



Payroll Bulletin

Office of the State Comptroller

Bureau of State Payroll Services

Date: March 23, 2010

Bulletin Number:976

Subject April 2010 \$500.00 Longevity Payments for Long-Term Seasonal Employees Represented by CSEA and PEF

Purpose To provide agency procedures to process Longevity Payments and adjustments for overtime payments.

Affected Employees Certain seasonal hourly employees in the Department of Environmental Conservation (09180) and the Office of Parks, Recreation and Historic Preservation (49xxx) who meet the eligibility criteria and are in Bargaining Units **02, 03, 04** and **05** represented by CSEA and PEF.

Background Chapter 10 and Chapter 114 of the Laws of 2008 provide for \$500.00 Longevity Payments for long-term seasonal employees who meet the eligibility criteria stated below. The Longevity Payments are effective the first pay period of the fiscal year. If the employee is not Active in the first pay period of the fiscal year, the Longevity Payment is effective upon the employee's return to the payroll, provided the employee returns within the fiscal year.

Effective Date(s) Payments may be submitted in Pay Period 1, paychecks dated 4/28/10 Administration Extra Lag (49xxx) and 5/6/10 Institution Extra Lag (09180).

Contract Provisions and Eligibility Criteria **Seasonal Longevity Payments**
 Employees who are Active in Pay Period 1 in a BU 02, 03, 04, or 05 seasonal hourly position in Agency 49xxx or 09180 and had at least 1,500 hours in pay status as a seasonal employee in each of the previous five (5) calendar years in either of these agencies are eligible for a \$500.00 Longevity Payment.

For seasonal employees who are not Active in Pay Period 1 but become Active in a seasonal hourly position after Pay Period 1 and before 3/31/11 and otherwise meet the eligibility criteria stated above, the payment is effective the date of the return to the payroll.

Agency Actions

2010 Seasonal Longevity Payments

Beginning in Pay Period 1, agencies may submit the 2010 Longevity Payments for eligible employees and adjustments for overtime worked since the effective date of the payment. The agency must use the following procedure when reporting the 2010 Longevity Payment of \$500.00 on the Additional Pay page:

Earnings Code:	LPS
Effective Date:	3/25/10 (49xxx), 4/1/10 (09180) or the date the employee returned to the payroll
OT Effective Date:	Same as Effective Date*
Annual Additional Earnings	\$500.00
End Date:	Leave Blank*
Goal Balance:	Leave Blank

*The End Date field may be left blank because the system will not include the earnings in the overtime calculations for hourly employees. Agencies must use the procedure as stated in the section below to report any adjustments to overtime.

The agency must use the following procedure when reporting the Earn Code **LAO** (Longevity Payment Adjustment) in the Time Entry page to adjust overtime payments for the period 3/25/10 through 3/31/11.

When this code is used, the system will determine the amount of the **LAO** by multiplying the number of hours reported by \$.38.

Earnings Begin Date:	Enter the first date of overtime to be adjusted
Earnings End Date:	Enter the last date of overtime to be adjusted
Earn Code:	LAO
Hours:	Enter the number of overtime hours

If a seasonal employee has a position change or transfers into a non-seasonal position (e.g. Pay Basis Code is **ANN**) after the effective date of the **LPS**, the employee is no longer eligible for the Longevity Payment to be included in the calculation of overtime. Therefore, the agency must insert a row on the Additional Pay page as follows:

Earnings Code:	LPS
Effective Date:	Enter the last date the employee is eligible for the LPS in overtime calculation
OT Effective Date:	Enter the original OT effective date
Annual Additional Earnings:	LPS amount will default in this field
Earn End Date:	Enter the last date the employee is eligible for the LPS in overtime calculation
Goal Balance:	Re-enter \$500.00

**Miscellaneous
Payment Information**

The payment is pensionable and must be used in the calculation of overtime worked within the fiscal year in which it became effective, provided the employee continues to remain in a seasonal position.

**Payroll Register and
Employee
Paycheck/Advice**

The Earnings Codes **LPS** and **LAO** will appear on the payroll register. The earnings code descriptions, *Longevity Payment Seasonal* and *Longevity Adjustment Overtime*, will appear on the employee's paycheck stub or direct deposit advice.

Questions

Questions may be directed to the Payroll Audit mailbox.