



# Contract Update

(number 11-02)

March 31, 2011

**TO:** Executive Board  
Council Leaders

**FROM:** Contract Administration

**RE:** April 2011 Performance Advances - REVISED

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The Office of the State Comptroller has released Payroll Bulletin 1062 providing for payment of the April 2011 Performance Advances (Increments). Details regarding eligibility for these payments are contained in the Payroll Bulletin which is attached.

The effective dates for these base salary changes are as follows:

Administrative Payroll (effective 3/31/11 — in paycheck dated 4/27/11)  
Institution Payroll (effective 4/7/11 — in paycheck dated 5/5/11).

Payroll Bulletin 1062 can also be found on the ContractResourceCenter at [www.pef.org](http://www.pef.org).

Questions should be directed to Contract Administration at 800-342-4306 ext. 223.

cc: PEF Field Offices



# Payroll Bulletin

## Office of the State Comptroller

### Bureau of State Payroll Services

**Date:** March 30, 2011

**Bulletin Number:** 1062

**Subject** April 2011 Performance Advances for Graded and NS Equated to Grade Employees Represented by the Public Employees Federation (PEF)

**Purpose** To explain OSC's automatic processing and to provide instructions for payments not processed automatically.

**Affected Employees** Eligible employees in Bargaining Unit 05.

**Background** Chapter 114 of the Laws of 2008, Article 8, Section 131.6 of the Civil Service Law and the 2007-2011 negotiated agreement between the State of New York and the Public Employees Federation (PEF) provide for the payment of Performance Advances to eligible PEF employees.

**Effective Date(s)** 3/31/11 Administration - Paychecks dated 4/27/11, Pay Period 1L.  
4/7/11 Institution - Paychecks dated 5/5/11, Pay Period 1L.

**Contract Provisions and Eligibility Criteria** **Performance Advance Requirements**

PEF employees whose annual salary is below the Job Rate of the employee's current grade on the 4/1/10 Salary Schedule are eligible for a Performance Advance if the employee:

- has completed one (1) year of service in such grade by April 1, 2011; **and**
- did not receive a Performance Advance in October 2010; **and**
- was rated "Satisfactory" or its equivalent on the employee's last annual evaluation date.

**Unsatisfactory Ratings**

Employees rated "Unsatisfactory" during Fiscal Year 2010-2011 are not eligible to receive a Performance Advance. Agencies must submit a Job Action Request using the Action/Reason code of **DTA/USP** (Data Change/Unsatisfactory Performance) and enter Increment Code **0003** to withhold a Performance Advance. The effective date should be the date of the employee's rating. These transactions should be entered as soon as practicable following the employee's evaluation date.

**OSC Actions** After payroll processing is completed for Pay Period 1L, OSC will process Performance Advances and Promotion Recalculations for eligible graded and NS equated to grade employees who are Active, on a Paid Leave of Absence (except Sick Leave) or on Workers' Compensation Leave on 3/31/11 (Administration) or 4/7/11 (Institution).

**Performance Advance (Increment Code 0001 and Anniversary Date between 10/2 and 4/1):**

OSC will automatically insert a row in the employee's Job Data page effective 3/31/11 (Administration) or 4/7/11 (Institution) to reflect the Performance Advance (not to exceed the Job Rate) using the Action/Reason code of **PAY/PAV** (Pay Rate Change/Performance Advance).

**Promotion Recalculation (Increment Code 0004):**

For employees who are entitled to a revised salary based on their **FIS** (Fixed Incremented Salary), OSC will automatically insert a row in the employee's Job Data page effective 3/31/11 (Administration) or 4/7/11 (Institution) to reflect the **FIS** amount

displayed on the Job Data Compensation page using the Action/Reason code of **PAY/PMR** (Pay Rate Change/Promotion Recalculation). In addition, the **FIS** amount:

- must be equal to or greater than the Hiring Rate;
- must be greater than the employee's current salary;
- can exceed the Job Rate of the employee's current grade.

**Workers' Compensation:**

For employees who are receiving Workers' Compensation under the PEF Medical Evaluation Program, the supplement will be recalculated by OSC when processing payments for disability dates beginning 3/31/11 (Administration) or 4/7/11 (Institution).

Transactions processed automatically will appear on the NHRP520, Daily Outbound Transaction file.

**Automatic Update of Increment Codes**

OSC will automatically update the Increment Codes, as appropriate, on the inserted rows for employees who receive a Performance Advance or Promotion Recalculation. After the Performance Advances and Promotion Recalculations are processed in Pay Period 1L, OSC will automatically insert a row and update the Increment Codes of employees on the Job Data record using the Action/Reason code of **DTA/CIC** (Data Change/Correct Increment Code) effective 3/31/11 (Administration) or 4/7/11 (Institution) as follows:

<b>Current Code</b>	<b>Update to</b>
<b>0001</b>	<b>0001</b> if the new salary is below Job Rate <b>2011</b> if the new salary is equal to Job Rate
<b>0003</b>	<b>0001</b> if the current salary is equal to or greater than Hiring Rate and below Job Rate and the Anniversary Date is 10/2/XX-4/1/XX
<b>0004</b>	<b>0001</b> if the new salary is below Job Rate and the Anniversary Date is 10/2/XX-4/1/XX <b>1001</b> if the new salary is below Job Rate and the Anniversary Date is 4/2/XX-10/1/XX <b>2011</b> if the new salary is equal to or greater than Job Rate

**Control-D Report Available Prior to Processing**

The following Control-D report will be available **after** processing of Pay Period 25 (3/31/11 (Administration) and Pay Period 26 (4/7/11 (Institution)) is completed. This will give agencies time to correct employees' records, if necessary, before the automatic processing takes place.

**NHRP708 Mass Increment Payment Exception Report**

This report identifies employees who will not receive an automatic Performance Advance or Promotion Recalculation based on information available at the close of Pay Period 25 (Administration) and Pay Period 26 (Institution). Fields on the report include EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Salary, FIS Amount and Increment Code. The report identifies the reason the employee's salary will not be increased with one of the following messages:

- NYS Position has both equated grade and NTE
- Position and job do not match
- FIS missing
- FIS at or below current
- FIS below hiring rate
- Increment code missing
- Increment code invalid
- Inc code not in Anniv Date range

- Sal below hiring rate
- Sal at or above job rate

If an employee appears on this report but is due a Performance Advance or Promotion Recalculation, the agency must:

- Submit the necessary corrections on the Job Action Request page to correct the data on the incorrect Job row(s) using the appropriate Action/Reason code(s). After the row(s) is corrected, the automatic Performance Advance or Promotion Recalculation will be applied.
- Submit a Position Change Request to the Position Management Unit if the data on the Position Data page is incorrect in PayServ but is correct in NYSTEP. The position will be updated to reflect the change and the automatic Performance Advance or Promotion Recalculation will be applied provided the agency's position request contains the same information as the position information in NYSTEP.

**Agency Graded and NS Equated to Grade Employees**

**Actions - Pay Period 1** The following procedures must be used by the agency when submitting transactions in Pay Period 1L:

For Pay Changes, Position Changes and Transfers requested on the Job Action Request or Transfer Request **page** with an effective date **on or before** 3/31/11 (Administration) or 4/7/11 (Institution)

- The agency must **not** include the Performance Advance in the salary rate reported in the Pay Rate field.
- The agency must report the proper Increment Code for April 2011.

For Pay Changes, Position Changes and Transfers requested on the Job Action Request or Transfer Request page with an effective date **after** 3/31/11 (Administration) or 4/7/11 (Institution):

- The agency must include, if applicable, the Performance Advance in the salary reported in the Pay Rate field.
- The agency must report the **projected** Increment Code based on the employee's next performance advance cycle.

Employees who are on paid Sick Leave at the time of payment: will not receive payments automatically.

- The agency must enter a request on the Job Action Request page using the appropriate Action/Reason code of **PAY/PAV (Pay Rate Change/Performance Advance)** or **PAY/PMR (Pay Rate Change/Promotion Recalculation)** for employees who became eligible for the payments before placement on paid Sick Leave.

**Time Entry**

To report miscellaneous earnings that are automatically calculated by the system (i.e. overtime), agencies must separate earnings by pay period so the earnings will not overlap the effective date of the Pay Change.

**Control-D Reports Available After Processing**

The following Control-D reports will be available for agency review **after** the automatic payments have been made. All reports will be sorted by agency code, then by employee name in alphabetical order.

**NHRP704 Mass Increment Payment Report**

This report identifies all employees who received the automatic Performance Advance or Promotion Recalculation. Fields on the report include EmplID, Employee Record Number, Employee Name, Effective Date, Effective Sequence, Grade, Bargaining Unit,

Pay Basis Code, Part-time Percentage, Action Reason, Old Comprate, New Comprate and Increment Code.

#### **NHRP708 Mass Increment Payment Exception Report**

This report identifies employees who did not receive an automatic Performance Advance or Promotion Recalculation. Fields on the report include EmplID, Employee Record Number, Employee Name, Grade, Bargaining Unit, Pay Basis Code, Part-time Percentage, Salary, FIS Amount and Increment Code. The report identifies the reason the employee's salary was not increased with one of the following messages:

- NYS Position has both equated grade and NTE
- Position and job do not match
- FIS missing
- FIS at or below current
- FIS below hiring rate
- Increment code missing
- Increment code invalid
- Inc code not in Anniv Date range
- Sal below hiring rate
- Sal at or above job rate

**Agency Actions - Pay Period 2** Beginning in Pay Period 2L, agencies that enter Rein Leave transactions on the Job Data page for eligible employees due a Performance Advance, Promotion Recalculation or Increment Code update who return from a Leave of Absence without Pay (except Workers' Compensation Leave) or a Paid Leave of Absence with a reason of Sick Leave or Military Stipend (MLS) must take the following actions to update the record:

- If the effective date of the Rein Leave is **on or before** the first day of Pay Period 1, the agency must enter the Rein Leave on the Job Data page and submit a Job Action Request using the appropriate Action/Reason code indicated below effective 3/31/11 (Administration) or 4/7/11 (Institution).
- For a Performance Advance enter **PAY/PAV**
- For a Promotion Recalculation enter **PAY/PMR**
- For Increment Code update enter **DTA/CIC**

If the effective date of the Rein Leave is **after the first day of** Pay Period 1, the agency must enter the Rein Leave on the Job Data page and submit a Job Action Request using the Action/Reason code of **PAY/CSL** (Pay Rate Change/Correct Salary) or **DTA/CIC** (Data Change/Correct Increment Code) and the effective date of the Rein Leave with the next effective sequence number.

In addition, agencies must submit transactions for eligible employees with increment code **2222** (composite) who are due a Performance Advance or a Promotion Recalculation using the appropriate action reason code (**PAY/PAV** or **PAY/PRM**) with Pay Period 1 effective dates.

**Questions** Questions may be directed to the Payroll Earnings mailbox.