Rate field, but must include the Performance Advance from the April 2006 Salary Chart in the salary, if applicable.

Administration Agencies Only: New hires submitted in Pay Period 1 effective 4/5/07 or later must be submitted using the Hiring Rate of the 2006 Salary Chart. The automatic validation salary warning message "Requested salary rate must be at the hiring rate when Action of PAY and Reason of NEW is used" will appear, as the new 2007 Salary Charts will be in effect. **Please ignore this warning message.**

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 the employee's last salary that was automatically increased in an eligible bargaining unit. Other fields on the report include the EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Action Reason and Increment Code.

Questions

Questions about salary increases may be emailed to salarydetermination@osc.state.ny.us.

Questions about Security Enforcement Differential or Uniform Allowance may be emailed to PayrollAudit@osc.state.ny.us.